

Lawley

INSURANCE | EMPLOYEE BENEFITS

Employee Benefits Manager; Underwriting

Position Focus:

- Responsible for stop Loss marketing and renewal negotiations
- Lead underwriting team on all underwriting initiatives, with a focus on client retention and growth
- Act as a liaison with insurance carriers and third party administrators for all client reporting
- Create graphs, charts, claims analysis and design unique reports to fit each client's needs including pre-renewals, premium equivalents and underwriting considerations
- Maintain tools to calculate self-funded client reserve requirements (IBNR) that meets actuarial standards
- Maintain RFP's in relation to self-funded clients and make recommendation on self-funded RFP's
- Coordinate client reporting package and deliver clear and concise reporting on a timely basis
- Utilize benchmarks, develop models for enhancing efficiency and accuracy and maintain complete and accurate documentation of all tasks in Salesforce
- Act as a resource and provide input on all aspects of client reporting and analytics
- Manager relationship with Actuarial Partner
- Oversee and monitor peer review
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

Successful candidates possess:

- Insurance experience in customer service or account management for 3 years or more
- At least 5 years' experience in a similar or related position
- Life Accident & Health License; designations preferred
- Bachelor's degree in Math, Economics, Accounting, Business or related field
- Operational background with a strong ability to prioritize, plan and problem solve in a team environment
- Strong analytical skills with a focus on meeting expectations and requirements of both internal partners and external customers
- Relevant knowledge of group insurance products, documents and usages
- Computers skills are a must; Including Word, Excel, Outlook & PowerPoint
- Demonstrated leadership skills
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Positive attitude, even in a fast paced environment
- A passion to make customers and coworkers feel important and valued
- Precise verbal and written communication skills, even under time constraints
- Capability to work quickly and efficiently
- Methodical, yet swift decision making skills

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, Wellness-- the works!)
- Educational and growth opportunities



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 genetic information.

- Generous PTO and 401K upon hire
- Comfortable, family oriented culture
- Office hours 8-4:30
- Work hard, play hard!!!

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