



UNDERWRITING ASSISTANT

Sompo International Holdings Ltd. (Sompo International) is a global specialty provider of property and casualty insurance and reinsurance. 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.

Through our operating subsidiaries, Sompo International underwrites agriculture, professional lines, property, aviation, marine and energy, financial and political risks and casualty and other specialty and catastrophe lines of insurance and reinsurance. Headquartered in Bermuda, we currently also have offices in the United States, the United Kingdom, Continental Europe, Latin America, the Middle East, and Asia.

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 we do. We recognize that our success is derived directly from those who matter most: our people. Our culture is defined by a commitment to integrity, teamwork, agility, execution, and excellence; and we strive to create exceptional value for our clients and shareholders and maintain Sompo International as a desirable place to work.

Sompo International is recruiting for an Underwriting Assistant to provide support to various business lines within our Underwriting team based in our Madrid office.

Responsibilities include:

- Assist the underwriters and understand how they underwrite and process the books of business
- Ensure front sheets are completed accurately
- Assist with GuideWire account entry
- Build relationships with brokers and chase them for outstanding information/slips etc
- Run reports via Power BI and Underwriter logs (submissions, bound accounts, GWP, etc.)
- Manage documentation in ImageRight, GuideWire and any individual account files stored centrally for each team (edit files after the u/w's have saved documentation)
- Work with Operations, Finance and the Underwriting Team to resolve any underwriting and account queries
- Work with DXC to ensure risks are processed and captured in the system correctly and queries are dealt with in a prompt manner
- Oversight and management of DXC queries and any errors
- Assist with account clearance (working with operations/underwriting teams)
- Spanish and English fluent



Desired Skills and Experience:

- 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;
- Proactive mindset
- Eye for detail;
- Logical thinker;
- Strong time management;
- Ability to organise efficiently;
- Confidence to challenge
- Competent computer skills – must include Microsoft Excel, Microsoft Word and Microsoft Outlook as a minimum.
- Working knowledge of Insurance Underwriting systems (to include PPL and Power BI) would be useful.
- Portuguese desirable

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*