



**POSITION AVAILABLE IN POUGHKEEPSIE, NY
(SPECIALTY RISKS DIVISION)
BOND CSR**

Position Title: Bond Customer Service Representative
Reports to: Manager of Operations & Insurance Services

Major Responsibilities:

- Prompt and accurate issuance of contract, surety and fidelity bonds
- Review and submit applications and financials to carrier
- Assist sales executive in the underwriting and placement of risks
- Prompt response to customer inquiries
- Manage customer documentation in accordance with Agency E & O and workflow standards
- Knowledge of current industry standards
- Adhere to company procedures
- Assist division with goals
- Assist with account rounding
- Maintain client and agency confidentiality

Qualifications:

- Minimum 3-5 years insurance experience desired
- Current NYS Brokers License Required
- Positive attitude
- Accuracy is required
- Good communication and organizational skills
- Microsoft Office knowledge

Please submit your qualified resume to:

Marshall & Sterling Inc.

HR Department

110 Main Street

Poughkeepsie, NY 12601

or Email: hrdept@marshallsterling.com