



# SOMPO INTERNATIONAL

## **Assistant Underwriter - European Accident & Health**

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 recognise 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 an Assistant Underwriter to join our European Accident & Health team, supporting our brokers/MGAs and clients in Europe. This position could **either be based in our Verona Office or Milan, in Italy or in our Barcelona Office or Madrid, in Spain.**

### **Duties & Responsibilities**

- Assist underwriters in submission and underwriting preparation, including risk assessment;
- Produce the policy documentation (cover and T&C) where needed;
- Produce data entry documents for risk capture;
- Submission management and entry into the system;
- Upload & manage bordereaux, including cleansing of data and any queries that may arise.
- Complete exposure management to upload sheets, checking data for errors/duplication, working closely with exposure management team and underwriters on specific accounts, report for monthly meetings;
- Support Analyst with preparation of reports for the monthly team meeting, weekly peer review, quarterly triangles and any ad hoc requests;
- Liaise with Operations Department on various issues e.g. premium queries, bookings, signings etc.;
- Liaise with Claims Department on various issues;
- Carry out all necessary pre-bind administration duties, such as pre-bind quality assurance checks;
- Maintaining all files and documents electronically to ensure the company complies at all times with the regulatory environment as well as internal and external audit guidelines;
- Work closely with Credit Control Team on reports and corrections for aged debt, EPI management, overdue premiums, liaise with brokers and underwriters responsible for each account;



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- Chase brokers on various issues such as overdue premiums, overdue bordereaux, missing endorsements, pre-bind amendments etc.;
- Administration including, but not limited to, electronic filing, photocopying, scanning, etc.;
- Assist in all other general underwriting administration and processing functions to ensure efficient workflow within the team.

### **Skills, Qualifications and Experience**

- Strong problem solving and decision making abilities.
- Excellent written and oral communication skills.
- Ability to work with a team oriented approach in a multicultural environment and to liaise with a wide array of internal and external stakeholders.
- Willingness to learn and to grow professionally.
- Strong time management and ability to organise efficiently.
- Competent computer skills – must include Microsoft Excel, Microsoft Word and Microsoft Outlook as a minimum.
- Prior operational/underwriting experience
- Italian and/or Spanish speaking, English is a must have, another European language is a nice to have.

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

Visit our website at <http://www.sompo-intl.com>