**Title: Executive Compensation Consultant**

**Job Description**

The Executive Compensation Consultant (“Consultant”), working out of L&A’s office location in Houston, will assist in managing and leading client projects that focus on topics of executive compensation and corporate governance. This includes providing direction to other analysts and associates, serving as a client contact on projects, and developing and/or reviewing client presentations that include meaningful conclusions for review by senior consultants on the team. To fulfill this role, the Consultant will:

* Prepare project charts and templates using project management tools, and prepare timelines for project milestones
* Serve as part of a team for more straightforward projects or modules
* Ensure client projects adhere to budget and immediately addresses out-of-scope issues or budget overruns and manage the client's expectations
* Prioritize project activities to manage the workload and meet project deadline
* Delegate project tasks in line with individual capability, development needs and available analyst and associate resources
* Write engagement letters including project steps for senior consultants' review
* Lead both internal and client project status meetings
* Serve as a client contact and builds relationships with clients
* Ensure accuracy of proxy analyses and approves peer groups
* Present technical portion of client presentations to Boards of Directors, senior management, and HR, for ongoing client relationships
* Schedule and attend sales meetings with clients and issuing client data requests
* Write and review client PowerPoint presentations/reports including Excel exhibits and initial conclusions on the data drawn by Associates. Work closely with senior consultants on the project to determine the exhibits to be included in the final client presentations which typically involves a high level of customization
* Write project proposals and respond to Requests for Proposals. Suggests project extensions based on existing work
* Develop new tools and templates that can be leveraged in multiple markets such as new tools for Proxy analysis
* Deliver standard training programs internally and externally
* Ensure intellectual capital generated within own projects is captured and available for others to draw on
* Proactively contribute to personal education, insights and knowledge through the knowledge management forums

**Qualifications:**

* Bachelor’s degree in Business or related field, including significant coursework in any of the following: finance, accounting, economics, statistics, mathematics
* 0-2 years of relevant work experience in data research, analysis, financial modeling and presentation design – experience in the Human Resources field a plus
* Excellent project management, organizational, interpersonal, verbal and written communication skills and ability to manage multiple projects simultaneously with strong attention to detail
* Strong analytical skills, both quantitative and qualitative, and a strong background in the Microsoft Office suite, in particular Excel and PowerPoint
* Flexibility, adaptability and the ability to work under tight deadlines or changing client needs