



# Example of Stock Job Description

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Our company is looking to fill the role of stock. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for stock

- Process daily option exercises, Rule 10b5-1 trading plan transactions and RSUs vesting, ensuring accurate and timely tax withholding and reporting
- Assist with preparing and filing section 16 filings (e.g., Form 4s) for section 16 officers and directors
- You will track, monitor, and communicate key performance indicators and trends to ensure all new/refit stores launch with maximum availability with good depth of stock across promotional lines
- Work closely with other teams/functions across the group to ensure effective and efficient implementation of projects
- Strong prioritisation and planning skills
- Reconcile Vehicle stocks to Dealer Management Systems
- Control over Dealerships monthly Parts Perpetual Inventory stock checks
- Investigate stock holding discrepancies
- Liaise with Heads of Businesses
- Replenishes inventory in picking locations

## Qualifications for stock

- 10.25 Hourly + Incentive
- Eager to work quickly without compromising efficiency
- Self Motivated with the ability to work on own initiative within a team
- University degree (technical or economical)
- High school completed
- Must be qualified and able to perform the responsibilities and tasks of the

