

## **Multinational Programme Specialist Europe South**

### **Role Summary**

The position of Multinational Programme Specialist is responsible for providing pre & post-bind administrative support and Multinational subject expertise for an assigned portfolio of accounts. The role will deliver the highest standards of service to clients and brokers, in close collaboration with Underwriting, Operations, and Distribution.

### **Responsibilities include**

- Multinational programme administration, including policy documentation issuance, tracking and delivery, territorial analysis, premium collection & remittances
- Proactively provide technical and administrative support to underwriters on assigned portfolio of Multinational programmes ensuring all information is accurate and up-to-date
- Data input and coordination of multinational knowledge, workflow, network communication & programme administration tools
- Resolves capability queries and service escalations
- Provide Multinational subject matter expertise to internal and external stakeholders
- Promote and drive compliance with the Multinational end-to-end process with internal and external stakeholders
- Proactively communicate updates, queries, and escalations to relevant stakeholders throughout the design and execution phases of assigned Multinational programmes and policies

### **Desired Skills & Experience**

- 3+ years global insurance programme background, preferably in a client/broker servicing role
- Sound technical knowledge of multinational insurance programmes
- Strong client focus, experienced working with risk managers and brokers
- Strong communication and interpersonal skills
- Ability to work effectively under tight deadlines /Ability to handle multiple priorities
- IT packages; MS Outlook, Excel and Word.
- CII Qualification desirable
- High degree of fluency in English and Spanish, plus strong language skills in French or Italian desirable

### **About Us**

We're Sampo, a global provider of property, casualty, and specialty insurance and reinsurance. Building on Sampo Holdings' 130 years of innovation, we're committed to applying all of our experience to simplify yours. Our dedication to you shows up in the care we put in every detail, working to create a frictionless risk management journey for everyone we serve. We lead with your priorities, meticulously crafting solutions, sharing insights, and understanding your needs. Around the world, our 9,000+ employees use their expertise to learn, improve and find clear answers for your complex challenges. Because when you choose Sampo, you choose the ease of expertise.



**In today's world, what do we stand for**

We strive to create exceptional value for our clients and shareholders while maintaining Sompo as an attractive place to work. We foster an environment of ongoing, open dialogue between managers and their direct reports, and believe in an organizational environment where everyone belongs. We proudly are a multi-racial, multicultural, global enterprise. We reject all forms of racism, bigotry, prejudice and injustice and continue to invest in building out an inclusive and diverse work environment.

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

To learn more about visit our website at [www.sompo-intl.com](http://www.sompo-intl.com)