

DSP is one of Chicago's premier independent insurance firms specializing in all aspects of risk management. Our areas of expertise include: commercial insurance, employee benefits, surety bonds, safety consulting, personal insurance and more.

**Job description:**

Our surety department is seeking a full time, highly motivated, professional to join our fast paced, team oriented department to provide support in commercial and contract surety and provide continued excellent customer service.

**Responsibilities:**

Carry out necessary steps in order to issue various types of bonds including bid, performance and payment, license and permit, wage and welfare and notary, etc.

Accountable for checking bond forms for accuracy.

Prepare other documents such as consent of surety, prequalification letters, GIA and bond applications.

Interface with clients and bond underwriters.

Maintain a positive work relationship with team members. **Be a team player.**

Provide back up when needed

**Follow detailed workflows to be consistent with team members.**

Work with accounting on client discrepancies.

Maintain client files (Paperless)

Other duties as required

**Qualifications:**

High school diploma

2 years of surety experience

Active property/casualty insurance license or acquire within 3 months of hire.

Work effectively both independently as well as within a team environment

Strong attention to details and organizational skills

Must be able to Multitask & establish priorities

Experience in Microsoft Word and Excel

Ability to meet bid deadlines

Strong written and communication skills required.

Candidate should be inquisitive in nature and not just a processor.

Dependable/Punctual

**Flexible work hours – may need to stay to get job. Position requires occasional work outside of the usual 9-5 work day.**