



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 & Technical Assistant (UTA)** for the **Sompo Express** unit in **Florham Park, NJ**. The Sompo Express operation focuses on small commercial business and operates using state of the art technology and operational processes to drive high efficiency and responsiveness in a high transaction count environment. The Underwriting & Technical Assistant (UTA) will be responsible for executing all administrative and underwriting functions for the Sompo Express team in order to ensure the supported departments reach their goals and objectives for growth, profit, compliance, efficiency, and customer service.

Responsibilities include:

- **Underwriting Support:**
 - Serves as the systems triage point for all submissions, referrals, and requests.
 - Manages work queues and handles requests within the associated authority provided.
 - Prepares and routes requests outside of authority to appropriate personnel with the required detail to enable a prompt & efficient underwriting decision.

- **Technology Support:**
 - Serves as the focal point for Broker Technology Support requests.
 - Addresses policy related requests and brings to resolution.
 - Assists in Broker training of system processes and workflows.
 - Routes pure Technology requests (log-ins, error reports, and miscellaneous systems performance) to the appropriate area.



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- Assists in the identification of system errors and work with the IT team to develop requirements for fixes.
- **Post Bind Document Management:** Manages all required post bind documents functions, including gathering and organizing Broker policy documents and correspondence and Underwriting correspondence to drive file compliance.
- **Operational Workflows:**
 - Serves as the focal point for policy related workflows.
 - Works and manages processes to attain targeted service level agreements.
 - Works with Underwriters, IT and Operations in the design of new workflows as the Express products evolve.
- **Policy/File Audit:** Conducts file audits to ensure that all files are complete and in accordance with required practices.
- **Broker Relations:** Serves as a key point of contact for Brokers and CSRs to address needs, communicate resolutions of issues, and promote Sompo Express.
- Handles miscellaneous duties or projects as assigned including but not limited to scanning documents, mass mailings, and training new employees.

Desired Skills & Experience

- Minimum 1-3 years' experience as a combination technical assistant/broker's assistant with similar duties and clerical support employee of an underwriting department.
- Associates or Bachelor's degree preferred.
- Resourceful team player who excels at building trusting relationships with peers and managers alike. Willingly supports workloads and can act as a back-up for other team members.
- Innovative problem-solver who can generate workable solutions and resolve complaints.
- Aptitude to learn how to use new systems and efficiently navigate them
- Demonstrated planning and organizational skills with the ability to effectively prioritize and juggle multiple concurrent demands.
- Excellent written and oral communication skills. Ability to interact and communicate effectively and timely with both internal and external contacts at all levels of the organization.
- Enthusiastic, quick learner that is eager to meet challenges and quickly assimilate new concepts.
- Productive worker with solid work ethic who exerts optimal effort in successfully completing tasks.
- Proficiency in MS Word/Excel; Experience with PowerPoint & Visio preferred. Experience using the internet as a research tool.

Sompo International offers a competitive compensation and benefits package commensurate with experience. For consideration, please e-mail resume along with minimum salary expectation 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