

Are you looking for your next opportunity?

Sompo has a unique opportunity for an **Operations Coordinator** in our **Underwriting Operations** team to support our UK Insurance Market, on a **12-months FTC basis**.

The Operations team supports business processing, liaising with other functions to ensure efficiency & effectiveness across a broad array of activities from policy specific transaction support to change management and on-boarding.

Location: This position will be based out of our **London** office. We strive for collaboration which is why we offer a work environment where our employees thrive and develop long lasting careers.

Our business, Your impact, Shared opportunity

What you'll be doing:

The main responsibilities of the International Operations Coordinator are:

- **Transaction Processing**
 - Month/Quarter End Reconciliations and Reporting
 - Support for Facultative Reinsurance Processing and Reconciliations
 - Creating Process Documentation (SOPs) and delivering onsite training support
 - Supporting key processes undertaken by Underwriting Assistants (UAs)
- **Compliance**
 - Incorporation of evolving regulatory requirements into the 'Business As Usual' process and reports
 - Support for specific report generation, including but not limited to Quarterly Solvency II 'Bound But Not Incepted' & 'Ceded Fac RI' and Annual Solvency II returns
- **On-boarding**
 - Support the addition of new Lines of Business, Products, or new joiners, including the harmonisation of processes, systems and team organisation, and training consistent with Sompo International standards
- **Underwriting Services**
 - Support for Business Requirements provision to IT Business Analysts (both Systems & Reporting)
 - Provision of remote or on-site training support for core UW Tools (Guidewire Policy Centre (GWPC); ImageRight; SONIC Workflow, Reports) for Lines of Business across the UK
 - User Acceptance Testing (UAT) on behalf of Lines of Business when deploying new technologies (e.g. all GWPC deployments)
 - Assisting with special projects and executing any other responsibilities in the capacity of Operations Coordinator, under the Team Leader's direction
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- **Data Analytics**
 - Data Quality standards support
 - PowerBI suite of reports assistance for development and ongoing support

What you'll bring:

The successful candidate will ideally have the following:

- Relevant London Market Insurance experience (Underwriting Assistance or Operations)
- Must be able to prioritize and organise a very demanding workload
- Strong written and oral communication skills
- Computer skills including the core MS Suite (Word, Excel, Outlook, PowerPoint)
- Due to the demands of the business, candidates must have the ability to take initiative, work well under pressure and with others, and be committed to meeting deadlines, in a fast paced and dynamic environment
- Experience in adult training would be beneficial

Our Benefits

We continuously evaluate and update our benefit programs to ensure that our plans meet the needs of our employees and their dependents. Below are a few highlights of our inclusive benefit programs:

- Expansive Health & Wellness Benefits
- Generous Retirement & Savings Plans
- Global Parental Leave & Adoption Assistance

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

We strive to create exceptional value for our clients and shareholders while maintaining Somo 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, multi-cultural, 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.

About Us

Expert Partners.

Clarity in complexity.

Unwavering commitment.

We're Somo, a global provider of property, casualty, and specialty insurance and reinsurance. Building on Somo 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 Somo, you choose the ease of expertise.

Somo is an equal opportunity employer committed to a diverse workforce.

To learn more about visit our website at www.sompo-intl.com