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# Example of Compensation & Benefits Analyst Job Description

Our company is growing rapidly and is looking for a compensation & benefits analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for compensation & benefits analyst

* Works with external consultants on issues such as income sourcing for mobile employees, tax and legal updates
* Coordinates contribution files for the Employee Stock Purchase Plan for International based employees
* Facilitates grant acceptance when needed
* Communicates with International HR and international participants on a routine basis to answer questions about equity program
* Provide US coverage when the US Stock Plan Administrator is unavailable
* Administer the distribution and return of International Addendums
* Completes International surveys and assists with compiling benchmark data for equity plans
* Minimum 3 - 4 years administering employee benefit and/or relocation programs
* Experience with administering employee stock plans highly preferred
* Responsible for successful implementation of annual rewards management cycle (including but not limited to training managers, supporting them on the recommendations, ensuring accurate rewards statements), off-cycle compensation process and implementation of global and local bonus plans# Responsible for delivering compensation training(either virtual or in-class) to managers and associates per the need

## Qualifications for compensation & benefits analyst

* Strong written and oral communication skills, polite and pleasant yet direct
* Minimum 3 years experience in an analytical Global HR or Compensation-related role
* Tracks costs and invoices against budget and inputs to the annual budget submission process
* Act as a key point of contact, supporting the management of internal and external providers of benefit plans and systems ensuring accuracy and positive employee experience in enrolling or using benefit plans
* Excellent analytical skills and mathematical aptitude required, including in the diagnosis of trends or problems
* Previous analyst level experience in Compensation & Benefits