

Administrative Assistant (FTC)

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.

Responsibilities include:

- Provide full professional secretarial and administrative support for EVP Head of Aviation, Marine & Energy, EVP Political Financial Risk and Head of Global Energy as and when required
- Processing of expenses and booking travel for SVP's in a timely manner
- Any ad hoc personal duties
- Working across various time zones
- Ad hoc queries and support as and when required
- Provide cover and support for other EA's with travel and expense management as and when required

Desired Skills & Experience:

The candidate needs to have :

- Experience within a similar role within the Insurance or Financial Services Industry
- A high degree of discretion and integrity as the role will involve knowledge of and dealing with issues of a sensitive and confidential nature
- The ideal candidate will be self motivated with the ability to act with integrity at all times
- Will need to be confident, articulate, be extremely proactive and able to act on their initiative, demonstrate excellent written and communication skills and have an adaptable and flexible attitude towards work.
- Needs to be able to prioritise demands and have excellent attention to detail.
- The candidate should have strong organisational skills, be able to influence others to meet deadlines and be able to keep calm under pressure.
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- Excellent computer skills are required especially in Excel, Power Point, Visio and Outlook and ability to learn new systems



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