

### **Underwriting Assistant, Multiline Support**

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 recognise 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** to join our Operations team within the Singapore office.

#### **Responsibilities include:**

- Assist underwriters in submission and underwriting preparation;
- Clear risks accordingly within ImageRight;
- Liaise with Operations when binding accounts;
- Daily underwriting submission data entry;
- Constantly update Underwriting Log once risks have been tasked;
- Monitor Underwriting Log: keeping it fully up to date, making sure underwriters are keeping it up to date, general house keeping;
- Preparation of renewal and pending order reports for weekly team meeting;
- Assist in all other general underwriting administration and processing functions to ensure efficient workflow within the team;
- Assist underwriters with checking of rating models and Conduct Risk Matrix;
- Prepare Policy Documents in conjunction with underwriters;
- Prepare Invoice Documents in conjunction with underwriters;
- Chase renewals when required

**File Maintenance and Compliance**

- Maintaining all files and documents electronically (Imageright, Guidewire, manually compiled spreadsheets) to ensure the company complies at all times with the regulatory environment as well as internal and external audit guidelines;

**General and Ad Hoc Administration and Support**

- Including, but not limited to, electronic filing, photocopying, scanning, etc.

**Desired Skills and Experience:**

- Relevant experience within Insurance Industry;
- Strong problem solving and decision making abilities;
- Excellent written and oral communication skills;
- Exceptional interpersonal skills with the ability to work with a team oriented approach;
- Ability to work effectively in a fast-paced environment;
- Eye for detail;
- Logical thinker;
- Strong time management;
- Ability to organize efficiently;
- Confidence to challenge underwriters;
- Competent computer skills – must include Microsoft Excel, Microsoft Word and Microsoft Outlook as a minimum.

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

*Sompo International is an equal opportunity employer committed to a diverse workforce.*

*Visit our website at [www.sompo-intl.com](http://www.sompo-intl.com)*