

Lawley

INSURANCE | EMPLOYEE BENEFITS

Technology Platform Analyst

Position Focus:

- Manage a book of business, including plan analysis and acting as a liaison between the client and carrier for technical expertise, billing, audits, and EDI discrepancies
- Spearhead consultative process of providing recommendations on technology platform
- Provide initial administrative training and ongoing client support for HR users
- Act as a Liaison to technology partners – bi-weekly conference calls
- Responsible for technical presentations (ie: Lawley Marketplace) to potential clients
- Follow up on requests for information, attend open enrollment meetings to present technology solutions to employees of clients
- Submit new and renewal paperwork to carriers, and assist in proposal preparation and renewal packages
- 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
- Life Accident & Health License; or willingness to pursue in first 90 days
- Computers skills are a must; Including Word, Excel, Outlook & PowerPoint
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Open to continuing education, college degree 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
- Reliable Transportation
- Methodical, yet swift decision making skills
- Precise verbal and written communication skills, even under time constraints



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.