



## CLAIMS ASSISTANT

Sompo International Holdings Ltd. (Sompo International) is a global specialty provider of property and casualty insurance and reinsurance. Sompo International companies are wholly owned subsidiaries of Sompo Holdings, Inc., whose core business encompasses one of the largest property and casualty insurance groups in the Japanese domestic market.

Through our operating subsidiaries, Sompo International underwrites agriculture, professional lines, property, aviation, marine and energy, financial and political risks and casualty and other specialty and catastrophe lines of insurance and reinsurance. Headquartered in Bermuda, we currently also have offices in the United States, the United Kingdom, Continental Europe, Latin America, the Middle East, and Asia.

Sompo International is a company driven by its core values, a carrier that holds promise, trust, and the commitment to protect at the center of everything we do. We recognize that our success is derived directly from those who matter most: our people. Our culture is defined by a commitment to integrity, teamwork, agility, execution, and excellence; and we strive to create exceptional value for our clients and shareholders and maintain Sompo International as a desirable place to work.

Sompo is recruiting for a Claims Assistant to provide support to the claims staff and to perform other office tasks related to claims processing to be based on our **Cologne office**.

### **Your main responsibilities will involve:**

- Set up and enter new claims into claims management system.
- Manipulating electronic files from TPAs and/or Cover holders.
- Input and review notes/diaries in claims management system as instructed.
- Process payments.
- Review, prepare, create, and/or send letters, reports, and forms.
- Upload data into the GuideWire claims system.
- Helping to continually improve business processes and finding workflow efficiencies.
- Assign new claims to the appropriate claims' examiner based on pre-determined criteria.
- Monitor and report new claim inventory levels.
- Supporting claims administrative functions

### **Skills and Knowledge:**

- Desirable prior experience working in an insurance/reinsurance company.
- Strong problem solving and decision-making abilities.
- Excellent written and oral communication skills.
- Exceptional interpersonal skills with the ability to work with a team-oriented approach.
- Ability to work effectively in a fast-paced environment.
- Proactive mindset
- Strong time management.
- Ability to organize efficiently.
- Competent computer skills – must include Microsoft Excel, Microsoft Word, and Microsoft Outlook as a minimum.
- Languages German and English.

*Sompo International offers a competitive compensation and benefits package commensurate with experience.*

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

Visit our website at [www.sompo-intl.com](http://www.sompo-intl.com)