

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Employee Benefits Analyst

### Position Focus:

- Set priorities and manage analytical work flow to ensure efficient, timely and accurate creation of Employee Benefits marketing and financial deliverables
- Prepare standard analyses in accordance with client strategic calendar
- Market review, renewal rate and benefit comparison spreadsheet
- Primary contact with insurance carriers on new business, renewal quotes, and price negotiations
- Advance Lawley's carrier strategy by participating in monthly Marketing Meeting
- Maintain complete and accurate documentation of all tasks in CRM (Salesforce)
- Create and maintain working relationships with clients, carriers, benefit consultants and agency personnel
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

### Successful candidates possess:

- Employee Benefit Insurance experience in marketing or similar role for 3 years or more
- Life Accident & Health License
- Relevant knowledge of Employee Benefit products, documents and usages
- Computers skills are a must; proficiency in Excel required
- Ability to work well independently and on a team
- A passion to make customers and coworkers feel important and valued
- A need to achieve results, and the resourcefulness to do so
- Incredible attention to detail and organizational skills
- Open to continuing education, college degree preferred
- Positive attitude, even in a fast-paced environment
- Capability to work quickly and efficiently; methodical, yet swift decision-making skills
- Precise verbal and written communication skills
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### What's in it for you? The Lawley Advantage!

- Competitive salary, referral bonuses AND an annual bonus eligibility
- Great Benefits (Medical, Dental, Vision, Wellness-- the works!)
- Educational and growth opportunities
- Generous PTO and 401K upon hire
- Comfortable, family oriented culture
- Office hours 8-4:30
- Lawley is not a call center environment
- Work hard, play hard!!!



*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.*