



TIKIGAQ Corporation
Office of Human Resources
2809 S. Lynnhaven Road
Suite 200
Virginia Beach, VA 23452
Telephone: 757-408-9811

STOCK CLERK	
Approved Date: November 3, 2021	
Job Code: #####	FLSA : Non-Exempt

JOB SUMMARY: Under close supervision of the Corporate Secretary assists with the day to day tasks of the stock track system.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES

Establish and maintain all files, records, and data information systems relating to the Corporation stock and shareholders (including affidavits of Heirship and the stockholder register).

Assimilate, process, distribute, and file all documents, materials and other records relating to the Corporation stock and shareholders.

Investigate and confirm the validity of all Affidavits of heirship to the extent required by law and prepare recommendations for the transfer of deceased shareholder's stock, for review by the corporate Secretary and approval by the Board of Directors.

Compile, review and process all enrollment applications for Class C stock.

Assist in developing and implementing any shareholder relations policies established by the Board of Directors.

Prepare correspondence and other documents for approval by the corporate Secretary.

Prepare Verification of Enrollment Form when necessary

Responsible for dividend accounting and respond to inquiries from shareholders regarding their stock.

Performs other duties as assigned.

KNOWLEDGE and SKILLS

- Basic computer skills
- Knowledge of confidentiality

MINIMUM EDUCATION QUALIFICATION

High School Diploma or GED equivalent.

MINIMUM EXPERIENCE QUALIFICATION

A minimum of 6 months working in an office environment.

PREFERRED EXPERIENCE QUALIFICATION

Experience in stock tracking preferred.

MINIMUM PHYSICAL REQUIREMENTS

The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to lift approximately 20 pounds.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

We are an Affirmative Action/Equal Opportunity Employer and employment selection decisions are based on merit, qualifications, and abilities. We do not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, age, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by country, regional or local law.