



Example of Senior Compensation Consultant Job Description

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Our growing company is looking to fill the role of senior compensation consultant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for senior compensation consultant

- Develops the salary structure and other compensation programs including, but not limited to, recognition and rewards, incentive compensation (IC), long-term incentives (LTI) and executive pay
- Advises and consults with HRBPs and all levels of management in compensation matters such as application of compensation policy, compensation planning, market and equal pay adjustments, international compensation, and other salary issues, such as hires, promotions and merit increases
- May apply and integrate predictive analysis, people metrics, and reporting to develop strategic and operational insights for workforce decision making
- Audits jobs for content and prepares job descriptions reflecting responsibilities, duties, and requirements
- Performs job evaluation of positions and application of existing classifications to individuals with respect to tasks to be performed, FLSA compliance, qualifications of employee, and company policy and budgetary limitations
- Plan and implement compensation planning process and audits compensation plans for budget and policy compliance
- Establish guidelines for the evaluation of positions and applications of existing classifications to individuals
- Develops internal training and communications programs and materials assessing needs within the organization, determining appropriate vehicles for communications and conducting training sessions as required

- May train and provide guidance and direction to other Compensation staff

Qualifications for senior compensation consultant

- CEP - Certified Equity Professional
- Strong knowledge of compensation surveys, custom survey design and statistical analysis, incentive plan design and analysis, job evaluation methodologies and pay structure analysis and design
- Ideally we are looking for someone with 4 – 5 years of experience in a similar Consulting environment, or working for an insurer or self-insurer, however applicants from various backgrounds will be considered
- Experience with HCM system
- Advanced user of MS Excel with ability to apply complex formulas and functions
- Bachelor's Degree in Business, HR or equivalent