

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Personal Insurance Account Executive

### Position Focus:

- Prospecting, soliciting and selling new Personal Lines accounts and developing centers of influence
- Developing, following and reaching sales objectives and new business sales goals
- Referring current and prospective clients to Commercial and Employee Benefit lines for cross sell opportunities
- Responding to referrals quickly and effectively
- Recommending appropriate coverages for clients and preparing rating quotes and proposals
- Presenting to prospective and existing clients
- Completing applications and related documentation for submission to appropriate carriers
- 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
- Excellent sales and negotiation skills with a customer service focus
- Relevant knowledge of personal lines insurance products, underwriting procedures, and insurance documents
- Microsoft Office experience and skills are a must
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Property/Casualty License
- 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-- 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.*