Position: Index Production and Calculation Specialist
Legal Entity: MarketVector Indexes
Location: New York City, NY
Reporting to: Head of Index Production and Calculation

Summary: MarketVector Indexes GmbH, the international index company of VanEck headquartered in Frankfurt am Main, is currently looking for an Index Production and Calculation Specialist to support the MarketVector Index Production and Calculation team in their daily responsibilities. The position is located in New York City. The team is a newly created team across two locations, Frankfurt and New York City. The core index production takes place in New York City while there is one team member in Frankfurt to cover the time zones in Europe. The team oversees the calculation, validation and distribution 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 be part of building a new team and gain experience in the field of indexing.

Essential Duties and Responsibilities:

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

- Monitor and validate index data on daily basis
- Collaborate with other teams within the organization to ensure seamless implementation of index changes
- Develop tools to automate processes, including the validation of index data and financial data
- Provide requirements to the engineering team for enhancements to the index production workflow
- Provide client support relating to questions around index data and calculations
- Prepare, monitor and support data sections for the MarketVector Indices website
- Maintain knowledge of index industry news and events
- Define and shape financial data governance and validation processes and policies

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

Qualifications

- Must be able to demonstrate excellent analytical and quantitative capabilities on large data sets to solve problems in a timely and insightful manner.
- Team player with good communication skills
- Proficiency in written and spoken English
- Proficiency in Microsoft Office required. Knowledge of Python, VBA and SQL experience with process automation is a plus.
- Capital Markets knowledge and interest

- Must be able to work independently on multiple projects with a strong sense of initiative.
- Strong operational and process management/improvement skills
- Experience using financial data sets and financial data applications, e.g. FactSet, Reuters, Morningstar, Bloomberg

Education and/or Experience

- Bachelor's Degree required, focus in math, economics, or finance or related fields.
- At least 2+ years of professional experience working directly with indices, asset management, trade operations or related roles.
- Excellent written and verbal communication skills and the ability to coordinate work done by multiple people and/or groups.

Compensation:
- If this position will be performed in whole or in part in New York City, the base salary range is $70,000 to $100,000. Individual salaries may vary based on different factors including but not limited to, skills, experience, job-related knowledge, and location. Base salary does not include other forms of compensation or benefits offered in connection with this position.

MarketVector Indexes GmbH – A VanEck Company

MarketVector Indexes develops, monitors and markets the MarketVector Indices, a focused selection of pure-play and investable indices 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 50 billion in assets under management are currently invested in financial products based on MarketVector Indices. Many of those products are the largest in their investment category. MarketVector Indexes also develops and maintains customized indices for third parties that aim to track specific investment themes.

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