

Global Compensation Specialist

Department / Subdepartment: Human Capital / Human Resources
Organizational Relationship: Reports to Senior Manager of Global Compensation
FLSA Status: Non-Exempt
Last Updated: February 3, 2025

General Summary:

The Global Compensation Specialist provides support to the Global Compensation Team. This role will assist with global compensation processes and administration of strategies by responding to requests in a timely manner. This position may also provide support to the overall effectiveness and quality of compensation plans and programs, generation of reports, data analysis and ensure accuracy of summaries represent results as needed. This position works under the direction of more senior Compensation Team members in the execution of compensation-related projects including strategy, philosophy, analysis, reporting, training and research.

Essential Duties and Responsibilities

“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.

1. Provide support with research and analysis of compensation data, including completion of compensation survey participation materials.
2. Provide support with compensation training and education sessions throughout various departments and offices.
3. Provide assistance with research regarding pay decisions, policy and guideline interpretation, and job design ensuring the delivery of creative solutions to specific compensation-related programs.
4. Stay current on all compensation related regulations and help to ensure compliance of current compensation policies and process.
5. Produce standard and ad-hoc reports and analysis regarding compensation and related workforce trends, analyzing results to identify root issues and/or make recommendations.
6. Provide support on annual compensation cycles including administration, reporting, auditing, communication, and end-user requests as needed.
7. Promote effective work practices, works as a team member, and shows respect for co-workers.

Position Specifications

Education

- Bachelor's degree or equivalent preferred.
- High school diploma or equivalent required.

Work Experience

- Two (2) years compensation administration, human resources, or financial analysis experience required.

Knowledge, Skills, and Abilities

- Strong attention to detail needed.
- Some knowledge of compensation and benefits practices.
- Strong professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm.
- Ability to work in a team environment with a customer service focus.
- Strong communication skills and experience with delivering verbal presentations.
- Ability to handle confidential and sensitive information with the appropriate discretion.
- Organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines.
- Knowledge and proficiency with Human Resources Information Systems, preferably PeopleSoft.
- Knowledge and proficiency in PC applications, including MS Office.

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices are required.

Working Conditions

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time, and from location to location.