

# Surety-Bonding Account Manager

**JONES DESLAURIERS**  
INSURANCE MANAGEMENT INC.



## MISSISSAUGA| Reporting to: Account Director

### POSITION OVERVIEW:

Jones DesLauriers is hiring a Surety Bonding Account Manager reporting to the Account Director. The successful incumbent will be responsible for maintaining a book of business, servicing client needs, and developing market relationships.

### RESPONSIBILITIES:

- Act as a subject matter expert for the Surety Bonding practice and provide innovative insurance solutions
- Assist clients manage their surety facility and insurance requirements
- Address and mitigate any risk deficiencies with clients and provide reliable market information
- In collaboration with Producers and team members; coordinate, support plans, discuss arising issues and create comprehensive plans for existing clients
- Provide technical advice and coaching to team members in a mentor role
- Maintain and service commercial accounts
- Streamline file maintenance in accordance with corporate policy and maximize utilization of computer systems
- Monitor and manage the collection of accounts receivables in accordance with JDIMI Receivables Policy
- Track and report monthly all new, renewal and lost accounts for the team as well as any special data driven projects
- Develop the team's best practices and procedures
- Maintain positive working relationships with clients, markets, staff, other JDIMI departments and offices

### REQUIREMENTS:

- Minimum 5-7 years Commercial Surety/Bonding/Construction experience
- RIBO, ACSB, CAIB and CIP designations required, or at minimum working towards the designations
- Advanced skills in Outlook, Excel, Word, EPIC, and Bondworks
- Firm understanding of industry and software products
- Detail oriented with strong analytical skills
- Ability to influence others in a co-operative manner
- Works well both in a group environment and autonomously
- Solid understanding of financial statements and the overall Canadian construction market as well as an interest in developing into a surety expert
- Strong interpersonal and presentation skills with excellent attention to detail
- Ability to be a self starter with strong written and oral communication skills as well as organizational skills

Qualified candidates are invited to email their resume and cover letter to: [careers@jdimi.com](mailto:careers@jdimi.com)



*We are committed to providing accommodation upon request for applicants and employees with disabilities.  
If you require accommodation, we will work with you to meet your needs.*