

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Commercial Insurance Assistant Account Manager-Captives

### Position Focus:

- Assists Captives Marketer with evaluation/qualification of prospects as potential group captive candidates, and supports the quote/sales/documentation process for qualified candidates.
- Facilitates the renewal process for existing group captive clients, ensuring timely and accurate communication of information needed to bind coverages, and documents agency records accordingly.
- Performs various ad hoc reports/analyses related to the performance of group captives and/or captive clients.
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

### Successful candidates possess:

- At least one year experience in a similar position; Commercial experience preferred
- Property/Casualty License (all lines) or willingness to pursue in first 90 days
- Relevant knowledge of insurance products, documents and usages
- Word and Excel skills are a must. Applied/EPIC and carrier website 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 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
- Methodical, yet swift decision making skills especially in regard to prioritization
- Precise communication skills, even under time constraints

