

**WE ARE LOOKING FOR AN**

# INTERN IN BUSINESS ADMINISTRATION

(for at least 3 months on a basis of 100%)

**STOXX Ltd. is a global index provider, currently calculating a global, comprehensive index family of over 3,700 strictly rules-based and transparent indices. Best known for the leading European equity indices EURO STOXX 50®, STOXX® Europe 50 and STOXX® Europe 600, STOXX Ltd. maintains and calculates the STOXX® Global Index family which consists of total market, broad and blue-chip indices for the regions Americas, Europe, Asia, and Pacific, the sub-regions Latin America and BRIC (Brazil, Russia, India and China), as well as global markets.**

The STOXX Business Administration Team is responsible for servicing internal and external customer needs for the issuance, administration and billing of customer contracts. This also includes controlling and market research tasks.

For our office in Zurich, we are currently looking for an intern.

## INTERNSHIP

The successful candidate will be part of the STOXX Business Administration Team and actively assist in the compilation of market and internal business analyses with regards to index- and finance-specific issues for the STOXX Management. In addition, she or he will support the Data administration of internal data warehouse (Salesforce) and contract management. Other tasks are assisting in the preparation of presentations for the management of STOXX, giving support in new projects of the department as well as administrative and organizational tasks.

## PROFILE

The successful candidate:

- » must be enrolled in an academic program and has passed at least the first year of studies (finance or legal as major field of study would be an asset)
- » has completed at least one prior internship
- » has a basic understanding of the financial markets and shows a strong interest in it
- » is proficient in written and spoken German and English
- » possesses strong IT skills (Excel, Power Point); Access and programming (e.g. VBA) skills are a plus
- » demonstrates strong analytical, communication and organizational skills
- » shows the ability to work both independently as well as in a team, under pressure paired with flexibility and willingness to perform

This is an excellent opportunity for the right candidate to gain her or his own financial market experience and actively shape the financial markets of the future.

## CONTACT

Interested candidates are kindly asked to send their electronic application, including motivation letter, CV and indication of earliest starting date, to:

STOXX Ltd.  
Human Resources  
Julia Cierny  
Selnaustrasse 30  
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