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# Example of Compensation Coordinator Job Description

Our company is looking to fill the role of compensation coordinator. 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 coordinator

* Oversee and assist in the retrieval of data necessary for the completion of records and reports that are necessary for governmental regulations, insurance purposes, and various committees
* Create and provide reports required by internal reporting committees and external reporting agencies
* Consult with appropriate resources including but not limited to physicians, servicing agents and legal services regarding Employee Health issues and Workers’ Compensation cases as required
* Oversee the maintenance of the Employee Health Department and Workers’ Compensation records and files in accordance with State and Federal regulations
* Oversee the development and implementation of the Employee Health Department portion of the new employee experience
* Consistently and accurately explain reasons behind Employee Health policies and procedures
* Serve as a member of the global Total Rewards Team
* Completion of Salary Survey Data submission for Radford and IPAS
* Responsibility for the publishing of various countries benefits intranet pages with new value messaging
* Serve as tester for the launch of the Comp Planning tool for Cycle 2 in July/August

## Qualifications for compensation coordinator

* Intermediate level proficiency in word processing, spread sheeting, and presentation skills
* A 4 year degree is required, a degree in risk management or workers-compensation related field is preferred
* Strong organization skills, with the ability to prioritize deadlines and manage multiple projects
* Experience with Workday or comparable HRIS
* Strong Word and PowerPoint
* Experience with Lotus Notes as asset