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.

We are looking for a **Receptionist** to join our dynamic **London** team.

Essential duties & responsibilities include:

- Assist with reception desk and visitor lounge area;
    - Answer all calls in a timely and professional manner.
    - Screen calls as needed, taking and passing on messages if required
    - Greet visitors (clients/brokers) with a professional, welcoming and positive attitude.
    - Meeting and Facilities Planning;
        - Coordinate the meeting room schedule and ensure special requirements in terms of setup and equipment are met.
        - Ensure visitor lounge and reception areas are kept tidy and clean.
- Travel booking for staff, including flights, rail, car transfers and hotel bookings
- Check mail and disperse accordingly
- Prepare outgoing courier packages and monitor for delivery
- Liaise with catering regarding hospitality requests for internal and external meetings.
- Additional administrative duties;
    - Expense processing for staff up to SVP level as required
    - Accounts payable invoicing for facilities
    - Archiving of business documentation no longer required to be held on site
    - Keep accurate reports on visitor badge requests and counts for audit purposes
    - Filing & bookkeeping as requested for office issues
    - Provide administrative assistance to any internal visitors to London as well as to Sompo staff globally, when required.

- Additional facilities duties;
    - Assist in the coordination of the onboarding process for new hires
    - Report maintenance issues to building maintenance, as appropriate
    - Carry out bi-weekly housekeeping inspections and maintaining First Aid boxes and AED's

Experience:

- Reception and office administration experience in a professional environment.
- Experience within a Specialty Insurance / Reinsurance company would be a distinct advantage.

Attributes:

- Ability to represent Sompo International to clients in a positive and professional manner
- Excellent interpersonal skills and telephone skills
- Ability to work with a team-oriented approach and with social competence
- Ability to work effectively in a fast-paced environment
- Demonstrate knowledge in coordination and competence for communication at all levels
- Ability to organise efficiently and prioritise work
- Intermediate computer skills including PowerPoint, Word, Excel, Outlook, and Adobe Acrobat

Sompo International offers a competitive compensation and benefits package commensurate with experience.

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

Visit our website at www.sompo-intl.com