

Lawley

INSURANCE | EMPLOYEE BENEFITS

Employee Benefits Client Service Specialist – Pharmacy

Position Focus:

- Set priorities and manage deadlines to ensure efficient, timely and accurate creation of team deliverables
- Distribute, analyze, and coordinate standard product analyses in accordance with client strategic calendar
- Establish primary point of contact with PBMs, and clinical vendors on new business and renewal quotes
- Support Account Executives in maintaining complete and accurate documentation in CRM (Salesforce)
- Assist Clinical Account Executive, and Account Executive team(s) with preparation of annual and mid-year client meeting materials
- Create and maintain working relationships with clients, carriers, benefit consultants, agency personnel and vendors
- Support all Lawley initiatives as requested, guided by company values, sales culture, strategic initiatives, business needs and scorecard

Successful candidates possess:

- Experience in Employee Benefits, specific to PBM/pharmacy is preferred
- Project management skills, including prioritization and time management
- Computers skills are a must; Including Word, Excel, Outlook & PowerPoint
- Bachelor's degree or college degree preferred
- Incredible attention to detail and organizational skills
- Ability to work well independently and on a team
- 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.