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**Employee Benefits Staff Underwriter**

**Position Focus:**

* Provide underwriting support to Benefit Consultants, Client Relationship Managers and Account Executives
* Coordinate provision of financial analysis, clinical analysis and reporting
* Perform underwriting, contribution and financial analysis reports
* Coordinate client reporting package and deliver clear and concise reporting on a timely basis
* Act as an internal financial consultant to Client Relationship Managers and Account Executives
* Support all Lawley initiatives, as request by company values, sales culture, business needs and scorecard

**Successful candidates possess:**

* Insurance experience in customer service or account management for 3 years or more
* At least three months of experience in a similar or related position
* Life Accident & Health License; designations preferred
* Bachelor’s degree in Math, Economics, Accounting, Business or related field
* Operational background with a strong ability to prioritize, plan and problem solve in a team environment
* Relevant knowledge of group insurance products, documents and usages
* Computers skills are a must; Including Word, Excel, Outlook & PowerPoint
* Demonstrated relationship building skills
* Ability to work well independently and on a team
* Incredible attention to detail and organizational skills
* Positive attitude, even in a fast paced environment
* A passion to make customers and coworkers feel important and valued
* Precise verbal and written communication skills, even under time constraints
* Capability to work quickly and efficiently
* Methodical, yet swift decision making skills

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