

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Commercial Insurance Select Sales Executive

### Position Focus:

- Submitting, negotiating and placing new business and renewal accounts with small business clients
- Establishing and recommending coverage by line of business
- Identifying new business opportunities, presenting and selling appropriate insurance products
- Updating applications based on coverages sold, issuing binders and ordering policies within 24 hours
- Maintaining complete and accurate documentation of all tasks in computer system
- Identifying cross-selling opportunities with other departments
- Maintain visibility in both Amherst & Buffalo offices
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

### Successful candidates possess:

- At least three years of experience in a similar or related position
- Relevant knowledge of commercial insurance products, underwriting procedures, and insurance documents
- Experience working with small business owners
- Proven sales success
- Microsoft Office experience and skills are a must; EPIC experience highly desired
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Property/Casualty License; designations preferred
- Open to continuing education, college degree preferred
- Positive attitude, even in a fast paced environment
- A passion to make customers and coworkers feel important and valued
- Capability to work quickly and efficiently
- Methodical, yet swift decision making skills
- Precise verbal and written communication skills, even under time constraints

### What's in it for you? *The Lawley Advantage!*

- Fulfilling career securing your clients' well being
- Competitive salary, referral bonuses **AND** annual bonus eligibility
- Great Benefits (Medical, Dental, Vision, Wellness-- the works!)
- Educational and growth opportunities
- Generous PTO and 401K upon hire
- Comfortable, family oriented culture
- Office hours 8-4:30
- Lawley is not a call center environment
- Work hard, play hard!!!



*Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.*