



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.

Job summary

We are seeking a **Contract Manager** for our **Purchase, NY** office to take the lead on the contractual matters of our Company. The Contracts Manager will primarily be responsible for drafting, reviewing, negotiating, and executing a wide variety of contracts, manage the process flow of each contract through negotiations to execution, and assist with contract negotiation and contract dispute resolution as needed. Additionally, the individual will act as the system administrator and provide training, testing, user maintenance and troubleshooting of our Contract management software, Conga Novatus. The successful candidate will need to demonstrate excellent communication skills acting as an effective liaison between Sompo's business units and our Vendors. We are currently exploring ways to significantly improve certain processes and procedures to enhance the contract experience for the company. We are looking for a candidate who has implemented such improvements.

Duties and Responsibilities

- Draft, analyze, negotiate, and execute an array of contracts covering a range of transactions (i.e. Data Processing Agreements, Lease Agreements, Independent Adjustment Services, Subscriptions, Software licenses, Master Services Agreement, Master Agency Agreements)
- Maintain records of correspondence and documentation for each contract within our system
- Monitor contracts to either close-out, extend, or renewal according to department's needs.
- Run required contract risk analysis measures as appropriate
- Provide advice and guidance to different teams relating to contract generation



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- Serve as the singular point of contact for matters concerning contracts
- Build and maintain excellent working relationships with vendors, clients, and other business connections
- Communicate and present information to stakeholders about all contract-related matters.
- Solve any complex contract-related problems that may arise with vendors and internal stakeholders
- System administrator of contract management software, Conga Novatus including provide training, testing, user activation/maintenance and troubleshooting
- Work with all Global Legal Entities to ensure all internal procurement activities flow through the Contract Administration function
- Identify opportunities to improve business processes and devise plans to implement these changes
- Ensure the organization's internal contract documents are accurate and updated when appropriate
- Train, mentor and supervise other contract professionals
- Prepare and present reports on the status of contracts for management and stakeholders
- Establish KPI's and SLA's for team and individual team members
- Actively manage and oversee efforts related to vendor management as it relates to vendor onboarding, SSAE 16 certification (SOC I, II & III) and Data Privacy (GDPR, NY Cyber, etc.)

Desired Skills & Experience

- Bachelor's Degree required, preferably in legal or Business Administration
- Demonstrate a solid understanding of **legal terminology**
- Minimum 4 years of **management experience**, required
- Minimum 5+ years of experience in **prime contract administration and/or sub-contract management**
- Demonstrate a strong attention to detail
- Possesses superior organizational skills with the ability to manage competing priorities and demands
- Must have strong computer skills and knowledge of Microsoft Office
- Must possess excellent written and oral communication skills
- Ability to handle confidential and sensitive information with discretion
- Exemplify creative problem-solving abilities

Sompo International offers a competitive compensation and benefits package commensurate with experience. The minimum salary for this position: **\$100,000**. For consideration; please e-mail your resume along with your Minimum Salary Expectations as well as your Minimum Total Compensation Expectations to: broldan@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