

# 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 (or within 90 days of hire); 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

### What's in it for you? *The Lawley Advantage!*

- Fulfilling career securing your clients' well being
- Competitive salary, referral bonuses **AND** annual bonus eligibility
- Great Benefits (Medical, Dental, Vision, Wellness-- the works!)
- Educational and growth opportunities
- Generous PTO and 401K upon hire
- Comfortable, family oriented culture
- Office hours 8-4:30
- Work hard, play hard!!!

