

Lawley

INSURANCE | EMPLOYEE BENEFITS

Temporary Support

Lawley's Benefit division is seeking 3 part-time administrative temporaries to provide cross functional support for their team during open enrollment. This is a wonderful opportunity for someone looking to get a taste for the insurance industry. As a quality candidate, you are highly technical and have successfully and accurately completed projects relating to research, collating, copying and heavy keying of data. Resumes must demonstrate your knowledge of experience within a Windows based system and a technical assessment may be part of the screening process.

There are three positions available and we will consider candidates who can offer between 20-30 hours (dependent on position) during an 8-4:30, Monday through Friday workweek, and for the duration of the project. Assignments are approximately 4 months in length and are located in our downtown Buffalo corporate office, paid parking included. This position schedule can be flexible and can work around class schedules!

The positions available are:

- 1 position on our Technology Team / Runs from 8/1 to 12/31 / 20 – 25 hours a week
- 1 position on our Specialty Team / Runs from 7/23 to 11/30 / 20 – 25 hours a week
- 1 position on our Medicare Team / Runs from 9/15 to 12/31 / 30 hours a week

Qualifications

- Extensive computer skills and knowledge of Microsoft Office, including Word, Excel, PowerPoint & Outlook
- Ability to work in a fast paced environment with significant telephone and personal disruption
- Excellent verbal and written communication skills
- Strong organizational skills, attention to detail and multi-task abilities
- Results-oriented and resourceful
- Ability to maintain a positive attitude, express enthusiasm and be flexible
- Compatible with other employees
- Ability to work independently or as part of a team
- Appropriately attired for a professional office environment