



Title: Jr. PortOps Analyst (entry level)
Department: Portfolio Administration
Reporting to: Manager – Portfolio Operations
Location: Tampa, Florida
FLSA Status: Exempt

VanEck is a privately held global asset management firm founded in 1955. We develop forward-looking, intelligently designed, active and ETF strategies that strengthen long-term portfolios. The PortOps department consists of 15 staff members across four teams: Trade Settlements, Reconciliation and Performance, Reporting and Analytics, and Security and Portfolio Analytics. The majority of the team is based in Tampa with the remainder in New York. PortOps teams work closely with professionals throughout the entire firm including portfolio managers, traders, marketing and IT. This position performs functions of the Reconciliation and Performance team. As this position provides broad based exposure to our entire organization, it is an excellent opportunity for a recent college graduate interested in the asset management industry.

If you are a high-energy individual with a strong work ethic, outstanding communication skills, and enjoy working in a team atmosphere, we would like to speak with you.

Essential Duties and Responsibilities:

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

- Responsible for the internal books and records of the portfolio including monthly performance
- Daily reconciliation includes performance, transactions and positions between internal systems and/or custodians/administrators
- Monthly reconciliation combines a review of daily results with monthly signoff procedures
- Research discrepancies that might occur due to mismatch trade information, pricing issues, corporate actions or system processing; liaise with other areas to ensure corrections are completed in timely manor
- Utilize portfolio systems (accounting, performance and other databases) to reconcile portfolios; access Bloomberg, custodian websites to analyze data

Supervisory Responsibilities

None

Qualifications

- Passion for investing and a strong understanding of financial markets

- Knowledge about different asset classes (equity, fixed income, spots, forwards, options, futures, swaps) and investment products (mutual funds, ETFs, hedge funds, separately managed accounts)
- Quantitative orientation; track record of data analysis
- Ability to understand the business objectives and processes of the firm including how data flows throughout the different systems and organization
- Exposure to financial systems and software packages
- Advanced knowledge of Excel; broad experience using computer software

Education and/or Experience

- Bachelor Degree in business, finance, accounting, economics or relevant degree
- Recent graduate (2023-2024)
- Internship in financial organization preferred

General Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Track record of hands-on problem solving
- Ability to analyze data
- History of successful multitasking
- Strong communication skills
- History of successfully working in teams
- Ability to work independently and take a task to completion
- Understanding how to prioritize projects and when to escalate issues

Language and Communication Skills

- Strong communication skills, sharing important information with other departments
- Candidate needs to work with peers, portfolio managers and third party representatives

How to Apply?

Send resume to careers@vaneck.com with the subject line "Jr. Portfolio Operations Analyst".

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