



Assistant Underwriter - London

Sompo International Holdings Ltd. (Sompo International) is a specialty provider of property and casualty insurance and reinsurance, established in March 2017 as the result of the acquisition of Endurance Specialty Holdings Ltd. by Sompo Holdings Ltd. (Sompo).

Sompo's core business encompasses one of the largest property and casualty insurance groups in the Japanese domestic market. In addition, Sompo is engaged in the provision of insurance services as well as other related services through its global network of businesses operating in 32 countries around the world.

Sompo International is the international operation and a wholly owned subsidiary of Sompo, which trades on the Tokyo Stock Exchange. Through our operating subsidiaries, Sompo International underwrites agriculture, professional lines, property, marine and energy, and casualty and other specialty lines of insurance and catastrophe, property, casualty, professional lines, weather risk and specialty lines of reinsurance.

As a leading global provider of insurance and reinsurance, we recognize that our success is derived directly from those who matter most: our people. Sompo International's headquarters is in Bermuda and we currently have offices in the United States, the United Kingdom, Continental Europe, and Asia. At Sompo International, a shared commitment to integrity, teamwork, agility, execution, and excellence define our culture, 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 **Assistant Underwriter** to join our Marine team in our London, UK office.

Duties & Responsibilities

Responsibilities include:

- Assist Underwriters in submission and underwriting preparation.
- Agree straightforward endorsements / entry of promised lines.
- Control workflow on Electronic placement systems
- Recording submissions and tracking workflow on open cases
- Attend team meetings and take minutes
- Monthly data capture review for Head of Marine
- Producing data entry documents for and coordination with Xchanging
- Preparation of Risk Lists and Aggregation Reports.
- Production of Peer Review reports
- Liaise with Xchanging and Operations Department on various issues e.g. premium queries, bookings, signings etc.
- Assist in all other general underwriting administration and processing functions to ensure efficient workflow within the team.
- Client meeting coordination
- Liaison with Finance and other company functions on Department accounting
- Maintaining all files and documents electronically (Imageright & Subscribe) to ensure the company complies at all times with the regulatory environment as well as internal and external audit guidelines.
- Any other reasonable requests made by management.



**SOMPO
INTERNATIONAL**

Desired Skills & Experience

- London Underwriting experience (preferably Marine)
- 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
- Eye for detail
- Ability to organise efficiently
- Competent computer skills including Microsoft Office

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

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

M/F/D/V

Visit our website at <http://www.sompo-intl.com>