

Job Position – Fixed term contract of 12 months  
Job Type – Full Time  
Location – Luxembourg



## **Mizuho Trust & Banking (Luxembourg) S.A.**

is part of the Mizuho Financial Group, a Holding Company,  
which is one of the world's largest financial group.

Within the framework of our Luxembourg based activities, we are recruiting a:

### **Custody Employee, Japanese and English Speaker – (m/ f) Fixed term contract of 12 months**

to strengthen the Custody Section within the Custody & Securities Agency Business  
Department

#### **Your responsibilities**

- Maintain excellent client-care and relationship with existing and potential clients
- Answer to all queries from the custody clients
- Update and maintain client information
- Coordinate the analysis of the quality of operations service
- Accomplish various tasks in a timely and qualitative manner
- Execute all the daily tasks according to control checklists
- Co-work with and provide support to the operations sections from client relationship point of view
- Provide administrative support including the preparation of internal applications or reports as well as the maintenance of important documents
- Inform the Section Head of all risks of error and actual errors as soon as detected and evaluate their impact

## **Your profile**

### **Education**

Bachelor in Banking, Economics or Accounting, or equivalent experience

### **Experience**

Experience in a similar function

### **Knowledge**

- Excellent overall custody and fund related knowledge

### **Languages**

Fluent in Japanese and English.

### **IT skills**

- MICROSOFT SUITE (Outlook, Word, Excel and PowerPoint)

### **Personal skills**

- Constant focus on quality and client service
- Excellent communication skills
- Team player
- Flexible
- Analytical and problem-solving mind

Criminal record: This position may require a condition of a good repute. The law on the financial sector provides that the good repute of a candidate shall be assessed on the basis of (i) criminal records and (ii) any evidence tending to show that the candidate is of good repute and offering every guarantee of irreproachable conduct. Eventually the candidate's name will also be screened through our name screening tool which imports, respectively, the latest versions of the World-Check blacklists, and runs an automated screening process of all names.

If you are interested in this position, please send your application, quoting the job position, and detailed Curriculum Vitae to: E-mail [recruitment@mizuho.lu](mailto:recruitment@mizuho.lu)

Please note that, in the course of our recruitment process, we will collect and process certain of your personal data as detailed in our applicant privacy notice [<https://www.mizuho.lu/web/guest/en/contactus/recruitment>].

In case your application for employment is unsuccessful, we may continue to hold your personal data for future reference for a limited period of time not exceeding two years. You may access, modify or delete such data by simple request to [recruitment@mizuho.lu](mailto:recruitment@mizuho.lu).