

Underwriting Assistant, A&H

Sompo International is the trade name for the global specialty property and casualty insurance and reinsurance operations of Sompo Holdings, Inc. ("Sompo"), established in March 2017 as the result of Sompo's acquisition of Endurance Specialty Holdings Ltd.

Sompo is a financial services holding company organized under the laws of Japan whose shares are listed and posted for trading on the Tokyo Stock Exchange. Sompo, through various operating subsidiaries, is one of the top three insurers in Japan and 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 of Sompo and, through its operating subsidiaries, writes agriculture, casualty and other specialty, professional lines, property, marine/energy and aviation lines of insurance and catastrophe, property, casualty, professional lines and specialty lines of reinsurance.

As a leading global provider of insurance and reinsurance, we recognise that our success is derived directly from those whose contributions 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. A shared commitment to integrity, accountability, collaboration and agility 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 **Accident & Health** team in our London, UK office. The portfolio has a heavy focus on delegated business (binders/lineslips) with clients in many countries around the world.

Duties & Responsibilities

- Submission management and entry into Guidewire
- Produce data entry documents for risk capture with Xchanging;
- Upload & manage bordereaux on Bindercloud including cleansing of data and any queries that may arise;
- Complete exposure management to upload sheets, checking data for errors/duplication, working closely with exposure management team and underwriters on specific accounts, report for monthly meetings;
- Assist underwriters in submission and underwriting preparation, including conduct risk assessment;
- Support Analyst with preparation of reports for the monthly team meeting, weekly peer review, quarterly LMA triangles and any ad hoc requests;
- Liaise with Xchanging and Operations Department on various issues e.g. premium queries, bookings, signings etc.
- Carry out all necessary pre-bind administration duties, such as pre-bind quality assurance checks;
- Maintaining all files and documents electronically (Imageright & Guidewire) to ensure the company complies at all times with the regulatory environment as well as internal and external audit guidelines;



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- Work closely with Credit Control Team on reports and corrections for aged debt, EPI management, overdue premiums, liaise with brokers and underwriters responsible for each account
- Chase brokers on various issues such as overdue premiums, overdue bordereaux, missing endorsements, pre-bind amendments etc.
- Administration including, but not limited to, electronic filing, photocopying, scanning, etc.
- Assist in all other general underwriting administration and processing functions to ensure efficient workflow within the team.

Skills, Qualifications and Experience

- 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;
- Logical thinker;
- Strong time management and ability to organise efficiently;
- Competent computer skills – must include Microsoft Excel, Microsoft Word and Microsoft Outlook as a minimum.
- Prior operational/UA experience with preferred focus on delegated business

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