



HMS Insurances Associates, Inc. is seeking an entry surety position. This position will be responsible for helping HMS achieve its growth and retention objectives by supporting a production unit in the development and service of client accounts.

Key Duties and Accountabilities:

- Account manager and agency representative for surety bond clients
- Liaison between clients and surety company
- Bond underwriting, including financial analysis, contract review, and bond preparation
- Handling new business leads
- Other duties as assigned

Additional Responsibilities:

- Attend relevant continuing education seminars and training to enhance knowledge and skills
- Participate in scheduled team and office meetings

Qualifications:

- Bachelor's degree, preferable in finance.
- Strong customer service focus. Responds with a sense of urgency.
- Solid written and verbal communication skills.
- Ability to navigate various computer systems using Microsoft Word and Excel
- Able to handle the pressure of a fast paced unit, with minimal supervision
- Superior interpersonal skills to effectively deal with clients, surety company personnel, management and co-workers
- Strong organization skills with the ability to manage multiple priorities and deliver a timely, accurate work product