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# Example of Compensation Associate Job Description

Our company is growing rapidly and is looking for a compensation associate. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for compensation associate

* Assist with planning, administration and communication for the monthly and quarterly Incentive Compensation plans, including summary reporting to Senior Management
* Collaborate with HR Business Partners to provide input and guidance on compensation matters
* Assist with ongoing compliance with incentive compensation regulatory requirements globally, including incentive compensation policies and procedures and risk balancing
* Administer Encore employee recognition program including special recognition programs that occur throughout the year ad-hoc reporting
* Provide analytical support to Commercial Bank line of business (LOB) compensation consultants
* Support LOB compensation plan administration, development, analysis, and approvals
* Support mid-year and year-end pay programs and related analytics
* Manage daily compensation-based requests as needed for multiple Commercial client groups
* Conduct market assessments on an as-needed basis
* Support LOB compensation projects, processes, and reporting

## Qualifications for compensation associate

* Lifting, sitting, walking, standing normal office hrs/day
* Solid analytical and problem solving skills ability to manage multiple tasks simultaneously to successful completion
* At least 2 years of experience in Compensation, or at least 2 years of experience in Finance, or at least 2 years of experience in Analytics, or a combination of the three
* At least 4 years of experience in Compensation, at least 4 years of experience in Finance, or at least 4 years of experience in Analytics, or a combination of the three
* At least 2 years of experience in a client consulting role
* Ability to meet tight deadlines and work in a fast-paced, rapidly changing environment