

### **Underwriting Assistant – Management Liability**

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 Underwriting Assistant to join our Management Liability team which sits in our London, UK office.

#### **Responsibilities include:**

- Assist underwriters in submission and underwriting preparation.
- Check details of underwriting in daybook entries and ensure appropriate underwriting signing.
- Monthly data capture review for Head of Financial Lines.
- Daily underwriting submission data entry into Guidewire.
- Monitor Submission Centre making sure underwriters are keeping it up to date.
- Constantly update Underwriting Log once risks have been tasked.
- Monitor Underwriting Log: keeping it fully up to date, making sure underwriters are keeping it up to date, general housekeeping.
- Preparation of renewal and pending order reports for weekly ML team meeting.
- Liaise with Xchanging and Operations Department on various issues e.g., premium queries, bookings, signings etc.
- Assist in all other general underwriting administration and processing functions to ensure efficient workflow within the team.
- Assist underwriters with checking of rating models and Conduct Risk Matrix.
- Prepare Policy Documents in conjunction with underwriters.
- Prepare Invoice Documents in conjunction with underwriters.
- Chase renewals when required.
- Chase slips when required

#### **File Maintenance and Compliance**

- Maintaining all files and documents electronically (Image right, Subscribe, Guidewire) to ensure the company always complies with the regulatory environment as well as internal and external audit guidelines.

#### **General and Ad Hoc Administration and Support**

- Including, but not limited to, electronic filing, photocopying, scanning, etc.



- Any other reasonable requests made by management such as booking client meetings, etc.
- Preparing expenses for underwriters

**Desired Skills & Experience:**

The candidate needs to:

- Ideally one year's relevant experience within Insurance Industry.
- Strong problem solving and decision-making abilities.
- Excellent written and oral communication skills.
- Exceptional interpersonal skills with the ability to work with a team-oriented approach.
- Ability to work effectively in a fast-paced environment.
- Eye for detail.
- Logical thinker.
- Strong time management.
- Ability to organize efficiently.
- Confidence to challenge underwriters.
- Competent computer skills – must include Microsoft Excel, Microsoft Word, and Microsoft Outlook as a minimum.

*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](http://www.sompo-intl.com)