

Lawley

INSURANCE | EMPLOYEE BENEFITS

Document Management Assistant

Position Focus:

- Provide administrative support to our Document Management center, which supports all our branches in scanning, downloading insurance information from carrier websites, distribution of emails, routing of faxes and processing of incoming and outgoing mail. (Training is provided)
- Assist with resetting and administrating carrier website login matters
- Update and manage aspects of Lawley's internal website
- Inventorying of office supplies, as requested
- Back up support to front desk reception (call handling, greeting and assisting visitors, etc.)
- Physical requirements of occasional bending and occasional lifting up to 10lbs
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

Successful candidates possess:

- Minimum of 1 year experience in a similar or related position
- High School Diploma or equivalency required, Associates' Degree preferred
- Experience with MS Word and Excel as well as windows based computer programs
- Experience with scanning equipment and electronic postage equipment is a plus
- Familiarity with processing of incoming and outgoing mail
- Incredible attention to detail and organizational skills
- Ability to work independently and on a team
- 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
- Precise communication skills, even under time constraints



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.