## JOB DESCRIPTION MANAGER

# **By** payfactors

Payfactors is the *only* comp software with **JOB DESCRIPTION MANAGEMENT** BUILT RIGHT IN.

We give you one central spot to **create**, **collaborate on**, **and safely store** your **JOB DESCRIPTIONS**—saving you *time and money*.

### Built-In Job Description Library

- Build descriptions with drag-and-drop content from our library of 5,000 jobs—saving you hours of time
- Safely store your job descriptions and access version history to keep them up-to-date and accessible
- Save time and create consistency with flexible templates for each job and job family
- Access, save, and store the proper FLSA exemption right within the description—keeping you compliant

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#### **Collaboration Made Easy**

- Collaborate with your entire hiring team without leaving the platform
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- Workflow history shows you who made edits and when so you'll always have the right version
- Compare content and versions side-byside. We'll highlight the changes for you
- A direct feed to your Applicant Tracking System and HRIS gets the right description to all stakeholders

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#### AI-Powered Tech

- Artificial Intelligence built into our Job Description Manager reads your descriptions and recommends data matches—so you'll get an accurate price, faster
- Job descriptions are the basis for benchmarking and structuring. Automatically bulk edit groups of descriptions in seconds to be confident in your data
- Your in-progress work saves to the cloud

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Operations Clerk I (10830)	
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- Megan Surdo, Director of Compensation, Aimbridge Hospitality

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