

Job Position – Fixed term contract of 18 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:

### **Securities Agency Employee (m/f) Fixed term contract of 18 months**

to strengthen the Securities Agency Section within the Securities Services Department

#### **Your responsibilities**

- Prepare, execute and follow up all transactions related to the Primary Market, in the function of Fiscal Agency, Paying Agency, Calculation Agency, Listing Agency, Registrar Agency, Tax Agency and Common Depository.
- Participate to projects which have a direct impact on Sec. Agency section
- Maintain good relationship with Issuers, ICSD's, Dealers, Sub-custodians and Agents, involved in the Securities Agency business
- VBA proficiency for optimizing the current processes

#### **Your profile**

##### **Education & Experiences**

- Bachelor in Banking or Economics, or equivalent experience
- Experience in a similar function will be considered as an asset

##### **Knowledge**

- Bachelor in Accounting, Banking or Economics, or equivalent experience
- Has a sound knowledge of the Bond market and Structured products
- Proficiency in Applied mathematics on fixed income products

## **Languages**

- Fluent in English and in French

## **IT skills**

- Microsoft Suite
- VBA

## **Personal skills**

- Accurate and strong sense of organization
- Constant focus on quality and client service
- Excellent communication skills
- Team player
- Multi-tasking
- Analytical and problem-solving mind
- Autonomous and pro-active

## **Job Benefits**

- Excellent work-life balance
- Harmonious and stable working environment
- Positive and inclusive environment
- Training and career development
- A hybrid working environment offering flexibility and the possibility to telework
- Wide range of fringe benefits (lunch vouchers, pension scheme, etc.)
- Free parking near the Bank

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).