

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:

Paralegal Employee (m/f) Fixed term contract of 12 months

to strengthen the Corporate Secretary Department

Your responsibilities

- Coordinating and liaising with the team, external parties, lawyers, notaries for the execution and delivery of legal documents (e.g., extracts of trade registry or BO registry, etc.), legalization of documents, keeping corporate documents and records (e.g., signatory lists, trade register etc.) up to date.
- Preparing the Board Meetings– organising / drafting minutes, etc.
- Manage and proceed to any required filing with the Luxembourg Trade and Companies Register
- Following up of any action points relating to the Corporate Secretary Department
- Participating to dedicated meeting with internal and external stakeholders
- Assisting in developing the digitalisation of the Corporate Secretary Department

Your profile

Education & Experiences

- At least 3 years of relevant experience gained in Luxembourg.
- Degree educated.

Knowledge

- Excellent written and verbal communication skills

Languages

- Fluent English, French strongly recommended

IT skills

- Microsoft Office

Personal skills

- Time management
- Accurate
- Punctuality
- Organization
- Analytical
- Communication
- Sound communication skill
- Problem-solving mind
- Team player
- Project management

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

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.