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# Example of Compensation Manager Job Description

Our company is looking for a compensation manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for compensation manager

* Conduct 401(k) Investment and administrative committee meetings, and implement changes to 401(k) plan arise as a result of these meetings
* Calculate eligibility data for ADP non-discrimination testing each year
* Run bi-weekly 401(k) wire transfer report to verify the amounts withheld from employee’s check and liase with finance and Merrill Lynch to facilitate payments
* Implement Benefit Plans and Pension Schemes for overseas offices
* Leads the implementation of the new Oracle, “manager self-service”, compensation portal
* Analyze situations or data related to the attraction and retention of talent
* Provide leadership in completing projects
* Manage the application of the company’s universal job description system
* Lead compensation activities for sales, marketing and investment teams
* Ability to interpret and provide insights of the analysis and present to leadership in a concise and effective manner to influence decision making

## Qualifications for compensation manager

* Previous computer programming or Microsoft VBA experience is a plus
* Must be able to work in a fast-paced, dynamic environment with changing priorities
* Experience with salary benchmarking, Mercer system
* Provide HR and management with compensation information, analysis and recommendations
* Participate in area and industry surveys
* Assist with importing survey results into survey database