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# Example of Compensation Program Manager Job Description

Our company is growing rapidly and is hiring for a compensation program 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 program manager

* Establish clear ownership for project(s) tasks, ensure that team members have the tools needed, and provide timely feedback
* Drive adoption with regions and across operations
* Proactively communicate status, issues & risks to management
* Consult with operations and IT to support improved data modeling and structures for end to end leveragability
* Determine and obtain agreed KPIs and metrics to measure efficiency
* Follow SDLC project methodology process and deliverables, where appropriate
* Skills Champions Development program lead by passionate volunteers in our team to help you learn while they learn from you as well
* Lead global salary and bonus planning programs (includes providing support to building salary structures, making budget recommendations, and developing communications and system requirements)
* Execute other duties, projects and assignments as required
* Perform job evaluations, conduct or oversee market surveys

## Qualifications for compensation program manager

* Ability to perform this position using English language
* Comfortable with various HR technologies
* Bachelor's Degree - relevant experience in any compensation advisor, business operations, HR/Comp and Benefits, finance and analysis, strategic or relationship management role
* 5-7 years of HR experience, 3 years compensation specialization preferred
* Must have a good understanding of broad-based compensation programs, pay for performance philosophy, HR program lifecycles
* High proficiency in Microsoft PowerPoint and Microsoft Excel