



Reinsurance Underwriting Assistant

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.

The Underwriting Assistant will support the reinsurance underwriting function at a technical and analytical level handling Sompo International systems; thoroughly analyzing cedant information; researching markets and client information; preparing underwriters for decision making; networking internally, liaising with colleagues at other locations as appropriate; contributing to the growth and profitability of the Sompo International portfolio.

The individual is responsible for, but not limited to, data input, diary maintenance, wording review, system process management and report creation and maintenance. Expectations include ability to assist with account monitoring and analysis, account management, and with the continuous improvement of the reinsurance underwriting processes. Position Interacts with, finance, actuarial, legal and IT departments.

Responsibilities include:

- **Underwriting System Support**
 - Management of the system process; provide direction for process improvement
 - Adherence to Sompo International underwriting process and compliance with SOX controls
 - Ensure accurate data input with strong attention to detail and quality assurance
 - Submission logging and treaty data entry with Underwriting System (Microsoft Dynamics CRM)



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- **Underwriting technical/administrative support**
 - Provide all initial and key preparation for renewals, including collecting prior year's data, experience, accounting/wording issues, and communication with brokers/clients where necessary
 - Handle quarterly account monitoring
 - Slip/contract renewal comparison, review contracts for accuracy, standard clauses
 - Diary system for slip/wording receipt, renewal submission receipt
 - Deal analysis for Underwriting guideline compliance and process management
 - Other Underwriting support, as needed

- **Reporting, Development and Miscellaneous**
 - Handle reporting mechanisms, create and maintain reports for product specific tracking and control, quarterly reporting, renewal reports, local reporting and create and adhoc reports
 - Provide System support with Reinsurance Operations team, as needed
 - Other projects, as needed

Desired Skills & Experience:

- Degree or related equivalent work experience with corporate experience;
- Mandatory industry experience, preferably reinsurance, is required and experience in technical accounting would be helpful.
- Strong computer skills are required: Proficiency in MS Office and working knowledge of underwriting systems.
- The successful candidate will be flexible, team-oriented, demonstrate strong technical and analytical skills together with the ability to multi-task and to prioritize assignments.
- Candidate to have good communication skills, both written and oral, and have a pragmatic approach; be enthusiastic; be able to think outside of the box; be reliable; self motivated; resilient and able to work in a multi-cultural environment and be an excellent team player.
- Candidate must also be fluent in English, with additional language skills beneficial.
- Able to work full-time, especially for Renewals/Peak Periods.

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