



SOMPO INTERNATIONAL

Sompo International Holdings Ltd. (Sompo International) is a specialty provider of property and casualty insurance and reinsurance, established in March 2017 as the result of the acquisition of Endurance Specialty Holdings Ltd. by Sompo Holdings Ltd. (Sompo).

Sompo's core business encompasses one of the largest property and casualty insurance groups in the Japanese domestic market. In addition, Sompo 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 and a wholly owned subsidiary of Sompo, which trades on the Tokyo Stock Exchange. Through our operating subsidiaries, Sompo International underwrites agriculture, professional lines, property, marine and energy, and casualty and other specialty lines of insurance and catastrophe, property, casualty, professional lines, weather risk and specialty lines of reinsurance.

As a leading global provider of insurance and reinsurance, we recognize that our success is derived directly from those who 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. At Sompo International, a shared commitment to integrity, teamwork, agility, execution, and excellence 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 **Sompo Pro** group in our **New York, New York** 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.

Responsibilities Include:

- Assist underwriters with quotes, binders, 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
- Codes, bills, processes and distributes insurance binders and policies within processing standards established by management
- Reviews and analyzes facultative reinsurance certificates as determined by management
- Contacts producers for information as directed by underwriters
- Sets-up electronic submission and underwriting files for new/renewal business
- Ensures compliance with State regulations
- Maintenance of the filing system
- Maintains pipeline reports by updating with new submissions, quotes and binders
- Participates in User Acceptance Testing (UAT) of solutions to Operations issues prior to deployment within the work environment
- Assists 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
- Provides backup to other Assistants as necessary
- Any other duties as assigned



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Desired Skills & 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. The minimum base salary for this job is \$50,000 and is commensurate with experience. For consideration, please e-mail your resume along with your minimum salary expectations as well as your minimum total compensation expectations 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