Downloaded from <https://www.velvetjobs.com/job-descriptions/compensation-coordinator>

# Example of Compensation Coordinator Job Description

Our company is searching for experienced candidates for the position of compensation coordinator. 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 coordinator

* Ensure data integrity between the carrier systems and Gymboree’s systems
* Pay and reconcile invoices
* Establish and implement hours of operation to best suit the needs of the department and the customers served
* Identify priorities to enable the Employee Health Department to function in a safe, effective and efficient manner
* Establish and implement the most effective staffing mix
* Review and update policies as scheduled
* Implement new policies relevant to the Employee Health Department and Workers’ Compensation in accordance with State and Federal regulations and recommendations
* Comply with accepted professional and hospital standards in treating employees and other “customers”
* Ability to administer medications in a safe and effective manner
* Interact with contacts both within and outside the organization to serve as a resource person to exchange pertinent information while maintaining strict confidentiality

## Qualifications for compensation coordinator

* Minimum 1 year experience with media company or customer service position
* Assist in coordination of year end 401(k) match allocation and funding process with hotels
* Assist in development of internal processes and controls to adhere to employee eligibility requirements, transfer tracking, globally terminated employee accounts, and support quarterly data management process
* Respond to hotel inquiries regarding the administration of 401k
* Assist with US GRP Funding
* Understanding of general industry compensation principles and total rewards concepts