



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 an **IT Procurement Specialist** to join our **Information Technology** team in our **Purchase, NY, Florham Park, NJ, Radnor, PA, Charlotte, NC or Alpharetta, GA** office.

**Main areas of responsibility:**

The IT Procurement Specialist will be responsible for all IT procurement globally across hardware, software and services. This includes every step of the procurement process from initial request through all proposals, negotiations, processing, reviews, approvals and ongoing vendor management.

- Administer and coordinate the procurement process for all IT hardware, software and services contracts from request to fully executed contract. Ensure that all agreements follow Sompo International standards, and have the proper reviews and approvals.
- Coordinates all RFI/RFP/RFQ processes. Develops the request documents, facilitates the evaluations, negotiations and contracting.
- Prepares purchase orders and reviews requisitions for goods and services.
- Work with the IT team and vendors to negotiate the best rates/ costs for IT purchases.
- Build and maintain vendor/contractor relationships with the objectives of eliminating inefficiencies, reducing total costs, and increasing productivity.



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- Researches and evaluates suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
- Partner with Legal to ensure vendor contracts have proper terms and protections, and are compliant with standards and relevant regulations.
- Assist in refinement/development and implementation of purchasing procedures to process bids and purchase orders. Verify compliance with applicable state laws and regulations
- Evaluate and monitor vendor performance to ensure compliance with contractual obligations and to determine need for changes.
- Identify and report on savings, risks, and upcoming opportunities as needed.
- Maintain data sets in relation to contract renewals, open purchase obligations and future commitments.

### **Education**

- Minimum - Bachelors Degree in Finance, Accounting or Legal Studies
- Work experience will not be accepted as an equivalent for education

### **Minimum Qualifications:**

- Minimum of 5 years of experience in IT procurement required with direct, hands-on experience managing and executing sourcing and contracting activities for hardware, software, and professional services spend as a sourcing specialist
- Advanced knowledge of procurement and contract management, including best practice procurement concepts
- Ability to write and interpret contract terms and conditions
- Strong knowledge of IT Supplier base
- Expert level experience in negotiating IT contracts
- Ability to understand financial terms of contracts and identify cost savings
- Must possess excellent written communication skills, including ability to prepare accurate and appropriate documentation and to review, proofread and check documentation for accuracy.

Sompo International offers a competitive compensation and benefits package commensurate with experience. For immediate consideration; please e-mail your resume as a Word document along with salary history/requirements to [abenincaso@sompo-intl.com](mailto:abenincaso@sompo-intl.com).