

Lawley

INSURANCE | EMPLOYEE BENEFITS

Receptionist

Position Focus:

- Greet clients and guests in our reception area and direct them to the appropriate location
- Provide administrative support including scanning, downloading insurance information from websites, routing faxes, processing of incoming and outgoing mail, coordinate lunch deliveries and assist with events
- Responsible for multi-line incoming calls
- Maintain a smooth flow of information with internal and external customers, carriers, managers and staff
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

Successful candidates possess:

- Minimum of one year experience in an administrative support or related position
- Associates' Degree preferred
- Knowledge of Microsoft Office, including Word, Excel, PowerPoint & Outlook
- Experience navigating windows based software
- Incredible attention to detail and organizational skills
- Ability to work well independently and on a team
- 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
- Precise 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 are between 8-5, and vary by branch
- Work hard, play hard!!!

