



Morningstar Development Program (MDP) Associate – Job Description

Who we are:

Morningstar, Inc. is a leading provider of independent investment research. In our mission to empower investor success, we offer an extensive line of products and services for individual investors, financial advisors, asset managers, retirement plan providers and sponsors, and institutional investors in the debt and private capital markets. We provide data and research insights on a wide range of investment offerings, including managed investment products, publicly listed companies, private companies, fixed-income securities, private credit, and bank loans.

Morningstar Development Program (MDP):

The Program's mission is to hire and develop entry-level employees to be successful contributors to Morningstar through a learning and development process that teaches them professional and job-based skills. Throughout this two-year program, you will receive ongoing career development, mentoring, and training opportunities, and we hire MDP Associates across different areas of the business to help you become future leaders at Morningstar.

Morningstar Business Groups:

MDP Associates will get an opportunity to start their career with one of our Data Operations teams which comprises of below major business units:

Equity Data: The team collects financial and non-financial data from annual, interim reports, and press releases of public companies across the globe as per the predefined collection methodologies.

Fixed Income Data Operations: The team is responsible for researching and performing quality audits and analytics on data points pertaining to bonds and derivatives received from multiple vendors.

Managed Investment Data (MID): The team is responsible for collecting and managing fund performance data which involves conducting fund analysis at both the portfolio and bond level encompassing crucial data points such as fund net asset value (NAV), and other operational data for funds and other managed investment data.

PitchBook: The team performs web-based research and utilizes technology tools to capture hard-to-find data on private capital markets, including private equity (PE), venture capital (VC), and mergers and acquisitions (M&A).

Reference & Entity Data (RED): The team is responsible for strategy and data collection of Reference Data, which touches across Morningstar products and is strategically crucial for Morningstar's Data Governance strategy.

Sustainalytics: The team provides high-quality analytical research, ratings, and data on environmental, social, and governance (ESG) parameters to investors and companies that help them make informed decisions that lead to a more just and sustainable global economy.

Wealth Management Operations: The team provides operational support for the wealth management business covering multiple regions and activities like portfolio reconciliation, reporting, billing, and performance analytics.

MDP Associate Role:

As an MDP Associate, your role involves accurately and efficiently collecting operational data, both financial and non-financial, from diverse sources and entering it into a web-based tool. Your commitment to this organization is reflected in your efforts to align your actions with the company's goals, policies, and procedures. By prioritizing the overarching objectives, you become a vital contributor to the company's success. Effectively delivering on Key Performance Indicators (KPIs) and continuously developing skills needed to achieve ongoing operational goals.

Responsibilities:

- Conduct timely and in-depth screening, research, and review of company data and disclosures.
- Learn the research methodology and processes quickly and apply that knowledge consistently.
- Deliver individual and team targets including production and quality.
- Establish and achieve the set objectives and key results (OKRs) with the guidance of the team lead.
- Provide input and ideas for new data collection methods, product/process improvements, and quality initiatives.

Requirements:

- Good English communication, reading, writing, and content interpretation skills.
- Client-oriented, innovative, with a bias for action and entrepreneurial mindset.
- Analytical and critical thinking, attention to detail, and problem-solving skills.
- Basic level proficiency in MS Office Suite, particularly MS Excel, and Word.

Eligibility:

- Minimum 50% in 'bachelor's degree and above in any discipline.
- Freshers and candidates with up to 2 years of experience can apply.
- Candidates awaiting results for their last semester can also apply. However, employment is conditional to clearing and completion of graduation and submission of relevant documents/certificates.

Selection Process:

- Eligible candidates must successfully clear the online assessment.
- Candidate Information Session will be conducted post clearing the online assessment.
- Two interview rounds will be conducted for shortlisted candidates.
- At every stage of eligibility, only shortlisted candidates will be contacted by the Morningstar recruitment team.
- A permanent offer letter will be provided to you from Morningstar after clearing all rounds.

Date of Joining: November 2024



Title: MDP Associate

Compensation Range: ₹ 4,06,000 – 5,18,000 LPA, including shift allowance (if applicable).

Work Location: Vashi, Navi Mumbai.

Work Schedule: The current work arrangement follows a hybrid model, where MDP Associates are required to work three days per week from the office. Our teams work in different shifts and incumbent should be flexible to work in shifts. We provide an option, to employees working in shifts, to opt for one-way pickup or drop to/from locations as per the travel boundaries / city limits defined by Morningstar.

Shift Timings:

- Early Morning Shift (AU): 5:30am to 2:30pmc
- General Shift: 10am to 7pm
- Afternoon Shift (UK): 3pm to 12am
- Night Shift (US): 8pm to 5am

Transportation will be provided only from:

- Office-to-home drop-off option for US and UK shifts.
- Home-to-office pick-up option for the AU shift.

Morningstar is an equal opportunity employer.