

Lawley

INSURANCE | EMPLOYEE BENEFITS

Insurance Advisor/Producer

Position Focus:

- Prospects, solicits, quotes and consults for new Commercial, Personal and Benefit Insurance accounts
- Counsels and markets to existing clients
- Prequalifies insurance prospects for insurability and quality of risk
- Reviews expirations, endorsement, claim, audit and cancellations with Account Manager
- Completes all required applications and documentation; obtains signed application
- Support all Branch initiatives, as guided by Lawley values, sales culture and scorecard

Successful candidates possess:

- Minimum of three (3) years' experience in a similar or related position
- Extensive sales skills and customer service focus
- Ability to generate new business sales, retain existing business and cross sell other lines of business
- Relevant understanding of insurance documents and policy forms
- Pertinent knowledge of rating procedures, coverages and industry operations to effectively manage, maintain and write assigned client and prospect lists
- Pertinent knowledge of insurance markets and special programs
- Property/Casualty license; Insurance designations preferred
- Extensive computer skills and knowledge of Microsoft Office, including Word, Excel, PowerPoint & Outlook
- Independence *and* ability to function well on a team
- Incredible attention to detail and organizational skills
- Positive attitude, even in a high stress environment
- A need 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
- Participates in projects on an as-needed basis
- Precise communication skills, even under time constraints

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

- Fulfilling career securing your clients' well-being and opportunity to have equity in your own book of business
- Complete package including great Benefits (Medical, Dental, Vision, Wellness-- the works!)
- Educational and growth opportunities
- Generous 401K upon hire
- Comfortable, family oriented culture
- 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.