

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Commercial Insurance Assistant Account Manager-Captives

### Position Focus:

- Produce summaries, ordering and issuing binders, certificates, policies, policy changes, premium/loss summaries, proposals, complete coverage reviews and other insurance documents within designated timelines
- Identify cross sell and up sell opportunities as appropriate
- Obtain non-marketed renewal quotes from existing carriers, completing renewal processes and handle non-renewal and cancellations for cause, validate audits
- 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

