

Would you like to work for one of the World's largest banks in an exciting, dynamic and international environment?

We are currently recruiting for a Planning Manager for our Japanese Corporate Banking Division in Amsterdam.

MUFG Bank Europe N.V. (MBE) is a fully-owned subsidiary of Mitsubishi UFJ Financial Group (MUFG), one of the largest ranked Financial Groups in the world in terms of assets. A world-class set of businesses and more than 180,000 employees in 50 markets. MUFG offers stability in an ever-changing market, providing services to high-profile clients worldwide.

For more than 50 years MBE offers corporate and investment banking services to both Japanese and non-Japanese corporate customers in The Netherlands and, through its branches. The goal is to be among the top performing foreign-owned banks operating in The Netherlands, providing value-added banking services and excellent operations, fulfilling both Japanese and Global Multinational Corporate customers' needs.

At MBE we are committed to contributing to a more sustainable future. Thus, we will encourage you to embed environmental, social & governance (ESG) factors in your everyday work and in our culture.

The MBE subsidiary based in The Netherlands is a network of branches (Germany Branch (Dusseldorf, Hamburg, Frankfurt, Munich), Spain Branch (Madrid, Barcelona), Belgium Branch (Brussels), Austria Branch (Vienna)), managed from Amsterdam.

Your impact at MUFG

- Act as initiator, coordinator and manager of JCBD Amsterdam for various Business Planning projects, tasks and issues
- Executing administrative tasks, reporting and supporting Business Planning projects with regard to various data processing, analysis and other management findings or issues which support JCBD Business Promotion and meet the overall business strategy of MBE
- Represent JCBD Amsterdam as first point of contact for both internal and external colleagues for Business Planning related matters.
- Lead/co-work with JCBD team members, other divisions and offices for assigned projects and tasks.

Function positioning

The function forms part of Amsterdam Corporate Banking Department (JCBD Amsterdam), which consists of 5 units: Business Promotion, Administration & Control, CMS, KYC and Credit Analyst. The task of JCBD is to develop and maintain Japanese customer base, and to gain profits through promotion of the bank's products and services within the risk framework of the bank.

The Planning Manager is to report to the Department Head who reports to Head of Division, responsible for JCBD, who is under control by the President.

The role includes the following:

Organizational:

- Manage Business Planning related projects/tasks within JCBD Amsterdam by leading, monitoring and consulting with relevant Units and other departments, and supporting Department Head ("DH") and Head of Division.
- Execute a variety of tasks and/or instructions given by DH and Head of Division in respect of Business Planning for JCBD Amsterdam.
- Timely inform and instruct mainly Relationship Managers on business planning related projects and requirements, and follow up progress until completion.
- Support efficient management of JCBD Amsterdam: Identify, review and where appropriate implement improvements to processes / procedures / systems in order to contribute to business efficiency goals. To solve operational problem and to make suggestions to DH and/or to the Management regarding procedures to circumvent such problems
- When required support, plan, communicate and implement both central/global and locally driven changes ensuring such changes are implemented with the minimum of disruption to services.
- Complete periodical (external) reporting to: Department, Management and/or Planning Division for EMEA and prepare various internal reports (e.g. JCBD Business Update)

- Co-work with other JCBD members in order to meet the target and other team requirements, by harmonizing with the whole team members in JCBD. To improve the productivity of JCBD in order to contribute the increase in Net Operating Profit.
- Motivate, develop and appraise other team members so that their individual and collective performance is of the required standard and meets the current and future needs of the business (e.g. arrange Learning & Development opportunities as Study Sessions).

Marketing:

- Planning and support JCBD with approaching prospective customers, in consultation with Relationship Managers and/or DH with the aim to establish new relationships and thus enhance the bank's profitability.
- Planning and administrative tasks for BSC achievement
- Planning and executing Communication activities and advertisement (e.g. Seminar, Website renewal)

Financial:

- Planning and monitoring JCBD Amsterdam's financial performance: e.g. reporting profit figures of JCBD Amsterdam monthly to Relationship Managers, and organizing regular meetings to discuss progress of business promotion (e.g. Pipelines Meeting, Review of Negative Net Operating Profit clients)
- Planning and administrating JCBD Amsterdam budget (both internal and business purpose)

General:

- Perform and control allocated administrative tasks, plan and organise workflow and resources so that the daily workload is completed to the required standard
- Respond to a wide range of internal enquiries by phone and/or email, resolving issues satisfactorily, referring matters to colleagues as appropriate.
- Scope, review and implement legal and other documentation ensuring compliance with Bank and Regulatory policy, KYC, sanction monitoring in order to minimise risk.
- Ensure compliance with the Bank's rules, policies, procedures and guidelines together with all relevant regulatory and statutory requirements.

In order to be successful in the role, you will need the following:

Skills and experience:

Essential

- The function requires an intellectual and working background at university level.
- Work experience in a similar function or relevant area, with experience in planning/project process from start to completion and organizing events.
- Verbal and written communication skills in English and Japanese are essential.
- The function requires in depth knowledge of the (intra-)divisional workflows and processes, of the products offered by our Front Office and of the applicable internal and external legislation.
- Windows, Microsoft Outlook & Office (Word, Excel & PowerPoint)
- Basic financial knowledge, data-processing
- Planning, time management & organisation skills
- Excellent communication skills
- Results driven, with a strong sense of accountability
- A proactive, motivated approach.
- Strong decision making skills, the ability to demonstrate sound judgment
- A structured and logical approach to work
- Strong problem solving skills
- A creative and innovative approach to work
- Excellent interpersonal skills
- Excellent attention to detail and accuracy
- A calm approach, with the ability to perform well in a pressurized environment
- Strong numerical skills

Preferred

- Banking industry preferred.
- Experience working for a Japanese company.
- MS Excel (advanced skill preferred) for data reporting.

Personal requirements:

Integrity and Responsibility

- Balance Risk with Opportunity
- Customer Focus
- Demonstrate Global Perspective

Professionalism and Teamwork

- Drive For Results
- Collaborate and Build Partnerships
- Communicate Effectively and Professionally

Challenge Ourselves To Grow

- Influence and Inspire Others
- Lead Change & Seek Continuous Improvement
- Think Strategically
- Manage and Develop Talent

What do we have to offer:

We offer you a role in one of the largest banks of the world in a growing and international environment. You have various opportunities to develop yourself and we will support you with that by offering various training and development possibilities.

- We take into account your home situation and your ambitions and help you to balance work and private life.
- Monthly team events.
- To work in an ambitious, international environment with colleagues from different countries and cultures, who strive for the best.

Besides that we will offer you:

- Gross salary based on experience and consistent with the market
- 8% holiday allowance and 13th month payment.
- 30 vacation days per year. Optional you can buy 15 additional days.
- Commuting allowance based on annual public transport 2nd class, most economical way, or € 0,21 per km with a max of 75km one way.
- €5,00 net remote working compensation per day, with a maximum of €60,00 per month.
- Possibility to order a mobile phone (up to €800,-)
- Possibility to order Office Equipment's for the home office, (up to €500,-)
- Remote Working Policy i.e. Working From Home (WFH) and Remote Working in another Country.
- Bicycle plan (fiscal benefit)
- Company fitness (fiscal benefit)
- Mental health workshops and budget for external courses (i.e. Dutch language classes).
- Employee contribution towards Pension insurance (max 5%, currently 2%), our pension scheme is based on a defined contribution scheme.
- Training & development possibilities paid by the bank
- Health insurance: Collective premiums offered, for own expense.

Additional information:

Acquisition in response to this vacancy is not appreciated.

The role is based in the Netherlands. All candidates need to be willing to relocate to the Netherlands. Internal employees will be supported in case of relocation.

For more information regarding this position you can contact our Talent Acquisition Specialist at: maria.sifniou@nl.mufg.jp