

## Technical Assistant

Sompo International Holdings Ltd. (Sompo International) is a global specialty provider of property and casualty insurance and reinsurance. Headquartered in Bermuda, we currently have offices in the United States, the United Kingdom, Continental Europe, and Asia. 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.

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 it does. We maintain excellent financial strength as evidenced by the ratings of A+ (Superior) from A.M. Best (XV size category) and A+ (Strong) from Standard and Poor's on our principal operating subsidiaries.

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. 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.

### **Summary:**

We are seeking a **Technical Assistant** to join our **Financial Lines Insurance** team in the **Bermuda** office. Reporting to a Vice President, Underwriter the successful incumbent will be a highly organized and proactive self-starter, with the ability to provide reliable, dedicated support in a busy office environment. This role could be ideal for either a seasoned Technical/Underwriting Assistant, experienced administrator, or a recent new graduate looking for an administrative role within the insurance industry.

### **Essential Duties and Responsibilities:**

- Prepare and issue policies on a timely basis
- Enter and maintain submission data information in Company database
- Liaise weekly with accounting department to reconcile booked premiums
- Liaise with brokers on ongoing account issues
- Create and maintain underwriting files
- Maintain an account diary and follow up outstanding items
- Be responsible for the maintenance of policy forms, procedures and underwriting manuals
- Prepare quote letters and binders
- Provide general assistance to Financial Lines Underwriting Team

### **Qualifications, Skills and Experience:**

- Bachelor's degree or equivalent administrative experience; prior industry experience preferred
- Experience with data entry and processes advantageous
- Highly organized with strong attention to detail and a methodical, process-driven approach
- Strong communication and interpersonal skills
- Ability to multi-task and prioritize assignments whilst maintaining a high degree of accuracy
- Proven track record in taking initiative, working well under pressure in a fast paced and dynamic environment
- Strong computer skills including proficiency in Microsoft Word and Excel. Genius experience ideal



Sompo International offers a competitive compensation and benefits package commensurate with experience. **We are an equal opportunity employer committed to a diverse workforce. M/F/D/V** Visit our website at <http://www.sompo-intl.com>

For consideration, please e-mail your resume to [careers-bermuda@sompo-intl.com](mailto:careers-bermuda@sompo-intl.com) or hand deliver to Sompo International, Waterloo House, 100 Pitts Bay Road, Pembroke, HM08. Attention: Human Resources.

**Closing Date:** 23 September 2022