Downloaded from <https://www.velvetjobs.com/job-descriptions/stock-plan-administrator>

# Example of Stock Plan Administrator Job Description

Our company is looking for a stock 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 stock plan administrator

* Generate recurring reports for multiple internal and external corporate partners (e.g., HR, Payroll, Tax, Finance, Accounting, ), and respond to ad-hoc data requests on a timely basis
* Administering all aspects of the equity programs, including maintenance of data (e.g., new hires, terminations, ) in the equity system, and managing all participant equity plan transactions (grants, exercises, releases, forfeitures, ) are correctly processed and settled in a timely manner
* Acting as an Equity Administration resource to participants, internal and external business partners providing them with complete and accurate information
* Performing routine audits to ensure that all data (grants, exercises, releases, forfeitures, ) have been processed timely and correctly
* Assist with all other ad hoc project and responsibilities that may arise
* The Jr
* Assist in the coordinating and communicating equity plan updates and guidance - Conduct training's in person, via phone and video
* Assist in administering Global ESPP- includes updating current educational documents
* Prepare Section 16b filings and track beneficial ownership
* Manage integrity of company’s stock database to ensure that the equity database reflects the most updated information

## Qualifications for stock plan administrator

* Bachelor’s degree in business, finance or similar field
* Experience with Equity Edge Online a plus
* Flexibility and team-oriented
* Maintain strict confidentiality of individual and corporate level equity information
* Prefer experience on Fidelity Stock Plan Services platform
* CEP Level one preferred