

Job Title: Surety Account Manager

Responsibilities:

1. Client Relationship Management:

- Cultivate and maintain strong relationships with surety clients, understanding their business objectives and bonding needs.
- Act as the primary point of contact for clients, addressing bond requests and all other inquiries.

2. Policy Administration:

- Manage the end-to-end policy administration process, from bond issuance to, renewals, adjustments and closeouts.
- Ensure compliance with industry regulations and company policies.
- Maintain client files and coordinate with producer to ensure information is up to date and relevant.