



**Administrative Assistant (12 Month FTC)**

Sompo International Holdings Ltd. (Sompo International) is a global specialty provider of property and casualty insurance and reinsurance. Sompo International companies are wholly owned subsidiaries of Sompo Holdings, Inc., whose core business encompasses one of the largest property and casualty insurance groups in the Japanese domestic market.

Through our operating subsidiaries, Sompo International underwrites agriculture, professional lines, property, aviation, marine and energy, financial and political risks and casualty and other specialty and catastrophe lines of insurance and reinsurance. Headquartered in Bermuda, we currently also have offices in the United States, the United Kingdom, Continental Europe, Latin America, the Middle East and Asia.

Sompo International is a company driven by its core values, a carrier that holds promise, trust and the commitment to protect at the center of everything we do. We recognize that our success is derived directly from those who matter most: our people. Our culture is defined by a commitment to integrity, teamwork, agility, execution, and excellence; 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 **Administrative Assistant** to support a number of senior underwriters (SVPs) in our **London** office on a fixed term contract for a period of 12 months.

It is essential that the candidate has proven experience working worked in a similar role or held a role that covered administrative support.

In order to deliver our strategy, you will need to be continually flexible and adaptable to change. Accuracy, strong attention to detail, efficiency and strong communication skills are essential to all that we do.

**Responsibilities include:**

- **Travel Coordination:** Arrange travel bookings for underwriters, including flights, accommodation, and transportation, in line with company policies and budgets
- **Expense Processing:** Collect and review expense reports from underwriters, verifying accuracy and compliance with company guidelines
- **Expense Reconciliation:** Process expense claims in a timely manner, reconciling receipts and invoices to ensure accurate reimbursement
- **Communication:** Liaise with underwriters to obtain necessary travel details and expense documentation, providing assistance and guidance as required
- **Record Keeping:** Maintain accurate records of travel bookings and expense transactions, ensuring data integrity and confidentiality
- **Policy Compliance:** Ensure adherence to company travel and expense policies, flagging any discrepancies or non-compliance issues for resolution
- **Support:** Provide additional administrative support to the underwriting teams as needed, including filing, scanning, and general office tasks. Cover and support for the Executive Assistants with travel and expense management as and when required
- **Ad hoc:** From time to time assistance may be required with organising lunches, onboarding new joiners and offsite meetings.

**Requirements:**

- **Experience:** Proven experience in an administrative role, with specific experience in booking travel and processing expenses



## SOMPO INTERNATIONAL

- **Skills:** Excellent organisational skills and the ability to manage multiple tasks simultaneously. Resourceful, with the ability to manage time efficiently, demonstrating initiative and a proactive approach to daily tasks
- **Attention to Detail:** Strong attention to detail and a commitment to accuracy in all aspects of work.
- **Communication:** Effective verbal and written communication skills, with the ability to interact professionally with internal and external stakeholders.
- **Technology Proficiency:** Proficiency in Microsoft Office suite (Word, Excel, Outlook, PowerPoint) and familiarity with expense management software (ideally Concur)
- **Team Player:** Ability to work collaboratively as part of a team, as well as independently with minimal supervision. Possesses a positive, helpful 'can-do' attitude and displays a high level of integrity
- **Flexibility:** A proactive and adaptable approach to work, with the ability to respond quickly to changing priorities and deadlines.

### **Benefits:**

- Competitive salary package
- Comprehensive health and wellness benefits
- Opportunities for career development and advancement
- Collaborative and supportive work environment

*Sompo International offers a competitive compensation and benefits package commensurate with experience.*

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

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