

Lawley

INSURANCE | EMPLOYEE BENEFITS

Surety Service Associate

These are the *fundamental* components of the job:

- This role will begin by training to learn Lawley's philosophy, products and strategies relating to our Surety and Bond business; including strategies that evaluate business risk from an insurance standpoint while building and maintaining productive relationships with agents, brokers and carriers
- Respond to internal and client requests for Bond placement / marketing
- Learn to effectively and successfully place Bond business; problem solve and negotiate
- As knowledge base increases, there will be potential and opportunity to grow in all aspects of surety, underwriting, placement and service

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:

- Bachelor's degree or higher preferred
- Property/Casualty License (all lines) or willingness to pursue in first 90 days
- Word and Excel skills are a must – proficient technical aptitude preferred
- 1-2 years of experience in a professional setting in a related industry (Insurance, Finance, banking)
- Open to continuing education and earning industry designations
- Demonstrated critical thinking and problem-solving skills
- Ability to function in a high paced division, with tight deadlines
- Demonstrated experience in developing relationships as well as client advocacy/service
- Networking availability and aptitude
- Positive attitude, even in a fast-paced environment
- Ability to make customers and coworkers feel important and valued
- Ability to effectively multi-task, work quickly and efficiently
- Precise verbal and written communication skills, even under time constraints



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.

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?

- Competitive salary and referral bonuses!
- Outstanding Benefits (Medical, Dental, Vision)
- Additional voluntary benefits including critical illness, accident insurance, hospital indemnity, supplemental life insurance, legal and identity protection and pet wellness
- 3 weeks of PTO (prorated based on start date) AND a generous holiday schedule – available 1st 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 \$33,000 to \$55,000.

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