

An employee owned firm, Rose & Kiernan is a leading provider of risk management, insurance, employee benefits, and surety services in the Northeast. With 180 employees working in 10 offices our mission is to provide our clients and prospective customers' unparalleled products and services.

R&K recognizes that our clients want products and services built around their unique needs, provided by leading insurance professionals with deep expertise in their industries and markets. Our goal is to attract team members that think and act like owners, provide our customers exceptional service and deliver cost-effective solutions that exceed our client's expectations.

JOB DESCRIPTION

We have an exciting opportunity for a full time, entry level, Surety Account Technician in our East Greenbush, NY location.

Essential Functions & Responsibilities:

- Provide prompt, accurate and courteous service to major account clients, producers and company personnel
- Processing of Miscellaneous Surety and Fidelity renewals for most agency branch locations.
- Electronic File Maintenance
- Bid Bond issuance, tracking and reporting

Candidate Characteristics

- Understands the implications of situations and uses sound judgment when deciding what to do.
- Identifies problems ,develops resourceful solutions and possesses the ability to prioritize to meet deadlines
- Team Player
- Interpersonal skills with a strong sense of urgency

Candidate will have:

- Demonstrated competency is the use of Microsoft Office Suite
- NYS Property & Casualty license a plus
- Strong oral and written communication skills
- Notary Public certification a plus
- Experience with TAM – The Agency Management system preferred

R&K offers competitive compensation, exceptional benefits, continuing education & training, and tremendous potential with one of the nation's fastest growing and highly profitable insurance brokerage firms.

Please send your resume, with cover letter and salary requirements to: Rose & Kiernan, Inc., Attention :Hiring Manager,99 Troy Road, East Greenbush, NY 12061 or preferably by email to hr@rkinsurance.com