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# Example of Compensation Coordinator Job Description

Our company is looking to fill the role of compensation coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for compensation coordinator

* Monitor vendor compliance with requirements
* Responsible for the system activities including maintenance, file preparation, clean up and updating monthly accounts productivity
* Responsible for the monthly processing and quarterly sales force top-up commission payments
* Coordinate, prepare and submit pay schedules
* Prepare and submit Private Trust Referral fee payments
* Responsible for the monthly distribution and preparation of Staff Statistics and all related monthly reporting to Finance
* Responsible for preparation, maintaining and distribution of monthly Benefits and all Analysis Reports
* Responsible for reporting quarterly scorecard
* Responsible for coordinating & ensuring all relative files for monthly reporting is properly administered
* Monitor and Analyze balancing of various balance sheets

## Qualifications for compensation coordinator

* Responsible for any ad hoc reports
* Research and prepare market data composites for r positions across the company
* Audit personnel change notices and job requisitions to ensure compliance accuracy
* Administer the Employee Stock Purchase Plan including the communication of eligibility as well the administrative duties to ensure successful monthly purchases
* Assist in creative of wellness initiatives such as organizing heath fair, flu shots
* The candidate must have a demonstrated ability to function as a team leader, able to foster management and associate participation, have strong interpersonal communication, strong computer skills, and strong benchmarking and data analytics skills