

Job Position – Undetermined
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)

to strengthen our Custody & Securities Agency Business Department

Your responsibilities

- Review agreements and other related documents of euro/global securities or MTN programs and provide comments to lawyers or managers by the deadlines
- Execute transactions, communicate and negotiate with issuers, lawyers and managers and liaise with the stock exchange or clearing systems
- Maintain good relationship with existing and potential clients and other counterparties
- Co-work with and provide support to the operations sections from client relationship point of view
- Prepare the reports for Japanese withholding tax or central bank
- Prepare fee quotes for possible new transactions
- Provide administrative support including the preparation of internal applications or reports as well as the maintenance of important documents
- Support group SPC administration tasks Make proof of sense and sound judgment towards risk awareness
- Inform the Section Head of all risks of error and actual errors as soon as detected and evaluate their impact

Your profile

Education and experience

- Bachelor in Banking or Economics, or equivalent experience
- Experience in a similar function (minimum 3 years) concerning Capital Markets

Knowledge

- Excellent overall banking knowledge
- Microsoft Suite

Languages

- Fluent in English and in Japanese
- Other European languages will be considered as advantage

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
- 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 apply to 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.