

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.
- Identify cross sell/up sell opportunities
- 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



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.