



**Multinational Programme Specialist Europe South**

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.

The position of Multinational Programme Specialist is responsible for providing pre & post-bind administrative support and Multinational subject expertise for an assigned portfolio of accounts. The role will deliver the highest standards of service to clients and brokers, in support of Multinational Client Executives, and in close collaboration with Product, Distribution and Operations.

**Responsibilities include:**

- Take responsibility for the day-to-day handling of accounts across multiple lines of business, ensuring accurate submissions are accepted, policies are issued, reinsurance transactions are processed, and premiums are remitted in a timely fashion
- Multinational programme administration, including policy issuance tracking and delivery, territorial analysis / premium allocations & remittances / query resolution
- Proactively provide technical support to underwriters, brokers and clients on assigned portfolio of Multinational programmes and policies, ensuring all information is accurate and up-to-date
- Data input and coordination of multinational knowledge, workflow, network communication & programme administration tools
- Provide Multinational subject matter expertise to internal and external stakeholders
- Promote and drive compliance with the Multinational end-to-end process with internal and external stakeholders
- Proactively manage all stakeholders through the design and execution of assigned Multinational programmes and policies

**Desired Skills & Experience:**

- Commercial insurance background, with 3 to 5+ years Multinational programme experience, gained in client servicing roles
- Sound technical knowledge of multinational insurance programmes
- Strong client focus, experienced working with risk managers and brokers
- Strong communication and interpersonal skills
- Ability to work effectively under tight deadlines /Ability to handle multiple priorities
- IT packages; MS Outlook, Excel and Word.



**SOMPO  
INTERNATIONAL**

- High degree of fluency in English and Spanish, plus strong language skills in one other European language preferred (ideally Portuguese, Italian or French)

*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)