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# Example of Compensation Manager Job Description

Our growing company is hiring for a compensation manager. 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 manager

* Plans, organizes, staffs, directs the day-to-day operations of the department
* Promote cross-functional work and partner with other functional areas (Finance Operations, Marketing, Sales channels, Commercial strategy, Compensation execution, HR, IT) to steer processes around implementation and governance of the channel compensation plans (holistic end to end view)
* Oversee the 401(k) audit in conjunction with external auditors
* Recommend third party administrators, outside consultants and vendors related to areas of responsibility
* Focus on delivery of quality, value-added services in a professional, cost effective and timely manner
* Participate in the Quarterly Investment Committee meeting(s)
* Conduct benchmarking to ensure competitiveness
* Develop and oversee the implementation of a sales compensation program that aligns with the overall Total Rewards package which competitively positions the company in the US while achieving the desired employee outcomes/retention to meet longer-term goals
* Evaluate and adjust the company’s Job Families / Job Leveling to align towards compensation structure globally, as needed
* Conduct annual compensation benchmarking and consult with leadership to make recommendations to ensure the strategic alignment of compensation programs to global and local strategic direction

## Qualifications for compensation manager

* Minimum of 5 years of varied Human Resources experience, including compensation and benefits administration
* Ability to communicate complex topics to diverse workforce through multiple channels
* Previous experience with Companalyst and Cornerstone desired
* Strong analytical skills and a proven ability to identify and resolve issues
* Strong verbal and written communication skills, ability to interpret contractual language into easily understandable text
* Self-directed with the ability to work independently with groups