

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Surety Executive

### These are the *fundamental* components of the job:

- Develop strategies and actionable recommendations to qualify accounts for bonding and increase capacity
- Collaborate with Director of Surety to evaluate new and existing accounts for bonding; determine additional underwriting information required
- Meet with contractors and surety companies to establish bonding for clients and negotiate favorable terms and rates
- Establish underwriting authority with bond companies and adhere to their standards
- Act as a resource to the bond department, producers and branch associates for marketing, complex bond scenarios, bond forms, obligations or complex accounts

### Other *functions* of the job:

- Expand and grow in your role when supporting miscellaneous duties as requested

### Skills / traits that we value for this role:

- Demonstrated ability to understand Surety and Underwriting concepts, with the ability to favorably influence Surety companies
- Minimum of 6 years of experience in a similar or related position
- Property/Casualty License (all lines); insurance designations required
- Bachelor's Degree in a related area, or higher
- Extensive Knowledge of surety products and usages
- Demonstrated expertise of bond, contract and financial documents
- Computers skills are a must! Word, Excel and Outlook. Applied/EPIC experience is strongly preferred
- Ability to work well independently and assume accountability and responsibility for accounts
- Incredible attention to detail and organizational skills
- Open to continuing education, college degree or equivalent industry designations
- Positive attitude, even in a fast-paced environment
- A passion to make customers and coworkers feel important and valued



*'Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, race, creed, color, religion, sex, sexual orientation, national origin, citizenship, immigration status, gender identity or expression, military status, familial status, marital status, disability or genetics.'*

- Methodical, yet swift decision-making skills
- Precise communication skills, even under time constraints

### **A bit about Lawley!**

- We are not a call center environment
- We achieve success by building genuine relationships together, with our teams and clients
- We are a family owned insurance broker (nearly 70 years!)
- We are deeply committed to the communities we serve and love to get involved
- We work hard and play hard!!!

### **Why Lawley?**

- Expansive Benefits (Medical, Dental, Vision—and SO many more)
- 3 weeks of PTO (prorated based on start date) AND a generous holiday schedule – available 1<sup>st</sup> day!
- Company 401K contribution received starting Day 1 (for participants 21+ years old)
- Educational support, career development, and growth opportunities
- Job Security (we've never had a lay-off, even during the pandemic)
- Flexibility, including hybrid schedules! Business hours 8am-4:30pm
- Comfortable, family-oriented culture, with an emphasis on work life balance
- Unlimited Volunteer Time Off opportunities (so you can assist in serving our communities)
- Fulfilling opportunities that align with your career path and our business needs

The compensation range for this position takes many factors into consideration including but not limited to: years of experience/training, skill set, and licenses/designations. It is not typical for an individual to be hired near the top of the range for a position as circumstances and location can vary in every hiring situation. A reasonable estimate of the current range is \$99,843.60 to \$166,406.00.

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