

Lawley

INSURANCE | EMPLOYEE BENEFITS

Personal Insurance Account Associate

Position Focus:

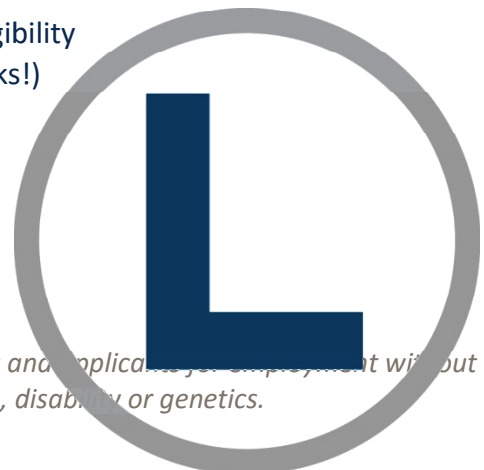
- Provide servicing support to Personal Lines teams by processing documents, internal requests and preparation and entry of carrier submissions
- Assist in checking all renewal, endorsements and cancellation documents for accuracy and make requested corrections
- Accurately input and maintain compliance, client and vendor data
- Prepare policies and product for delivery to insured and invoicing
- Provide administrative support, including electronic mail, documents ,spreadsheets and presentations
- Answer and direct incoming calls to correct department
- Embrace all training opportunities to learn and grow within the Insurance industry
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

Successful candidates possess:

- At least one year insurance experience in an office setting
- Relevant knowledge of insurance products, documents and usages
- Microsoft Office Suite proficiency is required; will train on Industry based windows software (Epic)
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Open to continuing education, associate's degree or higher preferred (including a P&C license, or willingness to pursue one)
- Positive attitude, even in a high stress environment, with significant interruption
- A passion to achieve results, and the resourcefulness to do so
- 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, verbal and written, 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, Wellness-- 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



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.

- Work hard, play hard!!!