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 a **Contract and Collateral Coordinator** for our **Global Risk Solutions** team in our **Florham Park, NJ** office. Global Risk Solutions (GRS) offers comprehensive multi-line capabilities targeted at select industry verticals. Servicing middle market and large accounts domiciled in the US, we work through a network of retail brokers who share our commitment to long-term partnerships built on white glove service.

The Contract and Collateral Coordinator will have a balanced role assisting the Alternative Risk Management team in collateral management and legal agreement preparation and tracking. The Contract and Collateral Coordinator will be primarily responsible for ensuring that Sompo's legal positions are clearly documented and prepared in accordance with Company standards. In addition, the Contract and Collateral Coordinator will be primarily responsible for ensuring that collateral owed to the Company is received timely and in conformance with Company standards. In support of the above, there is key interaction with internal and external counterparties. These include Legal, Investments, Claims, AP, Audit, and Accounting and communication with banks, brokers and insureds.

Responsibilities include:

- Daily tracking of collateral positions (Letter of Credit, Trust, Bond, Cash, etc.)
- Monthly and Quarterly reporting of delinquent collateral amounts owed.
- Agreement preparation and amendments.
- Agreement negotiation with brokers and insureds.
- Agreement tracking and reporting to senior management of delinquent accounts.
- Monthly and Quarterly reporting to internal parties in respects to collateral positions.
- Oversight of Retro and Large Deductible Notice of Elections.

SOMPO
INTERNATIONAL

Desired Skills & Experience:

- 10+ years of experience in the insurance industry.
- Degree in finance, accounting, economics or other relevant prior experience.
- Advanced knowledge of contractual language and familiarity with Alternative Risk Transfer structures (including large reimbursable deductibles, self-insured retentions, retrospective premiums and captive reinsurance programs). Experience working on all contracts associated with Alternative Risk Transfer structures, including but not limited to, Payment and Security, Captive Reinsurance and Collateral Instruments (letters of credit, trusts and other acceptable collateral instruments).
- Strong organizational skills and ability to handle multiple changing tasks with ease.
- Advanced skills in Microsoft Office Access and Excel.
- Excellent communication (both written and verbal) skills.
- Ability to plan strategically and prioritize workload to meet management objectives.
- Ability to work under pressure and deal positively with difficult situations.
- Analytical mindset to understand and solve problems; Willingness to assume responsibility for resolving problems for internal customers.

Sompo International offers a competitive compensation and benefits package commensurate with experience. For consideration; please e-mail your resume along with minimum salary expectation to

Sompo International is an equal opportunity employer committed to a diverse workforce. M/F/D/V

Visit our website at www.sompo-intl.com