

Lawley

INSURANCE | EMPLOYEE BENEFITS

Surety Service Representative

Position Focus:

- Respond to client inquiries and requests, process renewals, issue performance and bid bonds and review subcontractor bonds specifications by specific deadlines
- Prioritize workflow, track and report bid results and maintain complete and accurate documentation of all tasks and client information on a daily basis
- Collaborate with accounting department in reconciling of account balances between the agency and surety companies
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

Successful candidates possess:

- Minimum of 3 years in a similar or related position
- College degree preferred
- Property/Casualty License required; Notary Public preferred
- Microsoft Office experience and skills are a must; Erlon experience preferred
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Open to continuing education
- Positive attitude, even in a fast paced environment
- A passion to make customers and coworkers feel important and valued
- Capability to work quickly and efficiently
- Methodical, yet swift decision making skills
- Precise verbal and written communication skills, even under time constraints

