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# Example of Rewards Analyst Job Description

Our innovative and growing company is searching for experienced candidates for the position of rewards analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for rewards analyst

* Review Call Center agent point posting report to review for accuracy and completeness
* Providing business analysis to support to Loyalty and Rewards business partners in decision making (e.g., product enhancements, negotiation support, business strategy)
* Analyzing customer level data to identify segments demonstrating specific behaviors
* Modeling cost/benefit analysis to understand the profitability of various initiatives
* Developing tools/models to facilitate customer analysis
* Work directly with business partners to optimize loyalty investments and measure investment returns
* Work with the Compensation Manager in the areas of salary administration, incentive program administration, job evaluation, salary survey completion, competitive analysis and special projects
* Participate in policy and procedure development regarding compensation to continue North American alignment initiative
* Coordinate annual Team Incentive Plan (TIP) program, to include collection of goals and results, creation of bonus award spreadsheets, summarization of bonus payout accruals, quarterly plant payouts, and payment distribution
* Assist Compensation Manager in management of domestic relocation program which includes liaising with the third party provider, legal, Human Resources, managers and employees

## Qualifications for rewards analyst

* Strong Microsoft office skills including Word, PowerPoint, Outlook and Advanced Excel proficiency
* Highly proficient in Excel and PowerPoint skills
* Currently enrolled in a bachelor's degree program, preferably in finance, economics, statistics, mathematics, human resources (HR), accounting or other related coursework
* Experience in data analysis, data modeling and presentation design
* Strong analytical skills, both quantitative and qualitative, and proficiency in Excel
* Demonstrated technical skills - proficient in all MS Office tools with strong Excel skills, V-lookups, macros, reporting