



Reinsurance Underwriting Support Manager

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.

We are seeking an experienced **Reinsurance Underwriting Support Manager** for our **Zurich Office**. **This position supports various reinsurance operating entities (ESIZ, EWIZ and SIEE).**

This position manages the Zurich reinsurance underwriting support team. The underwriting support team assists the Reinsurance Underwriters on an analytical and technical level, including reinsurance underwriting systems knowledge and data input, system process management, all of which align to the Global Reinsurance Underwriting guidelines. Report creation, account monitoring, process overview and quality control are also included in the responsibilities for this position.

The Position will interact with the following departments within Reinsurance as well as the Company: Underwriting, Operations, Actuarial, Business Services, Legal and IT. Direct report to the Global Underwriting Support Manager. Excellent working knowledge of reinsurance contracts for pro rata and excess of loss contracts. Must have the ability to work independently and in conjunction with the Global USM and the USMs from all other reinsurance locations.

Responsibilities include:

Underwriting technical support and analysis - Reinsurance Underwriting Support Team- 50%

- Managing the reinsurance underwriting support staff which will include yearly review, implementing new processes when necessary, modification of existing process, creating instructional guides and reinstruction
- Oversee quarterly account monitoring – experience, accounting, specific accounting issues (overdue receivables or late reported accounts)
- Slip/Contract Review for quality control and deal accuracy, clause language issues. This is done via the USM review and/or providing guidance to the underwriting assistants. Ensure proper Underwriting stamps are used
- Manage programs for reinsurance U/W guideline compliance and process
- Communication with Brokers and Clients when necessary
- Assistance with internal reinsurance underwriting reviews when necessary
- Attend regularly scheduled meetings representing Operations and Support team

Underwriting Reports - 20%

- Oversee the review of various quarterly and monthly reports received from other departments including the Quarterly Estimated Premium Estimate Review, Overdue Accounts and Receivable. Will also manage the PNO and Contract Inventory process. Run and review the In force report, Renewal Activity and Pipeline reports for Platform Leader and as a quality control for the reinsurance platforms
- Understanding and usage skill of Management underwriting reports including Actuarial Pricing Template and all Underwriting Power BI reports
- Develop reports with Global Support Manager for Quality Control and Marketing assistance
- Ad hoc report creation & maintenance

Mentoring/Development - 20%

- Development of the Underwriting Assistant position through direction and sharing of Best Practices amongst Zurich underwriting assistant team members and in conjunction with the other platform support managers
- Coordinate various training sessions on industry and technical level topics
- Assist Global Support Manager with specific process changes for the assistant team.

Miscellaneous underwriting support/projects - 10%

- Assist other platform managers on occasion through the RAS inbox
- Assist Reinsurance Operations with periodic Underwriting System releases via UAT testing
- Assist Underwriters and Manager with research on prospects, industry issues, financial analysis, etc. as needed using AM Best, SNL and other data sources.
- Assist the Global Underwriting Support Manager for specific assignments and projects

Desired Skills & Experience:

- Minimum of 5 years management or supervisory experience are required.
- College Degree with additional industry specific designations are preferred.
- Minimum 10 years corporate experience with mandatory industry experience, reinsurance knowledge preferred
- Knowledge of reinsurance treaty and facultative contracts needed
- Strong language, written and oral communications skills are a must.
- Must have the ability to read and interpret reinsurance contracts in Spanish, Portuguese, French, Italian and German
- Strong computer skills including Excel with pivot and functions.
- Working knowledge of underwriting systems. Knowledge of MS Dynamics and SharePoint is an advantage.
- Candidate must be flexible, team oriented, demonstrate strong analytical and technical skills along with the ability to multi-task, prioritize assignments and meet month end and quarter end deadlines.
- Responsible for accurate data input with strong attention to detail and quality assurance (proof work and follow-up where necessary).
- Assist in the development of new reports and processes for management. Strong ability to be proactive and willing to manage the underwriting system process.
- Exceptional interpersonal skills with the ability to work within and lead a diverse team within a fast-paced environment.



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

Sompo International is an equal opportunity employer committed to a diverse workforce.

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