



Executive Assistant – Strategic Distribution and Development (FTC)

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 fixed-term **Executive Assistant** for our EVP, Strategic Distribution & Development as well as providing support to his team to join our company in our **London** office on a fixed term contract for a period of 12 months.

It is essential that the candidate has proven experience working worked in a similar role or held a role that covered full professional secretarial and administrative support.

In order to deliver our strategy, you will need to be continually flexible and adaptable to change. Accuracy, strong attention to detail, efficiency and strong communication skills are essential to all that we do.

Responsibilities include:

- Provide full professional secretarial and administrative support, including extensive diary management, organising meetings, conference calls and video conferences
- Management of inbox and email traffic
- Preparation of presentations and reports
- Organising any client hospitality hosted by the EVP, Strategic Distribution & Development and the team
- Arranging travel itineraries including visas and booking of travel and accommodation
- Processing of expenses
- Any ad hoc personal duties
- Working across various time zones
- Regular team minutes



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- Ad hoc team support

Desired Skills & Experience

- 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.
- Previous experience in writing minutes
- 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
- Previous experience in using Salesforce desired but not essential

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