

Lawley

INSURANCE | EMPLOYEE BENEFITS

Commercial Insurance Select Marketer

Position Focus:

- Submitting, negotiating and placing new business and renewal accounts for select small business clients
- Establishing and recommending coverage by line of business
- Identifying competitive markets and submitting internal and/or external markets for quotes
- Preparing organized summaries and quotes for all markets within 2 days of completion of process
- 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
- Acting as a resource for assigned markets and participating in projects as needed
- Support all Lawley initiatives as requested, as 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
- 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



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.