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 an **Underwriting Assistant** for our **E&S Property team** in our **Alpharetta** office. Underwriting Assistants are responsible for submission management, processing and delivering of quotes, binders and policies to the producers within specific performance standards. They are also responsible for technical analysis of specific underwriting data to assist underwriters in the underwriting process.

Duties and Responsibilities

- Assist underwriters with quote, binder, and policy issuance workflows;
- Participate in the creation and development of the team's underwriting workflows and processes, including underwriting files for all bound accounts;
- Work with and follow up with producers for any outstanding information;
- Code, bill, register, process and distribute insurance binders and polices within processing standards established by management;
- Prepare all policies in accordance with final binders inclusive of review by underwriting staff;
- Implement and maintain a field service reputation that is recognized as superior in the industry;
- To review and analyze facultative reinsurance certificates as determined by management;
- The return of call and e-mails promptly and in all cases, within 24 hours of receipt;
- Facilitate event and meeting planning, including the providing of agendas and key data for external business trips;
- Provide backup to other Assistants as necessary.

SOMPO
INTERNATIONAL

Qualifications include:

- 5+ years of experience as a technical/underwriting assistant with similar duties;
- Strong problem solving and decision making abilities;
- Strong written and oral communication skills;
- Computer skills including PowerPoint, Word, Excel, Outlook, Access, Adobe Acrobat;
- Able to multi-task and communicate well;
- Demonstrated planning and organizational skills.

Sompo International offers a competitive compensation and benefits package commensurate with experience. **The minimum salary for this position: $50,000.** For consideration; please e-mail your resume along with your Minimum Salary Expectations as well as your Minimum Total Compensation Expectations to: mconnors@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