



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 an **Underwriting Assistant** for **Excess Casualty** team in our **Chicago, IL** office. Our Excess Casualty team services middle market and large accounts domiciled in the U.S., we work through a network of retail brokers who share our commitment to long-term partnerships built on white glove service. Underwriting Assistants are responsible for submission management, processing and delivering of quotes, binders and policies to the producers within specific performance standards. They are also responsible for technical analysis of specific underwriting data to assist underwriters in the underwriting process.

Responsibilities Include:

- Responsible for Underwriting Analysis and Completion of Risk Reports;
- Assist underwriters with quote, binder, and policy issuance workflows;
- Participate in the creation and development of the team's underwriting workflows and processes, including underwriting files for all bound accounts;
- Work with and follow up with producers for any outstanding information;
- Code, bill, register, process and distribute insurance binders and policies within processing standards established by management;
- Prepare all policies in accordance with final binders inclusive of review by underwriting staff;
- Implement and maintain a field service reputation that is recognized as superior in the industry;
- To review and analyze facultative reinsurance certificates as determined by management;
- The return of call and e-mails promptly and in all cases, within 24 hours of receipt;
- Provide backup to other Assistants as necessary.



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Desired Skills & Experience:

- Minimum 3-10 years' experience as a combination technical assistant with similar duties and clerical support employee of an underwriting department
- Bachelor's Degree strongly preferred
- Strong problem solving and decision making abilities
- Strong written and oral communication skills
- Computer skills including PowerPoint, Word, Excel, Outlook, Adobe Acrobat
- Able to multi-task and communicate well
- Ability to demonstrate planning and organizational skills
- Strong attention to detail

Sompo International offers a competitive compensation and benefits package. The minimum base salary for this job is **\$60,000** 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: mconnors@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