



Example of Executive Compensation Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of executive compensation. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for executive compensation

- Advise on Executive Compensation matters and handle the CD&A portion of annual Proxy
 - Create innovative new ideas to attract, retain and motivate through compensation related programs that are flexible to the business needs and cost constraints of the company
 - Lead Sales Compensation plan review and re-design as needed
 - Lead management of company-wide equity compensation program including the ownership of reporting on program overhang, dilution, burn-rates, anticipated annual spend, and quarterly spend for new hires
 - Participate in the communication and administration of incentive plans, including annual management bonus plan and sales incentive plan covering approximately 2,500 employees
 - Serve as a consultant to line managers and HR staff on compensation issues
 - Conduct market pricing analyses
 - Develop data on NEO compensation to be included in tables in the Compensation Discussion and Analysis (CD&A) of the proxy statement
 - Research executive compensation programs and practices at peer firms, including through reviewing proxy CD&As
 - Collaborate with Business Partners and the HR teams to drive compensation and governance solutions that support major business change initiatives
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- A high-energy individual with a strong work ethic and high expectations for performance
- Interprets the global external landscape and translates information into implications for the business and people strategy (e.g., talent strategies, organization design, workplace rights, work processes)
- Clear, concise and effective oral and written communication skills are critical to success in this role
- The position is responsible for articulating the Compensation Philosophy for the Company and ensuring that the related strategies enable management to attract, motivate, develop and retain the very best people
- Knowledge of the business markets and commercial dynamics
- Proven Executive Compensation experience