



Job Description

Index Universe Maintenance and Review 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 Analyst will be to maintain up to date global universes from which constituents for the various S-Network Indexes are chosen. Secondly, the candidate will be responsible for the quarterly/semi-annual/ annual index reviews in accordance with prespecified rulesets as detailed in the index methodology rulebooks.

Responsibilities

- Compilation of Index Universes
- Perform quarterly/semi-annual/annual reconstitutions
- Research related to index developments
- Fact-checking data and 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 resume and cover letter to careers@alerman.com.