



Example of Stock Manager Job Description

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Our innovative and growing company is searching for experienced candidates for the position of stock manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for stock manager

- Producing periodic, targeted reports on train system performance, highlighting any areas of rising concern
- Ensuring the Systems Engineering team carries out thorough root cause analysis of any critical technical issues including operational events and failures, supporting with high-quality reports
- Responsible for development and implementation of engineering procedures and policies regarding level of train fleet maintenance specified by customer / contract requirements and compliant with legislative regulations
- Responsible for optimising the Company's maintenance regime and assisting in the development of European maintenance practice in support of current and future contracts
- Supervises the peanut seed program, the planning and selection of new varieties, quantities planted, procurement, the selection of chemical seed treatments, storage, shelling
- Manage and mentor team of 2 full-time stock plan administrators
- Administer the company's stock plans for all employees in the U.S. and globally, working closely with the company's transfer agent and outside service providers, internal teams
- Prepare, maintain transaction details, file SEC forms 3, 4 and 5 as needed
- Manage 10(b)5-1 trading plans and annual review of providers
- Provide a superior level of service prioritizing and satisfying multiple questions and requests from employees, management and others supporting employee understanding of stock plan services, enrollment and transactions

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- Degree in a relevant discipline or equivalent desirable
 - A high engineering understanding is required (even if not an engineer), with knowledge of rolling stock, systems, infrastructure and related equipment desirable
 - Strong inter-personal skills are required with the ability to work with senior management/directors
 - An ability to build relationships with new and existing clients and/or agents
 - Strong negotiation, commercial and analytical skills
 - Naturally persuasive, resourceful and tenacious