

## About the job

**Position:** Index Operations Intern

**Legal Entity:** MarketVector Indexes

**Business Unit(s):** Index Operations

**Location:** Frankfurt am Main

**Reporting to:** Head of Index Operations

**Internship Duration:** 01.10.2024 to 31.03.2025

**Hours worked per week:** 40hrs

### Summary:

MarketVector Indexes™ (“MarketVector”), a subsidiary of VanEck, develops and maintains the MarketVector™, MVIS®, and BlueStar® Index families, a wide range of more than 170 investable benchmark indices. Our index solutions span digital assets, fixed income and equities, with strengths in hard assets, emerging markets, ESG and disruptive thematic indexes. Our family of indexes covers targeted asset class exposures as well as dynamic multi-asset strategies using a rules-based index framework.

We are looking for a highly motivated individual interested in learning about all aspects of a fast-paced, innovative index business. You will work with a global Index Operations team and have exposure to the daily tasks at other key departments (Strategy, Sales, Marketing, Research, Product Management) within MarketVector.

### Essential Duties and Responsibilities:

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

- Support MarketVector index operations on a daily basis
- 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

### Qualifications

- Excellent data skills.
- Familiarity with standard Software (MS Office, especially Excel).
- Team player with good communication skills.
- Proficiency in written and spoken English.

- Programming skills are a plus (Python, R, VBA, SQL) Solid understanding of the financial services industry and current market trends.
- Excellent time management and organizational skills.
- Thrive in both independent and collaborative environments within a global team.
- Proficiency in Microsoft Office and Adobe tools.
- Capital markets knowledge.
- Roll up your sleeve work ethic.
- Professional demeanor.

### **Educations and/or Experience**

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

In order to be considered for this position, please submit your resume with the subject line Index Operations Intern to [careers@mvis-indices.com](mailto:careers@mvis-indices.com).

### **About MarketVector Indexes - [www.marketvector.com](http://www.marketvector.com)**

MarketVector Indexes™ (“MarketVector”) is a regulated Benchmark Administrator in Europe, incorporated in Germany and registered with the Federal Financial Supervisory Authority (BaFin). MarketVector maintains indexes under the MarketVector™, MVIS®, and BlueStar® names. With a mission to accelerate index innovation globally, MarketVector is best known for its broad suite of Thematic indexes, a long-running expertise in Hard Asset-linked Equity indexes, and its pioneering Digital Asset index family. MarketVector is proud to be in partnership with more than 25 Exchange-Traded Product (ETP) issuers and index fund managers in markets throughout the world, with more than USD 41 billion in assets under management.

MarketVector is committed to treating all applicants and employees fairly and to providing equal opportunity in compliance with applicable federal, state and local laws. MarketVector does not and will not discriminate against any employee or applicant for employment on the basis of race, religion, ancestry, color, gender, gender identity, pregnancy, age, physical or mental disability, national origin, marital status, sexual orientation, citizenship status, covered-veteran or military status, genetic information, and/or any other factor protected by law.