



## SOMPO INTERNATIONAL

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 recognize 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.

### **Job summary**

We are seeking an experienced **Human Resource Information Systems (HRIS) Senior Analyst** to join Sompo International's Global HR team in our **Alpharetta, GA** office.

The focus of this position is to provide technical support for the Workday HCM software. In addition to HRIS administration, the position will also contribute on important HR service delivery projects.

Under the leadership of the AVP HRIS (Alpharetta, GA), the **HRIS Senior Analyst** will utilize and increase their software knowledge and analytical skills. In collaborating with colleagues across several departments and geographies, the candidate will have the opportunity to improve the level of HR services for employees and managers, and enhance the overall HR technology experience at the company.

### **Essential Duties and Responsibilities:**

- Deliver system configuration and data excellence for Workday including HCM, Performance Management, Compensation, Benefits, Payroll, and Recruiting.
- Provide functional support for other HR systems including assessing system capabilities/utilization, resolving issues and overseeing day-to-day activities.
- Leverage project management skills and a thorough understanding of systems to contribute on HR projects
- Support integrations with other related internal systems and vendor integrations, as needed
- Be a subject matter expert on Workday and provide support to users
- Generate reports and visualizations of data, on a scheduled or on-demand basis



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- Partner and collaborate closely with HR colleagues, IT, and Finance
- Manage relationships with vendors and have a strong understanding of related processes
- Develop and execute test scenarios to ensure work adheres to business requirements and is delivered error free
- Document key processes and configuration for reference and to ensure consistency

### **Qualifications:**

- Bachelor's degree in Information Systems, Human Resources or related field
- 4-6 years of technical experience in several of the following Workday modules:
  - HCM, Benefits, Compensation, Performance Management, Reporting, Payroll, Recruiting and Learning Management
- Good interpersonal skills and ability to partner with team members to gather requirements; solid ability to understand those requirements and translate them into solutions
- Proven attention to detail, a desire to thoroughly understand system design and understand the short and long term impact of those decisions
- Consulting mindset and system-owner orientation coupled with project management experience
- Experience developing both internal and end user documentation
- Strong data management, report writing and visualization skills (e.g., Excel tools, pivot tables, charts/graphs, etc.)
- Willingness to adhere to strict confidentiality standards

Sompo International offers a competitive compensation and benefits package commensurate with experience. For consideration; please e-mail your resume along with your Minimum Salary Expectations as well as your Minimum Total Compensation Expectations to: [broldan@sompo-intl.com](mailto:broldan@sompo-intl.com)

**Sompo International is an equal opportunity employer committed to a diverse workforce.  
M/F/D/V**

Visit our website at [www.sompo-intl.com](http://www.sompo-intl.com)