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# Example of Executive Compensation Job Description

Our growing company is hiring for an executive compensation. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for executive compensation

* Run audits to ensure tax, demographic, retirement, payroll details are correct
* Ensure complete accuracy and compliance with all regulatory requirements for global Executive Compensation
* Lead compensation design and implementation on global frameworks in line with the corporation strategy, vision, mission and values
* The administrative goal is to automate current paper intensive processes, eliminate duplicate data entry and integrate the processes through a series of HR projects designed to deliver HR administrative excellence
* Work with the HR functional areas to identify, to prioritize and then project manage administrative activities to achieve efficiencies utilizing HR Best Practices
* Responsible for the maintenance of HR department records, ensuring accuracy, confidentiality and regulatory compliance
* Oversee plan governance and plan compliance
* Collaborate with HR Business Partners and regional compensation centers of excellence (COE) to support and advise managers on compensation related activities such as strategic new hire offers, promotions
* Be the first line contact to the regional compensation centers of excellence on offers that may require a specific business compensation review for client groups
* Evaluate compensation for the executive band population and monitor the effectiveness of compensation programs

## Qualifications for executive compensation

* Experience in a public company in a similar role
* Highly skilled at analyzing, formatting and presenting compensation data in a clear and concise manner
* Significant experience in plan administration
* Experience in creation of compensation committee materials
* Knowledge of executive compensation programs
* General knowledge of compensation and benefits programs