Surety Service Associate

These are the *fun*damental 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 *fun*ctions 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 or willingness to pursue within 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

A bit about Lawley!

- We are <u>not</u> a call center environment
- We achieve success by building genuine relationships together, with our teams and clients
- We are a family owned insurance broker (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.