



## 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 **Operations Associate** to support our **US Surety** team based out of the **Mount Juliet, TN** office.

### **Responsibilities:**

- Build and manage key relationships and help to optimize how the operations team utilizes various platforms to perform necessary tasks.
- Help to maintain reporting databases that the senior operations team will use to draw insight into daily operations.
- Understand the operational metrics that drive Sompo International's business and how these metrics interact across other segments of the business.
- Processing and filing new General Indemnity Agreements (GIA) as outlined in the GIA processing guideline
- Assisting in bond forms filing process
- Monitor the submissions mailbox and work each submission in order received
- Compile list of completed submission and to whom it was assigned
- Assist in various project as deemed appropriate by management.
- Prioritize projects and efficiently work on multiple things at once while communicating progress, barriers, and successes.
- Demonstrated customer service orientation
- Ensure effective lines of communication



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### Qualifications:

- Previous insurance experience strongly preferred
- Bachelors Degree preferred, High School Diploma Required
- Strong computer skills required. Including Excel (Pivots, V-Lookup), PowerPoint, Word, Excel, Outlook, and Adobe Acrobat
- Excellent interpersonal skills verbal and written
- Ability to work “team oriented” and with social competence
- Ability to work creatively in a fast-paced environment
- Demonstrate knowledge in coordination and competence for communication at all levels
- Ability to organize efficiently
- Ability to effectively and willingly perform all duties as requested by team members

Sompo International offers a competitive compensation and benefits package commensurate with experience. **The minimum salary for this position: \$35,000.** 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)