



TOKIO MARINE

Tokio Marine Management
& Insurance Companies

Tokio Marine Management, Inc.

Job Description

Title	PL Operation Support
Department(s)	Personal Lines Operations
Reports to	Lori Horimoto

Job Summary:

Essential Job Functions:

1. Provide support with manual/automated policy systems. Inclusive of administrative support, file maintenance, data entry and quality control/validation of data.
2. Support PL projects. Inclusive of fileroom/policy folder maintenance, data validation, create operational tools to measure/support workflow efficiencies.
3. Responsible for complying with proper internal controls as necessary to conduct job functions and/or carry out responsibilities and/or administrative activities at Company.

Other Functions:

1. Performing special projects and other duties as may be assigned.
2. Regular and reliable attendance.
3. Ability to work independently and part of a team.

Relationships and Contacts:

Internal: Supervises: Lori Horimoto

Coordinates with: Eric Martinez / applicable resources

External:

Qualifications:

Additional Information:

HR USE ONLY	
Job code	
Generic title	
Pay grade	
Management? (Yes/No)	
E/NE status	
EEO Status	
Last revised	