

## Are you looking for your next opportunity?

Sompo is recruiting for an **Underwriting Assistant** to provide support to **various business lines** within our Underwriting team to support the Southern Hub (Italy, France, Spain and Portugal). based in our **Paris** office.

**Location:** This position will be based out of our **Paris** 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, our opportunity:

#### What you'll be doing:

- Provide support to Underwriters in the areas of underwriting operations, procedures and policies.
- Build strong relationships with and provide prompt customer service to all internal and external customers
- Complete associated business processes such as Guidewire data entry, eDocument platforms (Image Right), Excel forms updates, sanctions checks and others
- Provide support to and conduct regular quality checks on tasks assigned to and completed by the offshore team
- Responsible for accurate issuance of policy documents including policy schedules, policy wording, endorsements, invoices and certificates of insurance to the broker or customer in collaboration with Policy Administration Team
- Collaborate with multinational team and provide support incl. processing of multinational programs
- Establish process to effectively monitor work on hand and set priorities to complete tasks within turnaround time.
- Handle complex work items including investigation of issues and to apply problem solving skills which entails effective collaboration with other departments and colleagues where required to achieve win-win resolutions to identified issues.
- Serve as the liaison for underwriters and brokers in order to track, manage, and prioritize insurance applications and other services
- Ready to provide cross-training to fellow Underwriting Assistants for other BUs to reduce key man dependency as well as to receive cross-training by fellow

#### What you'll bring:

- Fluency in French and English; Spanish and/or Italian are a plus
- Excellent written and oral communication skills
- Exceptional interpersonal skills with the ability to work with a team oriented approach
- Excellent attention to detail and organizational ability; assumes personal accountability for work output and team success
- Strong problem solving and decision making abilities
- Ability to work effectively in a fast-paced environment
- Logical thinker, strong time management
- Desirable prior experience working in an insurance/reinsurance company
- Desirable knowledge of commercial insurance products

**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 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, 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 Sompo, a global provider of property, casualty, and specialty insurance and reinsurance. Building on Sompo 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 Sompo, you choose the ease of expertise.

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