

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Client Service Specialist – Technology Solutions

### Position Focus:

- Manage the implementation process for new and existing clients
- Perform demonstrations and administrative services demonstrations to clients
- Facilitate kick-off calls & attend follow up meetings as requested
- Responsible for overall client experience; identify and resolve issues within the implementation process
- Submits and coordinates new and renewal paperwork to carriers and vendor partners
- Participate in Strategic Meetings with vendor partners
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

### Successful candidates possess:

- Insurance experience in customer service or account management for 3 years or more
- Life Accident & Health License
- Computers skills are a must; Including Word, Excel, Outlook & PowerPoint
- Strong presentation skills
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- 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
- Reliable Transportation
- 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, Wellness-- 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.*