



Title: Trade Settlement Analyst
Department: Portfolio Administration
Reporting to: Manager – Trade Settlements
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 Portfolio Operations (PortOps) department consists of 20 staff members across four teams: Trade Settlements, Reconciliation and Performance, Reporting and Analytics, and Security and Portfolio Analytics. While most of the team is based in Tampa, a portion operates out of the New York office. PortOps teams work closely with professionals across the firm including portfolio managers, traders, marketing, compliance, and IT.

If you are a high-energy individual with a strong work ethic, excellent communication skills, and enjoy working in a team atmosphere, we would like to hear from you!

Essential Duties and Responsibilities:

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

- Trade confirmation and correction
- P&L production and reporting
- Settling trades with brokers and custodians
- Supporting transmitting trade details from internal OMS to other internal systems and external relationships
- Position Reconciliation
- Manual trade entry for third party FX, swaps, forwards and other derivatives
- Proper use of system infrastructure to ensure accurate settlement, accounting, and performance reporting
- Transferring monies to/from accounts and posting margin or collateral
- Broker and country registrations
- Maintaining broker settlement instructions in Bloomberg OMS and Alert
- New account set-up (internal and external with custodians and brokers)
- Liaise with portfolio management team, traders, compliance and reconciliation team

Qualifications

- Strong understanding of financial markets and interest in investing/trading
- Knowledge of asset classes (equity, fixed income, FX, forwards, options, futures, swaps), investment products (ETFs, mutual funds, hedge funds, separately managed accounts) and transaction types/sources (buys and sells, shorts and covers, expiration, maturity, corporate actions, etc.)
- Global markets exposure is a plus
- Experience collaborating with a range of financial professionals
- Quantitative orientation and ability to analyze data
- Strong understanding of system and data flow across investment platforms
- Proficiency with Bloomberg, Bloomberg AIM, Alert, SWIFT, OMGEO; Portia is a plus.
- Advanced Excel skills



Education and/or Experience

- Bachelor's degree in business, finance, accounting, economics or a related field
- 2 - 6 years of experience in trade operations at an asset manager, RIA or similar investment firm

General Competencies

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

- Comfortable working in a fast-paced environment
- Proven multitasker and problem-solver
- Detail-oriented with a focus on accuracy
- Ability to prioritize, manage projects, and escalate when necessary
- Strong interpersonal and communication skills
- Team player who can also work independently
- Quick learner and adaptable to changing circumstances

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.