

Lawley

INSURANCE | EMPLOYEE BENEFITS

Commercial Insurance Marketing Assistant

Position Focus:

- Respond to internal requests for marketing
- Compile loss summaries on new business and assist Marketers and Account Managers with the development of supplemental applications
- Assist with new business applications and review all submissions for accuracy
- Compare quote worksheets and assist in the development of proposals
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs, and scorecard

Successful candidates possess:

- Minimum of one year experience in an administrative support or related position
- High School Diploma or equivalency; Associates' Degree preferred
- Knowledge of Microsoft Office, including Word, Excel, PowerPoint & Outlook; Applied experience preferred
- Property/Casualty License (within six months)
- Experience navigating windows based software
- Incredible attention to detail and organizational skills
- Ability to work well independently and on a team
- Positive attitude, even in a face paced environment
- A passion to make customers and coworkers feel important and valued
- Capability to work quickly and efficiently
- Precise 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** an 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
- Work hard, play hard!!!

