



## SOMPO INTERNATIONAL

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 a **Receptionist** for our **Chicago, IL** office to assist all Departments in various areas as requested with primary focus on submission clearance, office maintenance and general office duties. Effectively support the facilities activities and fulfill certain obligations in differentiated areas for internal and external clients. This position plays as first point of contact a vital role in representing Sompo International. Provide correct and friendly receipt of all visitors and guests, managing the reception area and fulfillment of diverse operating functions are the core functions of this position.

### **Key Accountabilities:**

- Reception desk
  - Answer all calls in a timely manner.
  - Screen calls as needed.
  - Greet visitors (clients/vendors) with a professional and positive attitude.
  - Meeting and Facilities Planning
    - Coordinate the meeting room schedule and ensuring special requirements in terms of setup and equipment are met.
    - Order Supplies including drinks, snacks, coffee, printer paper, and office supplies
    - Make sure kitchen and break areas are well stocked and kept clean (must be able to regularly lift at least 30 lbs)
- Assist with projects as needed accepting direction from all departments
- Check mail and disperse
- Prepare outgoing FedEx packages and monitor for delivery
- Maintain/Resolve Copier & Postage machine issues
- Coordinate/distribute hospitality requests for internal/external meetings.
- On-site coordination for videoconference calls
- Additional administrative duties



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- Accounts Payable Invoicing for Facilities
- Assist in the creation of PowerPoint presentations
- Keep accurate reports on visitor badge requests and counts for audit purposes
- Submission clearance including processing BOR's and following up when accounts are cleared to more than one office
- Filing & bookkeeping as requested for office issues
- Additional facilities issues
  - Assist in the coordination of onboarding items for new hires
  - Report maintenance issues to building management
  - Set up computers for auditors and new employees when necessary
  - Request additional computer equipment as needed for office surplus
  - Mail broken/defective equipment back to home office
  - Go-to person for office issue resolution.

### Qualifications:

- Minimum high school education with prior office experience and /or college degree preferred.
- Relevant Experience highly preferred
- Excellent interpersonal skills and telephone skills phone
- Ability to work team oriented and with social competence
- Ability to work creatively in a fast-paced environment
- Ability to represent Endurance to clients in a positive and professional manner
- Demonstrate knowledge in coordination and competence for communication at all levels
- Ability to organize efficiently
- Intermediate computer skills including PowerPoint, Word, Excel, Outlook, and Adobe Acrobat

Sompo International offers a competitive compensation and benefits package commensurate with experience. **The minimum salary for this position: \$45,000.** For consideration; please e-mail your resume along with your Minimum Salary Expectations as well as your Minimum Total Compensation Expectations to: [scharney@sompo-intl.com](mailto:scharney@sompo-intl.com)

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

**M/F/D/V**

Visit our website at [www.sompo-intl.com](http://www.sompo-intl.com)