



Underwriting Assistant, UK Commercial Lines Casualty

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 (12 month FTC) to provide support to various business lines within our Underwriting team based in our London, UK office

Responsibilities include:

- Assist and support the Underwriters both operationally and administratively.
- Understand how business is Underwritten and processed for the Portfolio(s) of business.
- Ensure respective Underwriting Tools are completed accurately.
- Assist with Systems (GuideWire) account entry.
- Build relationships with Brokers and engage with them for outstanding information/Slips etc.
- Run adhoc reports as and when required on the Portfolio
- 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 both internal and external operations to ensure risks are processed and captured in the system correctly and queries are dealt with in a prompt manner.
- Oversight and management of queries and any errors.
- Assist with account clearance (working with operations/underwriting teams).
- Maintain timely and accurate risk, exposure and premium accounting in the company's policy administration and documentation management systems.
- Reporting – data analysis and regular review of portfolio.
- Service – timely response to brokers.
- Engagement with Multinational Unit in implementing Accounts underwritten



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Desired Skills and Experience:

- Prior experience of Large Corporate Account Portfolio
- Multinational Program Administration experience and capabilities preferred
- Strong attention to detail
- 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
- Logical thinking
- Proactive mindset
- Strong time management skills
- Strong administration skills / file keeping
- Ability to organise efficiently
- 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.

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*