

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Commercial Insurance Marketer

### Position Focus:

- Submit, negotiate and place new business and renewal accounts with key clients
- Establish and recommend coverage by line of business in accordance with established guidelines
- Identify competitive markets and submit internal and/or external markets for quotes
- Prepare organized summaries and quotes for all markets within 2 days of completion of process
- Update applications based on coverages sold, issuing binders and ordering policies within 24 hours
- Maintain complete and accurate documentation of all tasks in computer system
- Act as a resource for assigned markets and participating in projects as needed
- Act as a resource and mentor to associates across the footprint for all matters related to marketing
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

### Successful candidates possess:

- At least five years of experience in a similar or related position
- Relevant knowledge of commercial insurance products, underwriting procedures, and insurance documents
- Microsoft Office experience and skills are a must; EPIC experience highly desired
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Property/Casualty License; designations preferred
- 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
- Methodical, yet swift decision making skills
- Precise verbal and written 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.*