

Associate Administrator – Surety

Atradius

The Atradius Group provides trade credit insurance, surety and collections services worldwide, and has a presence through 160 offices in 52 countries. The products offered by Atradius protect companies around the world against the default risks associated with selling goods and services on credit.

At Atradius, we believe in personal development and the Growth Mindset. Our Culture is based on teamwork, reliable accountability, constantly improving and unrivalled service.

Read on more on our Career site: <https://careers.atradius.com/en/careers>.

Job Description

The Back Office Administrator will provide operational, administrative and client servicing support to the Surety business, ensuring the efficient processing, issuance, administration, monitoring of surety bonds and related documentation.

The role plays a key part in supporting underwriters and maintaining high service standards for brokers and customers whilst ensuring data integrity, regulatory compliance and operational efficiency across the Surety portfolio

In this position your key responsibilities will be:

- Support the end-to-end administration of surety bond transactions, from issuance through to amendment, renewal, cancellation.
- Prepare, review, and process bond documentation in accordance with underwriting instructions, internal procedures and compliance requirements.
- Perform quality control checks on bond documentation prior to issuance, ensuring accuracy of wording, amounts, beneficiaries, expiry dates and supporting documentation.
- Ensure accurate entry and maintenance of data within our Surety application Navision.
- Coordinate with Surety underwriters, financial analysts, legal teams, finance departments, brokers, and clients to ensure timely and accurate processing of transactions.
- Assist underwriters in gathering and tracking financial information, legal documentation and other underwriting requirements from clients and brokers.
- Monitor client portfolio and bonds renewal and proactively follow up outstanding documentation, renewals and pending actions.
- Receive and coordinate the management of surety claims, ensuring effective communication and follow-up with all relevant internal and external stakeholders.
- Produce regular reports and management information as required.
- Liaise with Finance teams regarding invoicing, premium collection, commission payments and other administrative matters.
- Support operational improvement initiatives and contribute to the enhancement of administrative processes.
- Respond to internal and external enquiries in a professional and timely manner.
- Ensure compliance with company policies, regulatory requirements, and operational guidelines.

What skills should you have? The ideal candidate will have the following profile:

- Previous experience in an administrative, operations, or back-office role within financial services, insurance, banking, or a related sector.
- Strong organizational skills with a high level of attention to detail.

- Ability to manage multiple priorities and work effectively in a fast-paced environment.
- Proficient in Microsoft Office applications, particularly Excel, Word, and Outlook.
- Strong communication skills, both written and verbal.
- Team-oriented mindset with the ability to work collaboratively across different functions.
- A proactive approach to problem-solving and continuous improvement.
- Additional European languages would be considered an asset.

Personal Attributes:

- Reliable, accurate and highly organized.
- Service-oriented with strong customer and broker focus.
- Adaptable and willing to take ownership of tasks and responsibilities.
- Positive attitude and commitment to delivering high-quality work.

What do we offer?

- A dynamic, international and challenging work environment
- Training and support to reach your full potential including the opportunity for continuous professional development
- Attractive terms and conditions, including competitive salary, pension package and a range of flexible benefits and rewards
- Challenging tasks with individual development and training opportunities

Equal opportunities for all

The success of our organisation stands with the quality of our people and the ideas they have. Insights and innovative solutions for our customers are the result of an interplay of cultures, knowledge and experience. That is why diversity is extremely important to Atradius. To ensure that all colleagues within Atradius can develop their qualities, we promote an inclusive culture in which everyone feels involved and valued. We encourage and welcome everyone to apply to our positions.

Do you have any questions about our offer?

Olivia PALMER, Human Resources, is available by e-mail at olivia.palmer@atradius.com.

I am Atradius! - Do you want to know who we are?

Get to know Atradius colleagues in this video:

<https://www.youtube.com/watch?v=NnsgT04OpTU&t=4s>

Atradius is a global provider of credit insurance, bond and surety, collections and information services, with a strategic presence in over 50 countries. The products offered by Atradius protect companies around the world against the default risks associated with selling goods and services on credit. Atradius is a member of Grupo Catalana Occidente (GCO.MC), one of the largest insurers in Spain and one of the largest credit insurers in the world.

You can find further information on our website: <https://group.atradius.com>