



Workday HR Systems Analyst

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.

Responsibilities include:

We are seeking **experienced Workday HR Systems Candidates** to join Sompo International's Global HR team in our **Alpharetta, GA** office (preferred), or **London UK** office.

The focus of this position is to provide both project management and hands-on technical support for the Workday HCM software. In addition to day-to-day HRIS administration, the position will also contribute on important HR service delivery projects. The HRIS team with assistance from our third party provider will support multiple modules utilized by over 3,000 employees located in 11 countries.

Essential Duties and Responsibilities:

- Deliver system configuration and data excellence for Workday with a primary focus on HCM, Benefits, Payroll and Compensation.
- Leverage project management skills and a thorough understanding of systems to contribute on HR projects
- Provide functional support for other HR systems including assessing system capabilities/utilization, resolving issues and overseeing day-to-day activities.
- Support integrations with other related internal systems and vendor integrations, as needed
- Be a subject matter expert on Workday and provide support to users
- Generate reports and visualizations of data, on a scheduled or on-demand basis
- Partner and collaborate closely with HR colleagues, IT, and Finance
- Manage relationships with vendors **and** COEs and have a strong understanding of related processes
- Develop and execute test scenarios to ensure work adheres to business requirements and is delivered error free
- Document key processes and configuration for reference and to ensure consistency

Qualifications:

- Bachelor's degree in Information Systems, Human Resources or related field
- Project Management and/or leadership experience with a consulting mind-set
- 4-6 years of technical experience in several of the following **Workday modules**:
 - HCM, Benefits, Compensation, and Payroll



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- Good interpersonal skills and ability to partner with team members to gather requirements; solid ability to understand those requirements and translate them into solutions
- Proven attention to detail, a desire to thoroughly understand system design and understand the short and long term impact of those decisions
- Experience developing both internal and end user documentation
- Strong data management, report writing and visualization skills (e.g., Excel tools, pivot tables, charts/graphs, etc.)
- Willingness to adhere to strict confidentiality standards

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

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

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