



Example of Stock Manager Job Description

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Our 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

- Assist with special corporate projects
- Maintain data (new hires, terminations,) in the equity system
- Manage all participant equity plan transactions (grants, exercises, forfeitures) and ensure that they are correctly processed in a timely manner
- Partner with internal departments to address any issues or changes to the equity plans and related administrative process
- Work with Finance and auditors for quarterly reviews, year-end audits, ensuring that tight internal controls are in place and procedures are followed to satisfy periodic review of compliance with effective internal controls
- Act as an Equity Administration resource to participants, internal and external business partners providing them with complete and accurate information
- Provide superior customer service to equity participants at all levels
- Reconcile cash and shares related to stock plan transactions on a monthly, quarterly and annual basis with Finance, including audit of plan reserve balances
- Partner with legal team and external counsel for US and international corporate entity maintenance including coordination of corporate filings and internal record keeping
- Stay up to date on changes in laws that impact our equity plans and partner with the legal team to recommend changes in practice

Qualifications for stock manager

- The ability to work under extreme pressure while meeting deadlines
- Creativity and ability to contribute to product development
- Strong communication skills in a multi-cultural work environment
- Availability to work weekends during high season
- Complete fluency in English (C2 or native level)