

Lawley

INSURANCE | EMPLOYEE BENEFITS

Receptionist / Personal Insurance Support

Our Receptionist position is a blend of administrative duties and Insurance activities.

Position Focus:

- Responsible for greeting all clients and visitors positively and will answer up to 16 phone lines and direct telephone calls professionally
- Receive client payments; prepare bank deposit and run daily, weekly and monthly reports
- Serve as support for our Personal Insurance Service Representatives
- Position also provides administrative support for branch location as requested
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs & scorecard

Successful candidates ideally possess:

- Minimum of one (1) year in a similar or related position; Insurance experience a plus
- Solid computer skills and knowledge of Microsoft Office, including Word, Excel, & Outlook
- Open to continuing education
- Associate degree or higher preferred
- Positive attitude, even in a fast paced environment
- Ability to make customers and coworkers feel important and valued
- 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, Wellness-- the works!)
- Educational and growth opportunities
- Generous PTO and 401K upon hire
- Comfortable, family oriented culture
- Office hours 8-4:30
- 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.