

Position: Index Operations Intern
Legal Entity: MarketVector Indexes
Location: Frankfurt am Main, Germany
Reporting to: Director, Equity Operations
Start Date: ASAP

Summary: MarketVector Indexes GmbH, the international index company of VanEck headquartered in Frankfurt am Main, is currently looking for an Index Operations Intern to support the MarketVector Index Operations team in their daily responsibilities. The position is located in Frankfurt. The index operations are carried out by a multinational team of more than 20 staff members across three locations and four sub-teams. The core index operations take place in Frankfurt while teams in New York and Mumbai support operations and cover their time zones. The team oversees the administration, review and controlling of all the MarketVector Indexes and works closely with all other teams within the company. This is an excellent opportunity for a candidate who would like to gain experience in almost all fields of indexing.

Essential Duties and Responsibilities:

Includes the following, other duties may be assigned as needed:

- Support MarketVector equity index operations with daily and periodical tasks.
- Assist in projects related to data acquisition, quality assurance and data consistency
- Take part in projects related to index operations, new indexes and index research processes
- Maintain knowledge of index industry news and events
- Monitor index data on daily basis
- Provide competitive index information
- Prepare regular index statistics and reports

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Qualifications

- Excellent data skills
- Familiarity with standard Software (MS Office, especially Excel)
- Team player with good communication skills
- Proficiency in written and spoken English, other languages are a plus
- Programming skills are a plus (Python, R, VBA, SQL) with a focus on automation and data processing
- Basic understanding of capital markets
- Professional demeanor

Duration

6 months (flexible)

Education and/or Experience

- Currently enrolled at a university program
- Some experience within a corporate environment is helpful but not required

MarketVector Indexes GmbH – A VanEck Company

MarketVector Indexes develops, monitors and markets the MarketVector Indexes, a focused selection of pure-play and investable indexes designed to underlie financial products. They cover several asset classes including hard assets and international equity markets as well as fixed income markets.

MarketVector Indexes is the index business of VanEck, a US-based investment management firm and provider of the VanEck Vectors ETFs. Approximately USD 180 billion in assets under management are currently invested in financial products based on MarketVector Indexes. Many of those products are the largest in their investment category. MarketVector Indexes also develops and maintains customized indexes for third parties that aim to track specific investment themes.