

## **UNDERWRITING ASSISTANT**

Sompo is recruiting for an Underwriting Assistant to provide support to various business lines within our Underwriting team based in our Barcelona office.

### **Responsibilities include:**

- Assist the underwriters and understand how they underwrite and process the books of business.
- Ensure front sheets are completed accurately.
- Assist with GuideWire account entry.
- Build relationships with brokers and chase them for outstanding information/slips etc.
- Run reports via Power BI and Underwriter logs (submissions, bound accounts, GWP, etc.)
- Manage documentation in ImageRight, GuideWire and any individual account files stored centrally for each team (edit files after the u/w's have saved documentation)
- Work with Operations, Finance, and the Underwriting Team to resolve any underwriting and account queries.
- Work with DXC to ensure risks are processed and captured in the system correctly and queries are dealt with in a prompt manner.
- Oversight and management of DXC queries and any errors
- Assist with account clearance (working with operations/underwriting teams)
- Spanish and English fluent. Good knowledge of French language required.

### **Desired Skills and Experience:**

- Strong problem solving and decision making abilities;
- Excellent written and oral communication skills;
- Exceptional interpersonal skills with the ability to work with a team oriented approach;
- Ability to work effectively in a fast-paced environment;
- Proactive mindset
- Eye for detail;
- Logical thinker;
- Strong time management;
- Ability to organise efficiently;
- Confidence to challenge
- Competent computer skills – must include Microsoft Excel, Microsoft Word and Microsoft Outlook as a minimum.
- Working knowledge of Insurance Underwriting systems (to include PPL and Power BI) would be useful.
- Portuguese desirable



## **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 Sampo 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 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.

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

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

