

Propel your career forward with JW Surety Bonds

Joining the JW Surety team is an experience we take pride in. Though our benefits packages could rival many huge corporations, JW Surety Bonds has the flexibility and culture of a small, family-run organization.

Our teams are tight-knit and work hard together but are always ready to welcome a new member to the JW Surety Bonds family.

We help small business owners protect their livelihoods by keeping them in compliance. Our employees know that the work they do matters and that they make a difference in the lives of entrepreneurs.

Title: Underwriting Assistant

Department: Contract Surety

Reports to: Contract Surety Underwriting Manager

SUBJECT: Underwriting Assistant – Contract Surety Department

Description & Scope:

JW Surety Bonds is currently seeking a Surety Underwriting Assistant to join its Contract Surety Team in Pipersville, PA.

The Surety Underwriting Assistant will perform a wide variety of administrative duties.

Principal Duties and Responsibilities:

- Provide direct support to Underwriting Manager
- Enter submissions
- Review and enter bond requests
- Perform references
- Prepare and send out General Indemnity Agreements
- Issue and invoice bonds
- Work closely with producers
- Generate and send out statuses

Mandatory Experience Requirements:

- No prior surety underwriting experience required
- Background in Microsoft windows
- Experience in working in team environments, but also self-motivated to hit individual objectives

- General knowledge of insurance underwriting processes, or equivalent application review procedures

Experience Pluses:

- A Bachelor's degree in Marketing, Mathematics, Business Administration, or related field.
- Background in Administration and working through procedures
- AINS, ARM, CIC or related continuing education

Soft Skills:

- Results-oriented with a competitive spirit
- Dependable with attention to detail
- Excellent listening, communication and responding skills
- Willingness to roll up sleeves and support the teams tasks on a given day
- Ability to work under pressure.
- Excellent communication, interpersonal, and customer service skills
- Self-starting personality with ability to prioritize and manage multiple responsibilities simultaneously
- Strong analytical, organizational, and creative thinking skills
- A quick thinker with the capacity to get up-to-speed quickly in a new role

Benefits:

- Salary range commensurate with experience
- Health insurance (fully paid by employer)
- Dental insurance
- 401k plan with company contribution
- Paid vacation/sick time
- Casual but professional work environment

NOTE: A criminal background and credit check will be conducted.

This is a full-time employment opportunity, Monday through Friday.

About JW Surety Bonds:

We are a family owned and operated agency that truly values our people. We grew to become the largest volume surety bond producer in the nation. Since day one, our team focus has been on providing our clients low rates, an easy process, and the best in customer service. Our company culture is driven by the amazing teams of people that continue to make JW Surety Bonds a success!