

Position: Index/Data Specialist
Legal Entity: MV Index Solutions (MVIS)
Location: New York, New York
Department: Index Operations
Reporting to: Global Head of Index Operations

Summary: MV Index Solutions (MVIS), is currently looking for a Data/Index Specialist to support the MVIS index team in their daily responsibilities. The position is located in New York City

MV Index Solutions (MVIS) develops, monitors and markets the MVIS 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.

MVIS is the index business of VanEck, a US-based investment management firm and provider of the VanEck Vectors ETFs. Approximately USD 32 billion in assets under management are currently invested in financial products based on MVIS Indices. Many of those products are the largest in their investment category. MVIS also develops and maintains customized indices for third parties that aim to track specific investment themes.

Essential Duties and Responsibilities:

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

- Support MV indices on a daily basis
- Prepare and review data for monthly/quarterly index reviews
- Monitor index data on daily basis
- Develop new indices and prepare index summaries for these indices
- Prepare regular index statistics and reports
- Respond to client requests (index or data related)
- Prepare index presentations
- Prepare, monitor and support data sections for the MV Indices website
- Automate index and research process
- Support Senior Personal at conferences and client events
- Prepare themes for MVIS Index marketing emails and other communication methods
- Maintain knowledge of index industry news and events
- Provide competitive index information

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

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

- Excellent data skills
- Familiarity with standard Software (MS Office, especially Excel)
- Either VBA, SQL or Python skills
- Capital market knowledge
- Team player with good communication skills
- Proficiency in written and spoken English
- Proficiency in a foreign language is a plus

Education and/or Experience

- Bachelor's degree in Finance, Economics, Statistics or similar
- 0-2 years' relevant experience

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.