

Underwriting Assistant, Marine

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 Marine team which sits in our London, UK office.

Responsibilities include:

- Assist the underwriters in Guidewire account entry and underwriting preparation
- Complete front sheets and manage account bookings
- Liaise with brokers for outstanding underwriting information
- Reporting utilising Power BI and underwriter logs (submissions, bound accounts, GWP, etc.)
- Manage documentation in Image Right, Guidewire and any individual account files stored centrally for each team (edit files after the u/w's have saved documentation)
- Assist underwriting/actuarial/modelling with completing pricing models
- Work with operations and finance to resolve any underwriting and account queries
- Oversight and management of DXC queries and any errors for the team
- Manage broker contacts on behalf of the Marine team
- Assist with account clearance (working with operations/underwriting)
- Performing market research and client information
- Compliance with and evidencing of conduct risk requirements, including PBQA
- Reporting and tracking of outstanding audit / compliance requirements and liaising with internal audit
- Bound premium monitoring through the daybook, Power BI, and Guidewire
- Ad-hoc tasks & projects

Desired Skills & Experience:

The candidate needs to:

- 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.
- Proactive mindset
- Eye for detail.
- Logical thinker.



- Strong time management.
- Ability to organize efficiently.
- Confidence to challenge underwriters and third-party service providers.
- 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