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# Example of Compensation & Benefits Job Description

Our innovative and growing company is hiring for a compensation & benefits. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for compensation & benefits

* Proactively identify opportunities for change/improvement within the compensation and benefits programs that address changing market conditions, address gaps or increase quality of life for employees
* Supports Compensation & Benefits implementations and changes
* Design and manage a comprehensive compensation program that will drive performance, attract and retain employees
* Provides input to benefits communications, including system-generated letters, presentations, SPDs, Annual Enrollment materials
* Manage Bausch + Lomb retiree benefits administration
* Support Annual Compensation cycle, , system readiness, reporting data cuts and aggregation
* Develops pay systems that are industry competitive and enable management to focus on and reward individual and group performance
* Evaluate our current job structures and families and recommend appropriate career ladders for functional areas across the organization
* Educate our managers and employees on our total rewards practices, philosophy and market approach
* Recommend metrics to determine funding, equity, vehicles (mix of options, restricted shares) and methods to distribute bonus, and equity to employees

## Qualifications for compensation & benefits

* Strong MS Excel capability required
* Minimum 2 years working experience in Human Resources, preferably in C&B
* Analytical, self-motivated and detail-minded
* Proficient in PC skills and Excel (Pivot table, vLookup)
* Min 5-7 years of solid C&B experience
* Graduate in Human Resources Management