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# Example of Compensation & Benefits Job Description

Our company is hiring for a compensation & benefits. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for compensation & benefits

* Manage the annual Salary Planning process
* Manage the monthly commission process, calculating and consolidating commissions for accurate and timely payment of commissions
* Prepare monthly and annual accurate reporting and analyze Staff costs/Salary mass and HC vs last Year and Budget
* Prepare and manage reports
* Manage and complete all aspects of annual reporting
* Partner with payroll administrators to process payroll for US, Panama, and Canada populations
* Manage employee onboarding process
* Maintain total satisfactory Business Control posture and retain auditable documentation to show compliance with program rules
* Manage the Europe GBS C&B team, ensuring performance management objectives are in place, career development and planning takes place and there is a positive, creative team environment
* Follow Centre of Expertise (CoE) guidelines regarding how updating of policies, procedures and other key benefit information will be kept up to date

## Qualifications for compensation & benefits

* Superior communication, organizational, leadership, presentation and interpersonal skills
* Ability to manage multiple projects, budgets, priorities and deadlines concurrently
* Strong math, problem solving, analytical and critical thinking skills
* HR system experience desirable, with SAP & ADP experience preferable
* Oriented to details, data and accuracy are critical
* Excellent collaboration, interpersonal and communication skills (written and verbal) with ability to build productive relationships with all levels of co-workers and external contacts, working effectively through email/tele-conferencing