

Lawley

INSURANCE | EMPLOYEE BENEFITS

Commercial Insurance Intern

Lawley is offering a **12 month paid internship**, based on 20-25 hours per week (with flexibility to fit a student schedule), in their Commercial Lines department. This opportunity will offer you exposure to various aspects of Commercial Lines/Business Insurance and agency functions as well as visibility and interaction with leadership and managers on a daily basis. (Industry specific training provided)

Position Focus:

- Support the Commercial Lines team with clerical and administrative duties to all service and sales teams
- Preparing policies for delivery, creating and distributing internal and client-facing deliverables accurately and in a timely manner
- Provide administrative support, including electronic mail, documents, spreadsheets and presentations
- Data input utilizing Microsoft Word, Excel, Outlook, Adobe and EPIC (insurance specific software)
- Embrace all training opportunities to learn the insurance business
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

Successful candidates possess:

- Undergraduate college student preferred, local to Buffalo, NY
- Ability to prioritize and meet deadlines
- MS Word and Excel proficiency are a must! Experience with advanced Excel functions desired
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Ability to learn quickly, expand tasks to create meaning, and develop knowledge through experience
- 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
- Dependability and ability to exercise confidentiality
- Precise communication skills, even under time constraints

What's in it for you? *The Lawley Advantage!*

- Fulfilling PAID Internship
- Educational and growth opportunities
- Flexible hours (20-25 hours per week, we will work around your school schedule)
- Lawley is not a call center environment
- Work hard, play hard culture!!!



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.