



**Position:** Legal Assistant  
**Legal Entity:** MarketVector Indexes  
**Location:** Frankfurt, Germany  
**Reporting to:** Senior Legal Counsel

**Summary:** MarketVector Indexes is currently looking for a Legal Assistant to support our growth. MarketVector's Senior Legal Counsel is responsible for a broad range of index-related product and distribution solutions and requests, the management and execution of various projects, agreements, documents and the evaluation and internal communication of applicable benchmark regimes and related changes. This position offers the opportunity for a candidate with relevant experience in supporting multiple legal projects to join a fast-growing indexing business. The candidate should possess a business-oriented approach to problem solving and provide internal clients with clear and pragmatic advice. In addition, the position requires proficiency in English and strong communication skills.

**Essential Duties and Responsibilities:**

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

- Contract Management including coordination of approvals and execution of agreements;
- Support day-to-day legal operations, including conducting marketing material reviews, answering legal requests from various teams and coordinating with stock exchanges, data suppliers, data vendors, redistributors;
- Support day-to-day compliance operations, including reviewing and completing legal information in various questionnaires (KYC/AML/DDQ);
- Draft and review standard documents, terms and agreements;
- Support the development and maintenance of policies & procedures.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Experience/Qualifications:**

- 1-3 years of relevant work experience from a legal/compliance department or a law firm;
- Previous experience in the financial or financial technology industry would be a significant plus;
- Knowledge of corporate and financial law.

**Competencies/Skills**

- Business-minded, proactive and self-motivated team player;
- Proficiency in English;

- Intermediate (B1 on CEFR scale or equivalent) in German;
- Excellent verbal, written and interpersonal communication skills;
- Multi-lingual skills and international background would be a significant plus;
- Ability to perform in a fast-paced environment and ability to support multiple projects in parallel.

### **MarketVector Indexes – A VanEck Company**

MarketVector Indexes develops, monitors and markets a focused selection of pure-play and investable indexes designed to underlie financial products. They cover several asset classes including hard assets, international equity markets, fixed income markets as well as digital assets.

MarketVector Indexes is a rapidly growing global provider of financial indexes and investment data solutions. As of March 2023, approximately USD 26.5 billion in assets under management are currently invested in financial products based on our indexes. Many of those products are the largest in their investment category. MarketVector Indexes also develops and maintains customized indexes for third parties that aim to track specific investment themes.