

Office Administrator/Executive assistance - Spain

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.

The role includes the provision of executive assistance to CEO Iberia.

Responsibilities

Office & Facility Management

Assure and improve a perfect functioning of the Barcelona office and its facilities. This objective includes the following tasks:

- Assure a clean, organized and tidy office in cooperation with external providers. This includes waste management and a “clean desk” policy for all employees;
- Assure that all office facilities are always working in good order;
- Assure that all new employees have a fully-installed and working desk when starting, including all necessary material and gadgets (where necessary in cooperation with IT);
- Prepare, clean and keep meeting rooms ready for use – help to prepare and facilitate external or internal meetings, video conference or training sessions;
- Liaise with external office service providers on a continuous or case-by-case basis;
- Liaise with internal facility management team
- Assure workplace security and safety in cooperation with external, legally authorized third-party provider (“QUIRON PREVENCIÓN”) and our internal department;
- Waste & recycling management;
- Manage building and door access control and working time control of employees;
- Support “Barcelona Office Change Project” (i.e., identification of new offices, plan and execute move, cooperate with external agencies, facility management).

Procurement

Assure cost-efficient procurement and external service provider management:

- Organize and supervise external service providers;
- Organize and supervise procurement of office material, drinks, etc.
- Check, confirm and upload facility-related invoices onto relevant Finance system (SAP Concur).



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General Administrative Support

Help with general administrative support:

- Handling mails and courier ;
- Prepare and issue fundamental documents, such as, for instance NDAs and release letters;
- Assist with bulk copying and scanning.

Executive Assistant Support

- Meetings management
- Manage expenses submission
- Manage travel, restaurant, hotel bookings
- Presentations and document preparation support
- Conference and events support

Travel & Events Management

- Assure smooth travel management in cooperation with external service provider.
- Supervise observation of Sompo Travel Guidelines.
- Support the organisation of external or internal corporate events

Reception

- Assume responsibilities that are tied to the reception area upon our move to the new offices that will, most likely, contain a specific reception area.

The Office Administrator will be the central point of contact for the Office Management

- Assure and improve a perfect functioning of the Barcelona office and its facilities
- Assure cost-efficient procurement and external service provider management
- Handle general administrative support
- Assist in travel arrangements and events organisation
- Responsible for H&S
- Assume responsibilities that are tied to the reception area upon our move to the new offices that will, most likely, contain a specific reception area.

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