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# Example of Executive Compensation Consultant Job Description

Our company is growing rapidly and is looking to fill the role of executive compensation consultant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for executive compensation consultant

* Provide ongoing analysis of executive pay to management and develop recommendations to address the attraction and retention of top talent
* Assist in the preparation of the annual proxy statement and annual report
* Assist in developing, implementing and administering HR programs within executive compensation
* Research content and assist in the development board presentations
* May assist and train other team members
* Manage special projects as they are required
* Develop recommendations for compensation arrangements for executives
* Designing executive pay strategies - linking pay to corporate performance
* Executive and non-executive director pay benchmarking
* Advising on performance measures for incentive plans and modelling performance outcomes

## Qualifications for executive compensation consultant

* Bachelor’s degree in related discipline (accounting, finance and/or statistics)
* Corporate governance consulting
* Investor relations consulting, including liaison with institutional investors
* Preparation of remuneration committee papers, and reviewing and drafting of remuneration committee reports
* The role of Assistant Manager / Manager offers a wide variety of work, enabling you to gain real breadth and depth to your skills
* The day to day provision of a wide variety of advice to clients