



**Underwriting Assistant, Management Liability**

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 recognise 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.

We are seeking an **Underwriting Assistant** to join our Management Liability team which sits within the Professional Lines team 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;
- 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 house keeping;
- 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



## **SOMPO INTERNATIONAL**

### **File Maintenance and Compliance**

- Maintaining all files and documents electronically (Imageright, Subscribe, Guidewire) to ensure the company complies at all times 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 and Experience:**

- 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 organise 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)*