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# Example of Total Rewards Analyst Job Description

Our company is looking for a total rewards analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for total rewards analyst

* Assist Manager as needed in day-to-day activities and/or special benefits projects
* Handles employee benefits communications, both individual and group by conducting meetings, preparing written and graphic announcements and explanations
* Manage day to day contact with benefits carriers
* Good pc skills, including Intermediate to Advanced level MS Excel skills
* Cultivating effective relationships with primary team members and key stakeholders to ensure as a team we have strong stakeholder relationships
* Business readiness – support with the business readiness tracking for go-live to ensure necessary activities are complete and stakeholder groups are ready for go-live
* Support Governance activity – Help track and manage status of the enablement readiness activities and change journey with the TR teams
* Risk and issue management support – help manage and track enablement risks and issues
* Helping collate feedback and improvement ideas relating to the effectiveness of tools and processes (from an enablement perspective)
* Researching and quickly learning innovative change enablement concepts, methods and best practices

## Qualifications for total rewards analyst

* Strong preference for a relevant Professional certifications WorldatWork, Certified Rewards Professional from Hewitt/Hays/Towers Watson
* 2-4 years in Compensation, HR Systems, or Analytics role(s) requiring strong information management skills to support decision making
* Support the Total Rewards Consultants with the analysis and creation of business cases for salary changes, including market/survey analysis, opex business cases Create standard documentation allowing for total reward analysis, costing & modelling
* Experience working in a shared services center environment preferred
* Knowledge of leave of absence policy and practice across US, Puerto Rico and Canada preferred
* Minimum of 1 year experience in leave of absence administration for a mid/large size Global organization