

Lawley

INSURANCE | EMPLOYEE BENEFITS

Specialty Insurance Account Manager

Position Focus:

- Managing Specialty Insurance accounts including renewals, providing summaries, ordering and issuing binders, certificates, policies, proposals and other insurance documents within designated timelines
- Conduct consultative conversations with a Commercial client base; establish & maintain carrier relationships
- Obtaining non-marketed renewal quotes from existing carriers, completing renewal processes and handle non-renewal and cancellations for cause; prepare complete marketing submissions on existing clients as needed
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

Successful candidates possess:

- Insurance experience account management for 3 years or more
- Property/Casualty License; designations preferred
- Relevant knowledge of insurance products, documents and usages
- Computers skills are a must! Word, Excel and Outlook. Applied/EPIC experience is preferred
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Open to continuing education, college degree or equivalent industry designations
- 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 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.