



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 **Executive Assistant** to support the Global Head of Insurance Claims and the Claim Leadership Team in our **Purchase, NY, Mid-town Manhattan or Florham Park, NJ office**. This position reports the Global Head of Insurance Claims and will give administrative support to the Claim Leadership Team.

Duties and Responsibilities include:

- Extensive diary/calendar management by planning and scheduling meetings, conferences, teleconferences, and travel arrangements
- Planning and scheduling business dinners and other events
- Preparation of presentations and reports for Executive Council, Outside Seminars and Meetings, and Board meetings, etc.
- Organizing & coordinating conference calls/video conferences
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- Coordinating meetings and booking meeting rooms
- Coordinating timelines and deadlines for meetings
- Follow up on outstanding deadlines
- Providing phone coverage; screening telephone calls and taking appropriate action; maintaining and updating contact lists.
- Arranging travel itineraries including visas and booking of travel and accommodations
- Processing of expenses
- Maintaining Organizational Charts
- Creating Excel Charts and Spreadsheets and maintaining same
- Interfacing with Vendors for training, adjuster licensing issues, and various claim related activities
- Other duties as required by management



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Skills and Qualifications

- Minimum of 5- 7 years of similar experience supporting multiple senior level managers in a fast-paced environment
- Paralegal license a plus
- Demonstrated ability to establish close working relationships with other departments
- Excellent written and verbal communication skills organizational skills.
- Strong computer skills
- Highly proficient in Microsoft Office Products (Excel, Word, Access) and Visio
- A high degree of discretion and integrity as the role will involve knowledge of and dealing with issues of a sensitive and confidential nature
- The ideal candidate will be a self-starter
- Will need to be confident, articulate, be extremely proactive and able to act on their initiative
- Needs to be able to prioritize demands and have excellent attention to detail
- The candidate should have strong organizational skills and be able to effectively multi-task competing priorities
- Experience with Concur, WorkDay, Outlook and Guidewire a plus

Sompo International offers a competitive compensation and benefits package commensurate with experience. **The minimum salary for this position: \$75,000.** For consideration; please e-mail your resume along with your Minimum Salary Expectations as well as your Minimum Total Compensation Expectations to: gconover@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