Summer Internship Position With IndexIQ

COMPANY DESCRIPTION

IndexIQ is a leading financial services and asset management company, providing Exchange-Traded Funds (ETFs), Mutual Funds and other investment products to institutional and retail investors. The company’s philosophy is to democratize investment management by making innovative alternative investment strategies available to all investors in low cost, liquid, transparent and tax-efficient solutions. IndexIQ has been first to market with several innovative products and is well positioned to remain on the cutting edge of the financial services industry.

Our Summer Associate opportunity will allow you to gain hands-on experience in many areas of financial services and asset management, including product development, portfolio management, sales and marketing, technology and finance.

We seek self-motivated and detail-oriented candidates who have a strong desire to develop knowledge of financial services and experience in many important functional areas.

PRIMARY RESPONSIBILITIES

Product Development

- Product Development and Research: Conduct research projects to help develop cutting-edge financial products.
- Market Research: Process market data and prepare reports for review and recommendations, in addition to monitoring equity corporate actions and adjustments to indexes.
- Data Management: Work with the Product Team to help reconcile underlying index strategy changes via Bloomberg and FactSet, as well as help maintain daily quality control of indexes.

Portfolio Management and Trading

- Reconciliations: Assist with trade reconciliations and market value checks.
- Compliance: Review daily post-trade compliance reports and help prepare quarterly trustee compliance reports.
- Ad Hoc Projects / Broker Interaction: Additional ad-hoc trading-related projects and attend meetings with brokers.

Sales & Marketing

- Research: Broad range of research projects to support the sales and marketing team.
- Marketing: Assist sales team in preparing marketing materials for sales meetings.
- Sales Meetings: Attend weekly sales team strategy meetings with Head of Distribution, participate on sales conference calls, and attend in-person meetings.

REQUIREMENTS

- Strong attention to detail with an analytical mind.
- Desire to enhance knowledge of financial services, markets and products.
- Ability to multi-task and work effectively in a team-oriented environment.
- Strong work ethic and ability to work efficiently under tight deadlines.

Location: The Summer Associate position is located in Rye Brook, New York (Westchester County) at 800 Westchester Avenue. Metro North train travels between NYC (Grand Central) and Rye station; building has a shuttle to and from the Rye station.

Contact Information: Please forward cover letters and resumes to Careers@IndexIQ.com