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# Example of Compensation Specialist Job Description

Our company is growing rapidly and is looking for a compensation specialist. 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 specialist

* Minimum of 1 year of experience in Corporate environment, Compensation preferred
* Manages compensation benchmarking, annual survey participation and coordination
* Maintains and administers compensation related software / technical programs and tools
* Keeps abreast of any local legislative or tax changes impacting compensation programs
* Provide local market intelligence on compensation and salary posture
* Assist local team on banding, compensation remixes, retention programs
* Co-ordinates and executes programme related communications, educates HR Partners, Managers and HR Service Centre on compensation policy, including approval processes
* Help Compensation local negotiations where needed
* Understand the Compensation processes, the Organization structure, the related data in the various HR systems in order to create/provide the appropriate and accurate reports
* Create reports to support Global Compensation

## Qualifications for compensation specialist

* Professional Savvy and great communication skills - Required
* Experience/Familiar with Salary Surveys - Required
* Bachelor’s degree of equivalent experience required
* VERY SHARP with desire for growth - Required!
* Desire to work hard and have fun while doing so!
* Advanced Excel skills, database programs