



## SOMPO INTERNATIONAL

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 recognize 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 **Operations Analyst** for our **Charlotte, NC** office. The role will be part of the U.S. Insurance Services team within the Insurance division, supporting the processing of business across all geographies.

### **Responsibilities include:**

Primary source for requesting, ordering, gathering and organizing pertinent underwriting and policy information necessary to the achievement of Underwriting goals relating to profit, growth, renewal retention, customer service and broker relationships. Departmental support includes, but not limited to Underwriting, Claims and Loss Control Departments.

- Request from brokers account and policy specific information necessary to prepare for the policy pre-renewal process (including completing WC CAT Modeling templates)
- Process Conditional Non-Renewal letters in ODEN, following identified state guidelines
- Review, order and set-up miscellaneous reports needed in the rating and underwriting process, such as loss summary, loss runs, routing form, specific rates, risk assessment document (RAD) and rate analysis model (RAM)
- Clear new business submissions in the Global Clearance system and upload all subsequent documents into Image Right
- Process new business policy number assignments upon request in the WINS system
- Coordinate assembly of certified policy files, ensuring policy data integrity is of the highest quality. Obtain forms and other necessary documentation to finalize certification (i.e. notarization)



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- Gathers necessary underwriting information/documentation for state specific and financial audit requests (i.e. Ernst & Young)

### **Desired Skills & Experience**

- (0-3) years of experience in an Underwriting or other Insurance Support position
- Exercises good business judgment
- Organized and able to multi-task
- Demonstrates a sense of urgency
- Strong Analytical skills
- Experienced with Microsoft Word, Excel, SharePoint, Image Right and Internet usage
- Minimum high school diploma or equivalent

Sompo International offers a competitive compensation and benefits package commensurate with experience. **The minimum salary for this position: \$40,000.** For immediate consideration, please e-mail your resume with your Minimum Salary Expectations as well as your Minimum Total Compensation Expectations to: [kpyle@sompo-intl.com](mailto:kpyle@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)