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# Example of Plan Administrator Job Description

Our innovative and growing company is hiring for a plan administrator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for plan administrator

* Maintain insider list
* Managing a portfolio of Companies operating employee share plans within a high functioning team
* Interact with customers/clients on operational transactions related to their share plan program
* Execute the timely processing of operational transactions, including data management, reconciliation, processing, reporting and problem solving
* Organize, develop and maintain procedural and process documentation related to client companies’ program(s) to ensure accurate transaction processing and minimize risk
* Implement projects to enhance business operations
* Act as a point of contact for Client Accounts
* Create and maintain excellent relations with key business partners
* Identify innovative client solutions
* Supporting internal activity

## Qualifications for plan administrator

* High level of proficiency with equity and/or spreadsheet software
* Knowledge of regulations and accounting standards applicable to compensation programs
* General knowledge of global taxation
* Expertise in Microsoft Excel and other Microsoft Office applications
* FINRA Series 6 or 7 license preferred
* Organized, detailed-oriented and ability to multi-task to complete high volumes of work under strict deadlines