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# Example of Executive Consultant Job Description

Our company is growing rapidly and is looking for an executive consultant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for executive consultant

* Guides the overall management of executive projects specific to the Office of Clinical Affairs
* As an Executive Recruiter, you are the primary contact for hiring managers within your designated business area and will be responsible for sourcing suitable candidates to fulfil their requirements, with cold calling
* Your desk will cover the senior end of the market dealing with recruitment needs from clients such as Head of Service to Chief Executives
* You will be responsible for developing successful day to day working relationships with all key stakeholders internally and externally, ensuring optimum levels of customer service and best practice at all times
* You will be expected to take ownership of the candidate experience, ensuring a personable approach whilst realistically managing expectations
* Flexibility to work any shift when needed during peak travel periods and during emergency travel situations
* Ability to travel and attend both dedicated and offsite meetings as required by Egencia and or client
* Consistently bump, set, SPIKE your sales targets!
* Prepare, edit and coordinate meeting minutes and official correspondence
* Coordinate action item assignment and resolution among multiple offices across Client Monitor workload and taskings to ensure quality and timeliness of responses

## Qualifications for executive consultant

* A proven history of executing full sales cycles over the phone
* Solution selling experience preferred in a B2B and SMB environment, financial/merchant services
* Experience working with executive compensation including basic plan design, compliance requirements (409A, non-qualified plan structure, equity compensation, tax implications)
* Must have procurement related experience in marketing
* Viewed as expert in field within KP
* Minimum eight (8) years of related experience preferred