

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Personal Insurance Assistant Account Manager

### Position Focus:

- Produce summaries, policy changes, proposals, and complete coverage reviews and other insurance documents within designated timelines
- Assist team with new business applications and processing and review all submissions for accuracy
- Respond to internal requests for marketing and remarketing
- Assist Marketers and Account Managers with the development of quotes, proposals, applications and supplemental forms
- Identify cross sell and up sell opportunities through carrier lists, etc.
- Support team as an Account Manager/Marketer as needed
- Support all Lawley initiatives, as requested, guided by company values, sales culture, business needs and scorecard

### Successful candidates ideally possess:

- At least one year experience in a similar position; Insurance experience preferred
- Property/Casualty License (all lines) or willingness to pursue in first 90 days
- Relevant knowledge of insurance products, documents and usages
- Word and Excel skills are a must. Applied/EPIC and carrier website experience is preferred
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Open to continuing education
- 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 especially in regard to prioritization
- Ability to effectively multi-task, work quickly and efficiently
- 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.*