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# Example of Compensation Associate Job Description

Our innovative and growing company is looking for a compensation associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for compensation associate

* Conduct job evaluation and review of new and/or existing roles
* Collect and organize data for analysis
* Administers day-to-day and quarterly processes and transactions related to the company’s stock plan
* Consult on compensation matters with Human Resource Consultants and Senior Director / VP level business leaders
* Support reporting and analysis for compensation programs
* Assist with planning, support and communication for the year-end compensation process
* Provide support for sales / formulaic incentive plans
* Provide support for executive compensation programs
* Assist with survey participation and the preparation of market competitiveness analyses
* Collaborate with HR Business Partners and Generalists to provide input and guidance on new hires, promotions, job evaluations, and other compensation matters

## Qualifications for compensation associate

* At least 2 Years of experience in compensation, financial analysis, operations analysis, business analysis or accounting
* Demonstrated ability to write summary interpretation reports
* Ability to manage a range of projects and work autonomously under pressure to tight deadlines
* Able to work in an environment of change, adapting quickly to changing requirements and focus
* Financial Services sector experience would be preferable
* College degree or equivalent professional work experience