

### **Are you looking for your next opportunity?**

Sompo has a unique opportunity for a **Benefits Administrator** to join our Human Resources team.

This newly created role will sit within our Global HR Total Rewards function. The Benefits team play a vital role in ensuring our European & APAC benefits are delivered with excellence. This exciting opportunity will allow the incumbent to play a key part in the employee total rewards offering through a phase of rapid organizational growth.

**Location:** This position will be based out of our **London** office. We strive for collaboration which is why we offer a work environment where our employees thrive and develop long lasting careers.

### **Our business, your impact, our opportunity:**

#### **What you'll be doing:**

- Managing day-to-day administration of benefit programs and liaising with benefit brokers, insurers, and other benefit providers
- Facilitate Workday Benefit administration (employee enrolment/termination administration, annual and ad hoc updates, employee assistance, ongoing enhancements/rate changes, etc.)
- Maintaining the accuracy of employee benefit data in Workday and working closely with the Payroll team on monthly payroll reporting
- Provide guidance on employee benefits-related questions, research and resolve benefits issues, partnering with appropriate internal/external stakeholders
- Administer/coordinate various ongoing and seasonal programs, including but not limited to:
  - ❖ Season Ticket Loans
  - ❖ Cycle to Work Scheme
  - ❖ Annual Flu Vaccinations
  - ❖ Open enrolment administration/preparation/follow-ups
- Reconciling benefit invoices
- Produce and analyse various Workday and vendor website reports in response to broker/employee information/census requests, ongoing and ad hoc
- Ensure Company intranet is up to date with appropriate plan documents, forms, etc.
- Organise benefit-related employee informational communications & seminars
- Assisting the benefits team with annual calendar events including renewals, year-end holiday balances, reporting, benefit in kind cost calculations, etc.
- Other responsibilities and ad hoc projects as assigned.

#### **What you'll bring:**

- HR administration experience; exposure to international benefits administration will be highly regarded
- Strong computer technical skills with Microsoft Office products, particularly Excel (VLOOKUP, pivot table, formulas) and willingness to learn new applications
- Experience with Workday or similar HRIS
- Ability to use sound judgement and maintain confidentiality of sensitive information.
- Strong attention to detail with a high degree of accuracy; excellent follow-up/follow-through skills
- Highly organized, with strong ability to multi-task, meet deadlines and focus on priorities.
- Strong numeracy, written and verbal communication skills and ability to effectively communicate with employees and various stakeholders (internal & external)
- Ability to work independently and as part of a team.



### **Our Benefits**

We continuously evaluate and update our benefit programs to ensure that our plans meet the needs of our employees and their dependents. Below are a few highlights of our inclusive benefit programs:

- Expansive Health & Wellness Benefits
- Generous Retirement & Risk Insurance Plans
- Global Parental Leave

### **In today's world, what do we stand for?**

We strive to create exceptional value for our clients and shareholders while maintaining Somo as an attractive place to work. We foster an environment of ongoing, open dialogue between managers and their direct reports, and believe in an organizational environment where everyone belongs. We proudly are a multi-racial, multi-cultural, global enterprise. We reject all forms of racism, bigotry, prejudice and injustice and continue to invest in building out an inclusive and diverse work environment.

### **About Us**

**Expert Partners.**

**Clarity in complexity.**

**Unwavering commitment.**

We're Somo, a global provider of property, casualty, and specialty insurance and reinsurance. Building on Somo Holdings' 130 years of innovation, we're committed to applying all of our experience to simplify yours.

Our dedication to you shows up in the care we put in every detail, working to create a frictionless risk management journey for everyone we serve.

We lead with your priorities, meticulously crafting solutions, sharing insights, and understanding your needs.

Around the world, our 9,000+ employees use their expertise to learn, improve and find clear answers for your complex challenges.

Because when you choose Somo, you choose the ease of expertise.

To learn more about visit our website at [www.sompo-intl.com](http://www.sompo-intl.com)