Position: Paralegal  
Legal Entity: VEAC  
Business Unit(s): Shared  
Location: New York  
Department: Legal  
Reporting to: Senior Managing Paralegal  
FLSA Status: Exempt, Full-Time Regular  

Summary:  
This position supports VanEck’s in-house legal counsel that work on the firm’s advised accounts, including mutual funds and ETFs and all corporate matters.  

Essential Duties and Responsibilities:  
Includes the following, other duties may be assigned as needed:  

- Coordinate and prepare materials for fund Board meetings  
- Assist with registration statement changes/updates  
- Assist with preparation of filings with the SEC and foreign regulators  
- Work independently and with other team members to support a diverse product base  
- Coordinate with business areas to gather necessary documents and other information to prepare and file reports required by regulatory agencies  
- Assist in drafting and maintenance of prospectuses, and other disclosure documents  
- Assist in managing document management system  
- Provide attorneys with assistance with the tracking of required contract amendments, filings and other legal documents  
- Complete other general corporate, legal, and compliance projects  

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

Supervisory Responsibilities  
This position will not have supervisory responsibilities.  

Qualifications  
- Effective written, listening and verbal communication skills  
- Ability to interact and communicate with employees across the organization, board members, clients, and vendors.  
- Possess a high level of initiative and be a self-starter, self-directed, highly motivated, and able to work in a fast-paced environment  
- Ability to work on tasks and projects with minimal supervision  
- Demonstrated problem solving skills and sound judgment  
- Demonstrated ability and success in an environment with changing priorities  
- Ability to work with a sense of urgency to meet deadlines and address competing priorities  
- Efficiency and ability to prioritize are essential
• Detail oriented and well organized.
• A working knowledge of Internet, MS Word and Excel is required.
• Roll up your sleeve work ethic, positive team player.

Education and/or Experience
• Bachelor’s degree required; Paralegal certificate is a plus but not required
• Minimum of 2 years relevant paralegal experience within the financial services industry.
• Demonstrated experience working with the 1940 Act and/or 1940 Act attorneys preferably including work with fund registration statements a plus
• Familiarity with filings with the SEC
• Proficient in Microsoft Office
• Knowledge of Workiva a plus
• Knowledge of Diligent BoardBooks a plus

Compensation:
• If this position will be performed in whole or in part in New York City, the base salary range is $70,000 to $80,000. Individual salaries may vary based on different factors including but not limited to, skills, experience, job-related knowledge, and location. Base salary does not include other forms of compensation or benefits offered in connection with this position.

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.