

Administrative Assistant, Property

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 recognise 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 **Administrative Assistant** to provide support to our Property Underwriting team based in our London, UK office.

Responsibilities include:

- Assist the underwriters and understand how they underwrite and process the books of business within Property
- Ensure front sheets are completed accurately
- Assist with GuideWire account entry
- Build relationships with brokers and chase them for outstanding information/slips etc
- Run reports via Power BI and Underwriter logs (submissions, bound accounts, GWP, etc.)
- Manage documentation in ImageRight, GuideWire and any individual account files stored centrally for each team (edit files after the u/w's have saved documentation)
- Work with Operations, Finance and the Underwriting Team to resolve any underwriting and account queries
- Work with DXC to ensure risks are processed and captured in the system correctly and queries are dealt with in a prompt manner
- Oversight and management of DXC queries and any errors for the Property team.
- Assist with account clearance (working with operations/underwriting teams)

Desired Skills and Experience:

- 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
- Eye for detail;
- Logical thinker;
- Strong time management;
- Ability to organise efficiently;
- Confidence to challenge
- Competent computer skills – must include Microsoft Excel, Microsoft Word and Microsoft Outlook as a minimum.
- Working knowledge of Insurance Underwriting systems (to include PPL and Power BI) would be useful.

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

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