



Example of Compensation Job Description

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Our growing company is looking for a compensation. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for compensation

- Co-lead the global year-end compensation review process with heads of Corporate and Asia Compensation
- Manage the short term incentive program, including design, monitoring effectiveness and administration
- Develop and recommend competitive and compelling offers to enable filling of critical roles
- Counsel people managers and business partners on individual salary treatment
- Ensure proper management of job coding and system job hierarchy in concert with HR Process and Systems team
- Manage attractive and relevant communication to employees to answer queries on plans and keep documents and FAQs up-to-date
- Ensures compliance on pay and wage related matters (minimum wage, FLSA)
- Accountable for related SOX controls
- Analytical and critical thinking ability
- Experience working with and/or implementing global job evaluation/job leveling

Qualifications for compensation

- Must have a Bachelor's degree in an Business Administration, Human Resources, or a similar discipline

- Must be in an undergraduate degree program during the course of the internship
- Must have a strong academic record (3.5+ GPA preferred)
- Strong interest in HR
- 1-3 years HR and/or compensation experience