

Compensation Data Survey Analyst

ABOUT THE COMPANY

Compdata Surveys & Consulting is a national compensation survey data and consulting firm. Each year, we gather compensation information from more than 50,000 organizations in 13 industries.

We provide comprehensive data and tailored consulting services to HR professionals across the country. With our extensive database and experienced compensation consultants, Compdata Surveys & Consulting is a full-service firm equipped to provide innovative solutions to the most difficult compensation challenges facing HR professionals.

ROLE RESPONSIBILITIES

Compdata Surveys & Consulting is looking for an experienced data analyst to support our general business and consulting services. We need a multi-dimensional candidate to handle compensation and benefit analysis and data review.

Specifically, the role will have responsibility for:

- ❖ Gathering, interpreting and analyzing large quantities of survey data
- ❖ Reviewing data accurately and consistently by deadline
- ❖ Understanding and maintaining survey database methodologies with regards to product production schedule
- ❖ Performing job title research and writing job description summaries
- ❖ Assisting participants with job description matching
- ❖ Working with programming team to enhance and maintain product capabilities
- ❖ Testing software updates as needed
- ❖ Point of contact for client survey questions and product requests as needed

JOB REQUIREMENTS

A successful candidate will possess the following:

- ❖ Bachelor's Degree
- ❖ 3 – 5 years of data analysis/interpretation experience preferably in the area of compensation
- ❖ Proven organizational and analytical skills
- ❖ Proven attention to detail and accuracy is a must
- ❖ Flexibility and ability to work under tight deadlines
- ❖ Ability to manage and prioritize multiple projects
- ❖ Strong background in Microsoft Excel

Interested Candidates should submit a resume with salary history and expectations to:

Compdata Surveys & Consulting
Attn: Human Resources Department
1713 East 123rd Street
Olathe, KS 66061
Email: HR@compdatasurveys.com
www.compdatasurveys.com