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# Example of Compensation Specialist Job Description

Our company is hiring for a compensation specialist. 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 specialist

* Gather Report requirements from the Global Compensation COE
* Assist in managing annual compensation surveys
* Assist in the preparation of compensation communication material for the purpose of educating, sharing information, marketing ideas, influencing and change management
* Assist the Lead Specialist in the design and maintenance of compensation dashboards
* Understand analytical systems, models and procedures in order to support design solutions and enhance consistency and efficiency and operability
* Support various contract negotiations with collective bargaining units in relation to compensation plans to ensure the consistent application of policy across bargaining units
* Compensation Communication Strategy and Design
* Variable Compensation Plan
* Year-End Compensation Administration
* Participate in the administration and communication of incentive pay programs

## Qualifications for compensation specialist

* Knowledge of PeopleSoft HR
* Prepare merit/bonus and promotion budgets for production departments
* Manages the recognition award process by running reports, setting budgets and assisting with user issues
* Provides assistance to the maintenance of the contract database tool which includes running monthly reports and updating/enter contract information
* A minimum of one year compensation experience
* Experience in an administrative, coordination or generalist role