

Lawley

INSURANCE | EMPLOYEE BENEFITS

Document Management Associate

Position Focus:

- Opens and sorts incoming mail for distribution and dispatches outgoing mail
- Distributes mail within Buffalo branch and remote offices
- Processes first class, certified, and return receipt mail through postage meter
- Maintains adequate supplies for the Document Management Center
- Determines most efficient and cost effective ways for shipping packages
- Monitors and maintains the operation of mail processing equipment
- Packages, weighs, and labels letters and parcels according to United States Postal Service, and Federal Express, standards
- Provides administrative and back up support for the Document Management Center (could include back up support to front desk reception/call handling/assisting visitors, daily retrieval of documents from carrier websites, looking up clients in EPIC for scanning, retrievals, and distribution of documents, etc.)
- Physical requirements of frequent bending & frequent lifting up to 10lbs
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

Successful candidates possess:

- Associates' degree preferred
- Positive attitude, even in a fast paced environment
- Exceptional customer service skills and ability to work on a team are a must
- A passion to make customers and coworkers feel important and valued
- Ability to effectively multi-task, work quickly and efficiently
- Precise verbal and written communication skills, even under time constraints
- Basic math and computer skills, including Microsoft Word, Excel and Outlook.
- Ability to work well independently and on a team
- Experience in working with labeling machines, postage meters, and electric mail handling equipment
- Prior experience with mail handling, including familiarity with postal & shipping rates and regulations
- Minimum of 1 year experience in related work environment

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
- 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.