



SOMPO INTERNATIONAL

Sompo International is the trade name for the global specialty property and casualty insurance and reinsurance operations of Sompo Holdings, Inc. (“Sompo”), established in March 2017 as the result of Sompo’s acquisition of Endurance Specialty Holdings Ltd.

Sompo is a financial services holding company organized under the laws of Japan whose shares are listed and posted for trading on the Tokyo Stock Exchange. Sompo, through various operating subsidiaries, is one of the top three insurers in Japan and 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 of Sompo and, through its operating subsidiaries, writes agriculture, casualty and other specialty, professional lines, property, marine/energy and aviation lines of insurance and catastrophe, property, casualty, professional lines and specialty lines of reinsurance.

As a leading global provider of insurance and reinsurance, we recognize that our success is derived directly from those whose contributions 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. A shared commitment to integrity, accountability, collaboration and agility 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 **Team Lead Underwriting Assistant for our Surety Operations Team in our Mt. Juliet, TN office.** Underwriting Assistants handle various tasks with regards to the overall surety bond policy management as it relates to developing positive relationships with agents, clients, underwriters and fellow team members. An Underwriting Assistant’s job is detail oriented and the person must be able to multi-task being efficient in his or her work. In addition, Underwriting Assistants are responsible for submission management, processing/delivering of quotes, providing binders/policies to producers within specific performance standards, and technical analysis of specific underwriting data to assist underwriters in the underwriting process. All candidates must have critical-thinking skills to problem solve when issues arise.

Duties and Responsibilities

- Oversee, coordinate, and assist a team of employees
- Time management of employees
- Conduct weekly employee meetings
- Manage team performance
- Run and analyze monthly reports for QA purposes
- Ensure staff is following outlined processes
- Assist in training of employees
- Assist underwriters with gathering required information from agent’s
- Review documents received on bonds and determine necessary actions



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- Professionally communicate with agents, clients and colleagues via in-person, phone and email
- Follow up with agents to obtain outstanding information requested
- Execute, code and bill surety bonds within processing standards
- Prepare continuous, cancellations, status, riders and reinstatement documents/letters for bonds
- Calculate premium and commission related to new bonds, renewals, or riders
- Run system reports and review bonds for potential updates as needed
- Return correspondence promptly within 24 hours of receipt
- Facilitate and work ad hoc projects as requested from leadership
- Provide backup for Underwriting Assistants as necessary
- Participate, create, and develop team's workflow and processes for accounts

Qualifications include:

- 5+ years of experience as a technical/underwriting assistant or position with similar duties
- Insurance experience preferred
- Strong problem solving and decision-making abilities
- Strong written and oral communication skills
- Proficient in Outlook, Excel, Word, PowerPoint, Access, Adobe Acrobat
- Able to multi-task and communicate well
- Demonstrated time management, planning and organizational skills

Sompo International offers a competitive compensation and benefits package. The minimum base salary for this job is \$50k and is commensurate with experience. For consideration; please e-mail your resume along with your Minimum Salary Expectations as well as your Minimum Total Compensation Expectations to: bkohlmeier@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