



## SOMPO INTERNATIONAL

Sompo International is the trade name for the global specialty property and casualty insurance and reinsurance operations of Sompo Holdings, Inc. (“Sompo”), established in March 2017 as the result of Sompo’s acquisition of Endurance Specialty Holdings Ltd.

Sompo is a financial services holding company organized under the laws of Japan whose shares are listed and posted for trading on the Tokyo Stock Exchange. Sompo, through various operating subsidiaries, is one of the top three insurers in Japan and 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 of Sompo and, through its operating subsidiaries, writes agriculture, casualty and other specialty, professional lines, property, marine/energy and aviation lines of insurance and catastrophe, property, casualty, professional lines and specialty lines of reinsurance.

As a leading global provider of insurance and reinsurance, we recognize that our success is derived directly from those whose contributions 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. A shared commitment to integrity, accountability, collaboration and agility 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 **Inland Marine** team in our **Dallas, TX** 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 policies 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.



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**Qualifications include:**

- Minimum 10 years' 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.

Minimum Base Salary: \$50,000

Sompo International offers a competitive compensation and benefits package commensurate with experience. 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](mailto: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](http://www.sompo-intl.com)