



# Example of Corporate Specialist Job Description

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

## Responsibilities for corporate specialist

- Ensure regulatory compliance and all other related payroll policies and procedures
- Handle and resolve employee inquiries relating to payroll issues
- Prepare various payroll reports, from routine to complex, for People Services and division offices
- Work well in team environment, forming a partnership with customers, and delivering world-class customer service
- Act with integrity and be seen as widely-trusted, direct, truthful and credible
- Complete projects, special assignments and other duties as required
- Maintain state of readiness for Joint Commission and other regulatory agencies including the Centers for Medicare and Medicaid Services, Department of Public Health, Department of Mental Health – ongoing readiness and preparation as necessary
- Provide coordination of unannounced site visits by regulatory agencies such as Department of Public Health (DPH), Department of Mental Health, Joint Commission (JC) and the Centers for Medicare and Medicaid Services (CMS)
- Receive inbound contacts (calls, letters, ) and complete outbound contacts (callbacks, responses, ) to ensure that all queues are maintained and all service levels are met
- Provide analysis for digital platforms including website traffic, web funnel metrics, and lead conversion metrics

## Qualifications for corporate specialist

- Understanding of learning principles and how design/development applies as this helps with providing feedback to Engage team
- Experience building course content grounded in research and best practices
- Complete Worker's Compensation data pulls and reporting
- Prepares monthly/periodic reports of earnings, taxes, and deductions, and special reports as requested
- Complete all 3rd Party Funding and reconciliation