

Lawley

INSURANCE | EMPLOYEE BENEFITS

Personal Insurance Claims Consultant

Position Focus:

- Act as a liaison between the agency, carriers and clients to maintain effective working relationships
- First report of claims, extend full courtesy and help to clients and third party claimants
- Review coverage denials to determine the exclusions are appropriate and negotiate favorable resolutions with the carrier and the client
- Reviewing accounts for adequate coverage and recommending appropriate coverage to account manager
- Conduct open claim review and follow up on open claim diaries to insure proper handling or settlement
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

Successful candidates possess:

- At least three years of experience in a similar or related position
- Relevant knowledge of personal lines claims adjustment and evaluation process
- Microsoft Office experience and skills are a must; EPIC experience preferred
- Ability to work well independently and on a team
- Property/Casualty license and/or claims-related designation preferred
- 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
- Capability to work quickly and efficiently
- Methodical, yet swift decision making skills
- 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.