

CONSTRUCTION BONDING ANALYST / MANAGER

Title	Construction Bonding Analyst / Manager
Company	Ai Surety Bonding – Affinity Insurance
Location	38 Greensboro Drive, 2 nd Floor, Toronto, ON, M9W 1E1
Division	Construction Bonding / www.getbonded.ca
Date	May 2019
Inquiries	Please contact: Nathan Neyedly- nathan@bondsurety.ca (647) 478-6864
Job Purpose	Provide ongoing bonding support to Ai's contractor client base across Canada.
Qualifications / Experience	<ul style="list-style-type: none"> ▪ Proven track recorder of elite customer service and attention to detail ▪ Contract Surety and financial statement analysis ▪ RIBO certification considered an asset
Behavioral Competencies	<ul style="list-style-type: none"> ▪ Strong attention to detail ▪ Customer Service Focused ▪ Strong written and oral communication skills ▪ Ability to organize and prioritize work effectively ▪ Ability to work in a team environment
Technical skills	<ul style="list-style-type: none"> ▪ Financial and accounting literacy ▪ Knowledge of Word, Excel ▪ French an asset ▪ Adobe Suite/PDF Edit an asset
Key Result Area	Essential Functions
Responsibilities	<ul style="list-style-type: none"> ▪ Prepare tender and final bonds ▪ E-bonding system bond issuance ▪ Assist with new client submissions ▪ Provide timely client financial updates to underwriters ▪ Maintain client's financial information, and related admin ▪ Build and maintain strong relationships with clients, underwriters and producers ▪ Represent Ai Surety Bonding at industry functions ▪ Occasional travel may be necessary
Education/ Compliance	<ul style="list-style-type: none"> ▪ Business/Finance related experience ▪ College/University degree
Teamwork	<ul style="list-style-type: none"> ▪ Work effectively with team/work group or those outside the formal line of authority to accomplish organizational goals. ▪ Grow and develop own skills and those of staff where possible ▪ Take actions that respect the needs and contributions of others ▪ Contribute to the implementation of process improvement
Quality	<ul style="list-style-type: none"> ▪ Accurately review construction contracts to determine client bonding needs and scope of work for underwriting purposes. ▪ Accurate preparation of tender and contract bonds
Remuneration	<ul style="list-style-type: none"> ▪ Dependent on Experience ▪ (\$40k - \$75k)