



SOMPO INTERNATIONAL

Sompo International is the trade name for the global specialty property and casualty insurance and reinsurance operations of Sompo Holdings, Inc. ("Sompo"), established in March 2017 as the result of Sompo's acquisition of Endurance Specialty Holdings Ltd.

Sompo is a financial services holding company organized under the laws of Japan whose shares are listed and posted for trading on the Tokyo Stock Exchange. Sompo, through various operating subsidiaries, is one of the top three insurers in Japan and 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 of Sompo and, through its operating subsidiaries, writes agriculture, casualty and other specialty, professional lines, property, marine/energy and aviation lines of insurance and catastrophe, property, casualty, professional lines and specialty lines of reinsurance.

As a leading global provider of insurance and reinsurance, we recognize that our success is derived directly from those whose contributions 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. A shared commitment to integrity, accountability, collaboration and agility 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 **Corporate Paralegal** to support Sompo International's global Legal and Regulatory Compliance Department in our **Purchase, NY** location. This is a newly created position that will report to the Vice President, Corporate & Regulatory Legal Services.

Responsibilities include:

- Corporate secretarial functions, including:
 - assist with drafting and execution of corporate documents, board of directors and shareholder minutes and resolutions
 - implementation and maintenance of corporate entity management database, including officer and director appointments and upkeep of corporate records
 - assist with preparation of board meeting materials
 - update and maintain BoardVantage site
- Corporate filings, including but not limited to, annual and quarterly reports to Secretaries of State, Bureau of Economic Analysis and Bermuda Registrar of Companies
- Coordination of vendors for subsidiary service of process filings
- Mergers & Acquisition and other transactions
 - assist with due diligence review; populate and manage data sites
 - review of transaction documents
 - assist with closing and post-closing matters
- Review of simple contracts (e.g. non-disclosure agreements) and processing for approval through contract management software
- Responding to requests for information in a timely and accurate manner
- Establishing priorities, anticipating problems, and communicating the status of assignments to involved parties
- Using time effectively to meet deadlines/commitments
- Assisting with ad hoc projects as assigned



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Desired Skills & Experience:

- Minimum of 3 years in-house or law firm corporate paralegal experience
- Undergraduate degree preferred
- Computer skills; including MS Word, Excel, PowerPoint, Visio, Outlook and Adobe Acrobat
- Familiarity with board of directors' management software and legal entity management software
- Strong written and verbal communication skills, with the ability to pay attention to small details
- Ability to comfortably interface with board of directors and senior management of the company globally
- Organized, self-motivated and able to work both independently and collaboratively as part of a high performing team

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