



Corkill Insurance Agency, Inc. is currently hiring for an experienced Bonds Manager to support the Commercial Lines Department for our three Chicagoland locations. This is a fast paced, highly interactive position which involves fulfilling new and existing bond requests both quickly and accurately. Submission of new account applications, execution of contracts, processing billing and handling legal documents. Requires a keen ability to prioritize within a high volume and high-pressure setting. We offer great benefits, very competitive salaries and numerous company perks. Conveniently located just off I-90 at Arlington Heights Road, our building has covered parking, fitness center, deli and beautiful views.

Bonds Manager Job Description

Work with clients to fulfill new and existing bond requests quickly and accurately. Submit new account applications, executes physical contracts, processes billing, and handles legal document change requests.

Account underwriting which involves credit reports and other documentation to determine rates and quote surety bond premiums.

This is a fast-paced environment, and prioritization is key, along with being detail-oriented, and having excellent communication skills, along with the ability to problem solve in high-pressure situations.

Key Responsibilities – these are varied and frequently nonroutine

- Input bond information into agency management system (EPIC), verify premium and commission calculations, process per standard operating procedures.
- Cancel or reinstate bonds, reconciling information, sending letters of cancellation, and distributing appropriate copies to respective parties.
- Complete riders, Financial Adjustment Notices (FAN) and reinstate bonds.
- Perform general clerical duties such as setting up files, copying, filing, faxing, scanning, operating department office equipment.

If you are ready to work for a progressive, friendly and customer-oriented Agency please submit your resume to HR@corkillinsurance.com.

