

Lawley

INSURANCE | EMPLOYEE BENEFITS

Claims Assistant

Position Focus:

- This is an entry level role that will allow the learning of Claims alongside experienced Personal and Commercial Claims Consultants
- You will gain an understanding of “first report of Claims” as well as assisting clients and third party claimants
- Acquire knowledge and understanding on the depth of an Insurance policy and the life cycle of a claim ; including EPIC (Lawley’s CRM) and Claim handling
- Obtain the ability to conduct open claim reviews and follow up on open claim diaries; resulting in proper Claim handling
- Support all Lawley initiatives, as requested, guided by company values, sales culture, business needs and scorecard

Successful candidates ideally possess:

- One year of experience in a similar or related position
- Microsoft office experience; MS Word, Excel and Outlook
- Open to continuing education, Associate degree or higher preferred
- Positive attitude, even in a fast paced environment
- A passion 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-- the works!)
- Educational and growth opportunities
- Generous PTO and 401K upon hire
- Comfortable, family oriented culture
- Office hours 8-4:30
- 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.