



## SOMPO INTERNATIONAL

Sompo International is the trade name for the global specialty property and casualty insurance and reinsurance operations of Sompo Holdings, Inc. ("Sompo"), established in March 2017 as the result of Sompo's acquisition of Endurance Specialty Holdings Ltd.

Sompo is a financial services holding company organized under the laws of Japan whose shares are listed and posted for trading on the Tokyo Stock Exchange. Sompo, through various operating subsidiaries, is one of the top three insurers in Japan and is engaged in the provision of insurance services as well as other related services through its global network of businesses operating in 32 countries around the world.

Sompo International is the international operation of Sompo and, through its operating subsidiaries, writes agriculture, casualty and other specialty, professional lines, property, marine/energy and aviation lines of insurance and catastrophe, property, casualty, professional lines and specialty lines of reinsurance.

As a leading global provider of insurance and reinsurance, we recognize that our success is derived directly from those whose contributions matter most: our people. Sompo International's headquarters is in Bermuda and we currently have offices in the United States, the United Kingdom, Continental Europe, and Asia. A shared commitment to integrity, accountability, collaboration and agility define our culture, and we strive to create exceptional value for our clients and shareholders and maintain Sompo International as a desirable place to work.

We are seeking an **Underwriting Assistant** for our **Professional Liability** group in our **San Francisco, CA** office. Underwriting assistants are responsible for the processing and delivering of binders and policies to the producers within specific performance standards. They are also responsible for technical analysis of specific underwriting data to assist underwriters in the underwriting process.

### **Main areas of responsibility:**

- Assist underwriters with quote, binder, and policy issuance workflows
- Ability to assist underwriters by having limited authority to bind risks previously authorized or bind changes to contracts as determined by underwriters or management
- To code, bill, process and distribute insurance binders and policies within processing standards established by management
- To review and analyze facultative reinsurance certificates as determined by management
- To contact producers for information as directed by underwriters
- Set-up electronic submission and underwriting files for new/renewal business
- Ensure compliance with State regulations
- Maintenance of the filing system
- Maintain pipeline reports by updating with new submissions, quotes and binders
- Participate in User Acceptance Testing (UAT) of solutions to Operations issues prior to deployment within the work environment
- Assist underwriting staff in setting up and coordination of all meetings including broker/client appreciation events, meet and greets with brokers, clients and visitors to the office and maintain marketing supplies
- Assist underwriters as necessary
- Provide backup to other Assistants as necessary
- Any other duties as assigned



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### **Qualifications, Skills and Experience:**

- Minimum 3-10 years' experience as a combination technical assistant with similar duties and clerical support employee of an underwriting department
- Bachelor's Degree strongly preferred
- Strong problem solving and decision making abilities
- Strong written and oral communication skills
- Computer skills including PowerPoint, Word, Excel, Outlook, Adobe Acrobat
- Able to multi-task and communicate well
- Ability to demonstrate planning and organizational skills
- Strong attention to detail

Sompo International offers a competitive compensation and benefits package commensurate with experience. For consideration; please e-mail your resume along with salary history/requirements to: kanderson@sompo-intl.com.

**Sompo International is an equal opportunity employer committed to a diverse workforce.**

**M/F/D/V**

Visit our website at [www.sompo-intl.com](http://www.sompo-intl.com)