



# 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 **Claims Administration Analyst** to support the EVP, Global Head of Insurance Claims and the Claim Leadership Team in our **Mid-town Manhattan or Florham Park, NJ office**. This position reports to the EVP, Global Head of Insurance Claims and will provide administrative and basic analytical support to the Claims Leadership Team.

## **Duties and Responsibilities include:**

- Extensive calendar management - planning and scheduling meetings, conferences, teleconferences, travel arrangements, business dinners and other events
- Organizing and coordinating conference calls/video conferences, booking meeting rooms
- Preparation of presentations and reports for Executive Council, external seminars and conferences, and Board meetings
- Providing phone coverage; screening telephone calls and taking appropriate action; maintaining and updating contact lists.
- Arranging travel itineraries, including visas; booking travel and accommodations
- Processing of expenses
- Maintaining organizational charts
- Creating Excel charts and spreadsheets, conducting basic administrative analysis
- Ability to gather disparate information and collate to meaningful and actionable data
- Interfacing with vendors for training, adjuster licensing issues, auditing and various claim related activities
- Other duties as required by management

## **Skills and Qualifications**

- Minimum of 5 - 7 years of experience supporting multiple senior level managers in a fast-paced environment
- Paralegal license a plus
- Notary a plus



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- 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 (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 proactive and able to act on their own initiative
- Needs to be able to prioritize demands
- Excellent attention to detail
- Strong organizational skills and ability to effectively multi-task competing priorities
- Experience with Concur, WorkDay, Outlook and Guidewire Claims systems a plus

Sompo International offers a competitive compensation and benefits package commensurate with experience. For consideration; please e-mail your resume along with your minimum salary expectations as well as your minimum total compensation expectations to: abenincaso@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)