



BONDING & SURETY ACCOUNT MANAGER

We protect Relationships. Every promise we make – and we mean every single one – is made on the belief that understanding is essential, trust is earned, and execution is everything. But above all else, Relationships Matter.

Byars|Wright is “Where Relationships Matter”. We protect relationships - and that starts with our own. We are a family. We believe everyone needs a place to belong and someone to believe in them. While engaging employees and promoting a positive company culture, we also define a path that fuels the future and leads to success for each team member both professionally and personally. We challenge each other and are fierce competitors. In the end, **we WIN together.**

Our agency purpose is “**Build People, Protect Relationships.**” Living out that purpose includes identifying new team members. Our Relationship Development Center (RDC) relentlessly and proactively pursues our agency’s future talent, looking for those that will fit our culture and join the journey that is Byars|Wright. The RDC also leads the charge in training and positioning our employees to be successful.

At Byars|Wright you will gain a firm foundation of insurance and customer service knowledge by working closely with producers, mentors, and taking advantage of educational opportunities encouraged by our agency. Our leadership team takes an active role in your career growth by investing in your development with ongoing learning, coaching, and mentoring.

A Bonding & Surety Account Manager at Byars|Wright secures and reviews underwriting info from clients and communicates appropriately with Sureties. This role is responsible for checking the accuracy of documents, and communicating and securing corrections. Below are a few other responsibilities of this role:

- Schedules & conducts marketing calls with existing and prospect accounts; cross-sells other lines of coverage
- Enters new prospects, received via phone, email, or referral into system and sets up activity follow-ups in EPIC
- Makes up submissions to sureties with follow-up activities
- Schedules & attends meetings between client and surety as needed
- Establishes underwriting authority with sureties and adheres to their standards
- Submit over-bids and bid-spreads to sureties with explanation
- Handles claims for subs, suppliers, etc. and gather necessary information
- Reviews monthly A/R listing; follow-up with client; keep surety informed
- Requests underwriting and other information for renewal; sends info to Surety; follows up as needed
- On approved renewals, bills renewal and gives issuance orders to carriers

A Bonding & Surety Account Manager at Byars|Wright needs to be able to multitask, pay strict attention to detail, and work efficiently and swiftly to deliver results in a timely manner. Experience is preferred.

The employee status for this position is classified as **Exempt

Contact Ameer Donald at whererelationshipsmatter@byarswright.com for more information or to apply for this position.