

### **Are you looking for your next opportunity?**

Sompo has a unique opportunity for a **Delegated Authority (DA) Processing Assistant** to strengthen our DA Operations area.

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.

**Our Continental Europe DA Operations team covers most lines of business, for both onboarding, processing and ongoing management. We are looking for someone to be knowledgeable in the data and operations of our MGA/TPA's partners, to support the data mapping it into our standard models, processing bordereaux and support the business in the ongoing management of the DA operational activities.**

Location: This position will be based out of our Barcelona and Cologne offices. We strive for collaboration which is why we offer a work environment where our employees thrive and develop long lasting careers.

### **Our business, your impact, our opportunity:**

#### **What you'll be doing:**

- Ensure timely uploads to the Bordereaux Management system and investigate data discrepancies where required, performing subsequent reporting performance of the underlying accounts.
- Review data quality reports and ensure bordereaux accuracy. Identify and resolve errors in data and mappings where required.
- Track timely receipt of premium/risk bordereaux, including contacting brokers for overdue or missing bordereaux. Escalating as appropriate where issues arise.
- Assist in ensuring our service providers are meeting the SI Minimum Bordereaux Mapping standard
- Liaise with internal stakeholders on data queries within bordereaux management system
- Map, review and approve bordereaux mappings
- Support build out of Power BI reporting of bordereaux data
- Assist Credit Control/Financial Operations with premium allocation
- Be primary point of contact for all stakeholders for bordereaux management and assist the DU Architecture & Governance manager in ensuring appropriate processes, procedures and key controls are adhered too.
- Producing portfolio reports in relation to missing/overdue bordereaux and status of bordereaux processing into our systems

#### **What you'll bring:**

- At least 2 years' experience in similar role, and familiar with bordereaux processing, and experience with 3rd Party Bordereaux Data Management (Bindercloud)
- College Graduated qualification.
- Competent in use of all MS Office tools (Word, Excel, PowerPoint to a moderate extent)
- Good oral and written communication skills. Disciplined, and organized.
- English is a must plus at least an additional CE language (French, German, Italian or Spanish)
- Ability to work with minimal supervision, respecting clear processing guidelines and able to deliver outputs based on given priorities, achieving tasks within tight deadlines
- Good interpersonal skills as it relates to building organization relationships and inspiring trust.
- Customer focused aiming to drive best-in-class performance by all measures.

**Our Benefits**

We continuously evaluate and update our benefit programs to ensure that our plans meet the needs of our employees and their dependents. Below are a few highlights of our inclusive benefit programs:

- Health & Wellness Benefits
- Retirement & Savings Plans
- Global Parental Leave & Adoption Assistance

**In today's world, what do we stand for?**

We strive to create exceptional value for our clients and shareholders while maintaining Sampo as an attractive place to work. We foster an environment of ongoing, open dialogue between managers and their direct reports, and believe in an organizational environment where everyone belongs. We proudly are a multi-racial, multi-cultural, global enterprise. We reject all forms of racism, bigotry, prejudice and injustice and continue to invest in building out an inclusive and diverse work environment.

**About Us**

**Expert Partners.**

**Clarity in complexity.**

**Unwavering commitment.**

We're Sampo, a global provider of property, casualty, and specialty insurance and reinsurance. Building on Sampo Holdings' 130 years of innovation, we're committed to applying all of our experience to simplify yours.

Our dedication to you shows up in the care we put in every detail, working to create a frictionless risk management journey for everyone we serve.

We lead with your priorities, meticulously crafting solutions, sharing insights, and understanding your needs.

Around the world, our 9,000+ employees use their expertise to learn, improve and find clear answers for your complex challenges.

Because when you choose Sampo, you choose the ease of expertise.

To learn more about visit our website at [www.sampo-intl.com](http://www.sampo-intl.com)