

Multinational Client Coordinator

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 properties 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.

The position of Multinational Client Coordinator is responsible for providing pre & post-bind administrative support and Multinational subject expertise for an assigned portfolio of accounts. The role will deliver the highest standards of service to clients and brokers, in support of Multinational Client Executives, and in close collaboration with Product and Distribution.

Responsibilities include:

- Multinational programme administration, including policy issuance tracking and delivery, territorial analysis / premium allocations & remittances / query resolution
- Proactively provide technical support to underwriters and Multinational Client Executives on assigned portfolio of Multinational programmes ensuring all information is accurate and up to date
- Data input and coordination of multinational knowledge, workflow, network communication & programme administration tools
- Provide Multinational subject matter expertise to internal and external stakeholders
- Promote and drive compliance with the Multinational end-to-end process with internal and external stakeholders
- Proactively manage all stakeholders through the design and execution of assigned Multinational programmes

Desired Skills & Experience:

The candidate needs to:

- 3+ years global insurance programme background, preferably in a client/broker servicing role
- Sound technical knowledge of multinational insurance programmes
- Strong client focus, experienced working with risk managers and brokers
- Strong communication and interpersonal skills
- Ability to work effectively under tight deadlines /Ability to handle multiple priorities
- IT packages; MS Outlook, Excel, and Word.
- CII Qualification desirable



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