

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Insurance Trainee

### Position Focus:

- Participate in designated insurance education and training activities
- Upon completion of training program, join a department or branch within the agency footprint
- Maintain effective working relationships with clients, company and agency personnel
- Embrace all training opportunities to learn the insurance business
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

### Successful candidates possess:

- College degree preferred
- Minimum of 3 months experience in a business or team-based environment
- Ability to prioritize and meet deadlines
- MS Word and Excel proficiency are a must! Experience with advanced Excel functions desired.
- Willingness to travel and/or relocate once training is complete
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Ability to learn quickly, expand tasks to create meaning, and develop knowledge through experience
- 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
- Dependability and ability to exercise confidentiality
- Precise communication skills, even under time constraints

