



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 service 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 3 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 a **Facilities Manager (AVP)** for our **Bermuda** office.

Essential Duties and Responsibilities:

- Management of capital improvement projects, new office build-outs or refurbishments
- Track projects, review work of contractors, and coordinate activities to close out projects upon acceptable completion of work and within budget
- Develop and administer facility operational expense and capital budgets for assigned area(s) of responsibility including recommending long-range plans for growth, space efficiency and capital expenditures
- Work closely with our office landlord, property management and external vendors to ensure our office space is maintained and serviced in accordance with our lease
- Oversee management of corporate and local accounts to ensure vendors are meeting Service Level Agreements.
- Broker Bar— ensure we are providing consistent service to our clients and staff
- Ensure office supply vendors are providing pricing and service that is in accordance with our contracts.
- Develop, implement and enforce departmental policies and procedures.
- Manage and training of local Facilities staff
- Ensure office space is used in accordance with our corporates guidelines and meets the needs of the business and shared service groups
- Maintenance of enterprise Business Continuity Planning and Disaster Recovery
- Collaborate with IT staff to develop best practices and preparation in the event of a natural disaster
- Oversee Environment, Health, Safety and Security of staff

Qualifications

- Bachelor's degree or equivalent professional level experience
- 5 years of experience in facilities maintenance or equivalent related functions
- Proven facilities management experience in general maintenance methods, operating requirements, space planning and design, and safety precautions
- History of demonstrating confidence and tact in dealing with all levels of management, business associates, and outside vendors. Must be a well-organized, detail and customer (internal and external) oriented self-starter
- Strong communication and negotiation skills
- Computer skills; including Excel, Word, PowerPoint

For consideration, please e-mail your resume to Careers-Bermuda@sompo-intl.com or hand deliver to Sompo International, Waterloo House, 100 Pitts Bay Road, Pembroke, HM08. Attention: Human Resources. Closing date: 8 September 2021

Sompo International is an equal opportunity employer committed to a diverse workforce. M/F/D/V

Visit our website at <http://www.sompo-intl.com>