



# Job Description

## Index Research and Analytics Analyst

### About Alerian and S-Network Global Indexes, Inc.

Alerian, together with its subsidiary S-Network, is a leading independent index provider focused on building innovative, index-based investment strategies. Through indexing, benchmarking and calculation services, Alerian serves the global investment community. Built on a foundation of data rigor and specialty research, Alerian's comprehensive family of indexes includes the leading energy, thematic and smart-beta indexes, such as the first real-time MLP index – The Alerian MLP Index, S-Network Closed-End Fund Index Series, S-Network Global Benchmark Family, S-Network Dividend and Income Indexes and S-Network Renewable and Natural Resources Indexes. Today, Alerian has over 200 customers world-wide.

### Summary

The primary responsibilities of the Index Research and Analytics Analyst will be to assist the sales, marketing and research teams to meet client demand for index statistics and analytics. Secondly, the candidate will be responsible for developing and maintaining custom index analytics to support indexes currently in the market.

### Responsibilities

- Calculating and maintaining a large database of values and statistics
- Updating factsheets, online databases, and other collateral
- Developing new charts, graphs, and tables for marketing presentations
- Fact-checking written materials
- Assisting the Executive Team with calculation, data, or statistics requests they may make

### Skills & Experience

- Bachelor's Degree in Finance, Mathematics, Business, Computer Science, or Engineering
- Microsoft Office proficiency with advanced Excel knowledge
- Applied math, particularly financial statistics
- Programming, especially in Python and VBA
- Familiarity with data terminals such as Bloomberg, Eikon, and FactSet
- Excellent interpersonal acumen with the ability to interact positively with co-workers and management
- Strong organizational and time management skills
- Ability to self-manage daily and monthly deadlines
- Robust verbal and written skills

### Benefits and Compensation

- Salary commensurate with experience
- Insurance offerings include: Medical, Dental, Vision, Disability, and Life
- 401(k) program with matching

### To Apply

Please send your cover letter, resume, and a writing sample to [careers@alerman.com](mailto:careers@alerman.com).