

JOB POSTING TEMPLATE

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| Date: | 2020 | Function: | Finance & Accounting |
| Job title: | Senior Specialist, Distribution Compensation | Manager title: | Manager, Distribution Compensation |

Job purpose

- Compensation Specialist will be an integral member of Distribution Compensation team, and will be responsible for calculation processes and initiatives as well as special projects.
- Whether implementing compensation related processes, reports, providing analytical support and research, or ad-hoc projects, they will serve as point of contact and support to partner with the business units, leaders, and other AD teams for compensation concerns.
- Along with other Distribution Compensation members, they will manage and execute on the monthly performance management program as it relates to bonus, promotions. They will prepare reports & audit for accuracy. Review of proposed contests against established guidelines and policies. And in partnering other internal teams, recommend alternative actions to resolve compensation related concerns, as well as review requests for new compensation.
- Additionally, they will participate in implementing special compensation related processes and projects. They will effectively support compensation related systems and projects as assigned. Application of a broad knowledge of compensation concepts, to multi-task, keeping several projects and processes moving forward while maintaining a high level of data integrity and system awareness is key for success. Candidate must be able to deal with change & ambiguity in a fast paced & innovative environment.

Major accountabilities

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| Building tools for each Contests; | 50% |
| Testing Reviewing production result from new System; | 10% |
| Accrual monthly Contest accuracy & promptly; | 20% |
| Setting KPIs targets and generate monthly Report on Contests spending Ratio; | 10% |
| Provide commentary and alert manager when it over SFA budget; | 10% |

Specialized knowledge

- Prior experience in compensation required
- Design compensation packages and bonus programs that align with the company's strategic plan
- Strong interpersonal skills and verbal and written communication skills in interfacing with all levels of internal and external personnel including, employees, senior leadership, fellow team members and agency personnel
- Proficient in MS Office including Word, PowerPoint, Access and Excel
- Strong prioritization skills also required

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Education and experience

- Bachelor Degree in IT/Mathematic/MIS/Computer science
- Good knowledge in SQL Server, MS Access and Excel-VBA
- Good communication and problem solving skill
- Honest, careful and responsible

Communication scope

Internal:

- Distribution Administration & Support team: information about agency as recruitment, movement, promotion, demotion, information update, termination (weekly)
- Agency Compensation & Reporting team: information about reports of Contest Bonus, Sales Manager Bonus, AD SIP... (weekly)
- Compliance team: agency issues (monthly)

Management scope

Total number of direct reports: 1

Total number of staff managed (direct and indirect): 1