

Job Position –Fixed-term of 24 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:

### **KYC Employee (m / f) Fixed-Term Contract of 24 months**

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

#### **Your responsibilities**

- Communicate frequently with clients (both verbally and via email) for KYC matters; mainly to carry out initial due diligences or regular due diligences.
- Prepare KYC documents and handle, in close collaboration with other members of the team, the on-boarding process of new clients and the periodical KYC review of existing clients.
- Update and maintain client database and the KYC documentation of all clients.
- Perform regularly name screening controls against PEP and Sanctions lists.
- Perform controls on transaction monitoring controls on a daily basis. Investigate, document and escalate any suspicious transaction detected.
- Answer regularly to requests from clients or other Departments relating to KYC matters.
- Provide support from time to time to the Section Head for the update of all policies and procedures of the KYC Section

#### **Your profile**

##### **Education and experience**

- Bachelor in Banking, Economics or Accounting, or equivalent experience
- A first Experience in a similar function or in a Bank would be an advantage

## **Knowledge**

- Basic knowledge of European Anti-money laundering regulations (AMLD) and tax regulations (FATCA and CRS) would be an advantage.
- Basic knowledge of the banking activities and operations

## **Languages**

- Fluent in Japanese and in English is Mandatory

## **IT skills**

- MICROSOFT SUITE (Outlook, Word, Excel and PowerPoint)
- World-Check One would be an advantage

## **Personal skills**

- Constant focus on quality and client service
- Excellent communication skills
- Team player
- Flexible

## **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).