



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 seeking a **Contract & Collateral Analyst** for our **Global Risk Solutions** team in our **Florham Park, NJ** office.

Sompo GRS provides a client-centric white-glove service approach by offering comprehensive multi-line capabilities to accounts in select industry verticals including real estate, hospitality, financial institutions, life sciences, technology and professional services. Taking a holistic approach to risk management, the unit offers commercial property, primary casualty (general liability, commercial auto, workers' compensation), lead umbrella, and environmental coverages, as well as parametric natural catastrophe products to small, middle-market and large accounts across target industry verticals in the U.S., Mexico and Europe. Sompo GRS also offers the same level of sophisticated services and coverages to Asian-interest accounts in the U.S. and Mexico.

The Contract and Collateral Coordinator will have a balanced role assisting the Alternative Risk Management team in collateral management and legal agreement preparation and tracking. The Contract and Collateral Coordinator will be primarily responsible for ensuring that Sompo's legal positions are clearly documented and prepared in accordance with Company standards. In addition, the Contract and Collateral Coordinator will be primarily responsible for ensuring that collateral owed to the Company is received timely and in conformance with Company standards. In support of the above, there is key interaction with internal and external counterparties. These include Legal, Investments, Claims, AP, Audit, and Accounting and communication with banks, brokers and insureds.



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Primary Responsibilities:

- The Daily tracking of collateral positions (Letter of Credit, Trust, Bond, Cash, etc.)
- Legal agreement preparation and review.
- Security Agreement tracking and reporting to senior management of delinquent accounts.
- Managing bank reconciliation process overseeing an assigned list of accounts.
- Monthly close process within the ART area as it applies to collateral instruments.
- Following up on aged premium and collateral as well as any other balances deemed acceptable by the ART manager.
- Assisting accounting in the Aged debt calculation whereby analyst must be comfortable reviewing complex data to find anomalies.
- Escalating aged debts to collections agencies and reporting collections efforts to senior management on a bi-monthly basis.
- Other as assigned by the ART manager.

Desired Skills and Experience

- 10+ years of experience in the insurance industry.
- Degree in finance, accounting, economics or other relevant prior experience.
- Advanced knowledge of contractual language and familiarity with Alternative Risk Transfer structures (including large reimbursable deductibles, self-insured retentions, retrospective premiums and captive reinsurance programs). Experience working on all contracts associated with Alternative Risk Transfer structures, including but not limited to, Payment and Security, Captive Reinsurance and Collateral Instruments (letters of credit, trusts and other acceptable collateral instruments).
- Strong organizational skills and ability to handle multiple changing tasks with ease.
- Negotiation Skills preferred.
- Advanced skills in Microsoft Office Access and Excel.
- Excellent communication (both written and verbal) skills.
- Ability to plan strategically and prioritize workload to meet management objectives.
- Ability to work under pressure and deal positively with difficult situations.
- Analytical mindset to understand and solve problems; Willingness to assume responsibility for resolving problems for internal customers.

For consideration; please e-mail your resume along with your Minimum Salary Expectations as well as your Minimum Total Compensation Expectations to: 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