

SC Staffing & Consulting

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Stock Plan Administrator – Temporary/Remote

Description

Our client is seeking temporary assistance in Stock Plan Administration to support day-to-day program administration for stock compensation plans.

Key Responsibilities

- Verify all equity plan transactions (grants, exercises, dispositions, etc.) are correctly processed in the provider platform by working cohesively with internal teams (Payroll, Finance and Legal) as well as external brokers, transfer agents and system providers
- Manage day to day administration of the ESPP plan
- Assist with global equity reporting and compliance with international tax and regulatory requirements
- Reconcile transactions, termination dates, tax withholding and reporting, and other items as required
- Assist with process review and documentation
- Develop and communicate global equity plan information across all levels of the organization

Key Qualifications

- 5+ years stock administration experience in a global public company
- Experience working with Morgan Stanley Shareworks strongly preferred
- Proactive approach to completion of daily responsibilities, flexibility, ability to meet deadlines with minimal oversight needed
- Excellent interpersonal skills fostering teamwork to meet daily goals
- Attention to detail and strong organization and time management skills
- Mobile employee taxation knowledge a plus
- Completion of 1+ CEP test a plus

Contacts

Learn More: Please send your resume to resumes@scconsultingllp.com.



About SC Staffing

& Consulting, Certified Woman-Owned

SC Staffing & Consulting is a strategic staffing and consulting company with over

Hiring organization

SC Staffing & Consulting

Employment Type

Temporary

Job Location

Remote work possible

Date posted

May 12, 2022

60 years of combined experience. Since 2007, we have been providing flexible expertise with a high degree of personal integrity and thoroughly trained staff. We offer full recruitment services to businesses, governments, and other institutions, providing long-term temporary solutions and temp to perm solutions. Our professional resumes target job specifications and demonstrate experience in a compelling manner. Our internal employees have a staffing background with experience handling the full-cycle recruitment process from first interview to hire to successful job performance. Partnering with project leaders and hiring managers we ensure a positive outcome.

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