

Operations Assistant

The Company:

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.

Summary:

We are seeking an **Operations Assistant** to work with the **Sompo International Insurance Operations Team**, located in **Bermuda**. Reporting to the Team Leader / Vice President (Bermuda Operations), the successful applicant will be a proactive self-starter, with the ability to provide support in a busy office environment. The applicant must be a team player, and able to provide reliable, dedicated support to the team Operations Team globally.

Essential Duties and Responsibilities:

- Daily Processing Facultative Reinsurance Risks for local and international business units in the FS-RI System
 - Timely and accurate booking of facultative reinsurance contracts
 - Quality assurance review of all data entry
 - Identify and report transactional issues, and ensure timely resolution
 - Track all transactional activity to provide up to date status reports upon request
 - Prepare reconciliation reports against the related insurance policies
- Drafting, Editing and Formatting Training Documentation:
 - Quick Reference Guides published for the Guidewire Policy Administration System
 - Addendums and related documents for the ImageRight e-filing system
 - Other training related documents as required
 - Develop in depth user knowledge of the Guidewire Policy Administration System



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- Monthly User Acceptance Testing and test evidence management for Guidewire Policy Administration System
- Completing Policy Conversions for various Business Units as they are deployed onto the Guidewire Policy Administration System
- Project administration & support, including: Updating tracking spreadsheets and roadmaps related to Product or Business Unit on-boarding, process changes and technology deployments.
- Tracking technology maintenance requests and statuses, aiding in reprioritization of requests over time Completing Quarterly Duck Creek and Guidewire Security Reviews for London and Bermuda
- Provision of remote or on-site training support for core underwriting tools
- Assisting with special projects and executing any other responsibilities in the capacity of Operations Assistant, under the Team Leader's direction

Qualifications, Skills and Experience:

- 1 year experience in a similar role
- Ability to effectively manage a very demanding workload and changing priorities
- Strong analytical and computer skills, with proficiency in MS Office Suite of products
- Excellent oral and written communication skills
- Due to the demands of the business, candidates must have the ability to take initiative, work well under pressure and with others, and meet deadlines
- Experience with facultative insurance transaction processing preferred

Sompo International offers a competitive compensation and benefits package commensurate with experience. For consideration, please e-mail your resume to Careers-Bermuda@sompo-intl.com by no later than Friday, September 20, 2019.

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

Visit our website at <http://www.sompo-intl.com>