



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. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for stock manager

- Continue to improve employee education materials and offerings to employees
- Partner effectively and proactively with human resources, legal, tax, payroll and accounting to anticipate, implement and/or address equity compensation initiatives/matters
- Maintain record keeping of the company's equity data using Equity Edge Online and American Stock Transfer
- Manage relationships with outside vendors, monitor enhancements and changes to service levels as needed
- Prepare monthly and annual reconciliation of all equity information and maintain SOX compliance
- Prepare and manage annual proxy preparation
- Maintain supporting documents for audit and assist in data requests
- Perform other duties and ad hoc requests as needed
- Work with internal and external auditors and a worldwide Finance team for quarterly reviews, year-end audits, ensure that internal controls and procedures are followed
- Generate recurring reports and respond timely to ad hoc data requests from business partners

Qualifications for stock manager

- University Degree, preferably in sales, marketing, business, administration or a related discipline
- 3 years' minimum experience in logistics and project management
- Proven excellence in strategic and organizational abilities
- Capable of using your own initiative and thinking on your feet