

Lawley

INSURANCE | EMPLOYEE BENEFITS

Commercial Insurance Submissions Specialist

Position Focus:

- This position is responsible to receive new business submission information (premium/loss summaries, BOR, apps/attachments, etc.) from our Sales Consultants/AE's and compile and complete applications/attachments with the outcome of presenting a completed "new business submission" to Marketing within 3 business days
- Position involves and provides data searching/compilation support to Sales Consultants/AE's so they can concentrate on outside sales efforts
- Upon completion, the CL Submission Specialist is responsible to coordinate the transfer of the submission from Sales Consultant to Marketers
- Ensures quality information for complete, accurate and consistent submission standards
- Compiles spreadsheet data for servicing and support into EPIC
- Identify and document technology resources for information relative to complete submissions, and serve as a training resource to develop a resource library for data sourcing to be shared agency wide
- Support all Lawley initiatives, as requested, guided by company values, sales culture, business needs and scorecard

Successful candidates ideally possess:

- 1-3 years or Commercial Insurance experience, including knowledge of coverages, underwriting and Loss Runs
- Proficient MS office skills; including Word, Excel and basic Adobe Acrobat
- Skilled in internet and other data source resourcing
- Epic (Insurance CRM) experience and P&C licensing preferred
- Exemplary verbal and written communication skills, even under time constraints
- Demonstrated time management/organizational skills and ability to adjust to multiple shifting priorities
- Associate degree or higher preferred; open to continuing education,
- Positive attitude, even in a fast paced environment
- Ability to make customers and coworkers feel important and valued

What's in it for you? *The Lawley Advantage!*

- Fulfilling career securing your clients' well being
- Competitive salary, referral bonuses **AND** annual bonus eligibility
- Great Benefits (Medical, Dental, Vision-- 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.