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# Example of Executive Compensation Consultant Job Description

Our innovative and growing company is searching for experienced candidates for the position of executive compensation consultant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for executive compensation consultant

* Create and maintain incentive plan documents
* Prepare communications related to the executive compensation programs
* Provide audit support for the Compensation COE
* Assist in the preparation of compensation committee documents
* Assist in the administration of expatiate compensation
* Generating revenue through development, building and maintaining of new client relationships
* Providing guidance to team members
* Providing consulting services to Compensation Committees and/or senior management on a variety of remuneration issues, including competitiveness of pay and benefits, performance measurement, and governance and regulatory implications
* Estimates time requirements for input to project costing and draw on additional resources as needed
* Support various reward analytical duties, such as job evaluation, market pricing, long term and short term incentive plans and preparing compensation conclusions and recommendations on a wide variety of reward consulting projects

## Qualifications for executive compensation consultant

* Understanding of all elements of compensation, including short and long-term incentive design and sales incentive plans
* Bachelor’s degree and CPA certification is required
* Significant experience consulting at the Board level
* An executive presence with polished and well developed written and oral communication skills and ability to influence senior management and work across all levels of an organization
* Collaborative business style to introduce new programs and value added services internally and to client organizations
* Superior analytical skills and understanding of human resource and financial issues within major global organizations and in entrepreneurial environments