



Position: Portfolio Operations Summer Intern

Legal Entity: VEAC

Business Unit(s): Portfolio Admin

Location: Tampa, FL

Reporting to: Vice President – Portfolio Administration

FLSA Status (US Staff only): Non-Exempt Full Time Summer

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. We will provide qualified individuals with outstanding education and growth opportunities. If you are a high-energy individual with a strong work ethic, excellent team skills, and outstanding communication skills, we would like to speak with you.

VanEck's Summer Intern Program includes exposure across the firm through educational, mentorship, and networking events. As an Intern, you will also be exposed to the firm's senior management, gain an understanding of the financial services industry and learn critical business skills. Our internship program will build more than just your resume — it will challenge your knowledge, build your network and drive your career path. Our program spans 10 weeks and runs from June 3 – August 9. If you are looking to gain valuable hands-on experience while working with talented individuals, apply now!

Summary: An intern position is made available to help students nearing graduation acquire basic office skills and develop the knowledge of working within a corporate environment. Interns will learn to effectively interact with staff, clients and management as well as how to execute administrative tasks. This is a great opportunity to obtain broad exposure to an asset management firm.

The Portfolio Administration department consists of 40 staff members across numerous teams. Most of the team is based in Tampa with twelve in New York. The department works closely with professionals throughout the entire firm including portfolio managers, traders, marketing, compliance and IT. This position will provide an Intern with exposure throughout all teams, but projects will be focused around Security and Portfolio Analytics, Fund Services and Operations, Accounting Oversight and Regulatory Reporting teams. The assigned projects will be determined based on need at the time.

Potential Projects:

- Assist with ongoing implementation of VanEck's internal fund database
- Varying projects from onboarding to optimizing to reporting within the checklist system used across the department
- Research and documentation of data flows around potential new system project
- Build out Key Performance Indicator reporting tool to highlight important trends
- Assist with implementation of new regulatory requirements, specifically Tailored Shareholder Reporting
- Revamp the Deferred Compensation recording and reporting process
- Implement a notes library to simplify the development of financial statements

- Historical review of Sub TA/Rev share agreements, vendor log/matrix
- Review and organize process for receiving and recording invoices

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

- Passion for investing and an understanding of financial markets
- Exposure to different asset classes (equity, fixed income, spots, forwards, options, futures, swaps, cryptocurrency) and investment products (mutual funds, ETFs, hedge funds, separately managed accounts)
- Quantitative orientation; experience in data analysis and general data flow is a plus
- Advanced knowledge of Excel; exposure to PowerPoint

Education and/or Experience

- Currently entering senior level (4th year) or beyond within a 4 year college program. Undergraduate studies in business, finance, accounting, economics or relevant degree
- Some experience within a corporate environment is helpful but not required

Competencies

To perform successfully and gain the most from this internship, an individual should demonstrate the following competencies:

- Professional demeanor
- Capacity for learning new procedures and ideas
- Motivation
- Enthusiasm

Language Skills

- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Compensation:

- The maximum hourly rate for this position is \$25 an hour

VanEck is committed to treating all applicants and employees fairly and to providing equal opportunity in compliance with applicable federal, state and local laws. VanEck 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.

In order to be considered for this position, please submit resume with the subject line 'Portfolio Administration Summer Intern' to internships@vaneck.com.