

Lawley

INSURANCE | EMPLOYEE BENEFITS

Employee Benefits Captive Service Coordinator

Position Focus:

- Internal coordinator for Employee Benefit Captive business that will be the liaison between Captive, Third Party Administrator and Client
- Track all client information for new business applications, and Prospective Member Questionnaire (PMQ)
- Coordinate HIPAA Forms, Business Associate Agreements, Consulting Agreements and Scope of Services; update CRM (Salesforce)
- Coordinate stop loss new business and renewal processes and deliverables with Underwriter and Account Executive
- Submit completed stop loss paperwork and binder check
- Initiate Summary Plan Description draft preparation and Amendments as required
- Maintain Master Strategic initiatives
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

Successful candidates possess:

- At least 3 years of Self-Funded Benefits experience in a service or account management role
- Position has significant client interaction and visibility and requires demonstrated relationship building experience
- BS degree preferred
- Life, Health and Accident License or willingness to pursue in the first 90 days
- Relevant knowledge of insurance products, documents and usages. Captive knowledge preferred.
- Computers skills are a must! Word, Excel and Outlook. Applied/EPIC experience is preferred
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Open to continuing education, college degree or equivalent industry designations
- 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 communication skills, even under time constraint

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-- the works!)
- Educational and growth opportunities
- Generous PTO and 401K upon hire
- Office hours 8-4:30; Comfortable, family oriented culture
- 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.