



# SOMPO INTERNATIONAL

Title	Risk Control Assistant
Reporting to	Christine Sullivan
BU	Risk Control
SBU	Insurance Risk Control
Location	Florham Park, NJ
Date	December 7, 2018

We are seeking a **Risk Control Assistant** for our **Risk Control** team. Global Risk Solutions offers comprehensive loss control services targeted at select industry verticals. Servicing 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. This position will be based out of **Florham Park, NJ**.

The Risk Control Assistant is responsible for providing support to the Risk Control Department. This position will serve as the primary point of contact for internal Risk Control inquiries, obtaining new business specifics from the account team, proofreading technical reports and other documentation, researching technical safety and Risk Control information, efficient and effective use of excel to analyze data utilizing pivot tables to create graphs and charts accordingly, assistance with the scheduling, logistics and preparation for training seminars, other duties as assigned.

#### **Duties and Responsibilities:**

- Prepare, manipulate, and upload Excel-based data reports.
- Compile and distribute technical bulletins and monthly client newsletters.
- Act as Risk Control System Administrator.
- Perform research.
- Make a positive contribution to customer satisfaction and constantly strives to improve service to customers.
- Communicate in a positive manner to contribute to a cohesive, pleasant work environment.
- Protect the confidentiality of information learned by performing the duties of the position.
- Respond in a timely manner to the requests and needs of clients and Sompo associates.

#### **Desired Skills & Experience:**

- Bachelor's degree or equivalent work experience preferred
- Insurance industry experience is a plus, but not required
- High level of reading and math comprehension, and ability to apply mathematic formulas a must.
- Must possess proficiency with Microsoft Outlook, Excel, PowerPoint and Word.
- Must have strong organizational and time management skills, to meet time sensitive deadlines.
- Demonstrates strong interpersonal communication skills and ability to interact professionally with Associates at all levels of responsibility, as well as with external clients.

*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 INTERNATIONAL

Sompo International offers a competitive compensation and benefits package commensurate with experience. For immediate consideration; please e-mail your resume with salary history/requirements to [gconover@sompoi-intl.com](mailto:gconover@sompoi-intl.com) **The minimum salary for this position: \$45,000.**

Visit our website at <http://www.sompo-intl.com>

**Sompo International is an equal opportunity employer committed to a diverse workforce**

Relocation:	No
HR Generalist:	Geynille Conover

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