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# Example of Compensation Program Manager Job Description

Our growing company is hiring for a compensation program manager. 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 program manager

* Project lead the annual pay planning cycle – including merit, bonus, and equity bonus
* Partner & develop compensation communication strategies with other HR functions & enterprise wide
* Coordinate next fiscal year’s sales compensation planning process & design
* Develop special sales incentive process – including communication & rollout process
* Identify dependencies between compensation programs
* Manage overlap of priorities, resources, and other risks/issues with Compensation program agenda
* Drive leadership & team members to be accountable & responsible for tasks
* Leads development and/or evaluation of SOW/RFP response
* Drive communications & updates with senior management & project teams
* Influence & remove roadblocks within HR & with business partners

## Qualifications for compensation program manager

* Enterprise-wide program management experience (focal, market analysis, job code architecture, new program design and implementation)
* Systems implementation experience (HRIS, Comp, Benefits)
* Leadership experience (project management, people management, clubs, sports teams)
* 10+ years of directly related experience in compensation (CCP preferred)
* Compose compensation market data composites from multiple survey sources to
* Minimum of 5-7 years of experience in finance, compensation or consulting with an in-depth knowledge of core compensation terminology and best practices