

Lawley

INSURANCE | EMPLOYEE BENEFITS

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:

- At least three months of experience in a similar or related position
- Life Accident & Health and designations preferred
- Excel proficiency is a must! Experience with advanced Excel functions desired
- Additional Computers skills desired include Word, Outlook & PowerPoint
- 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
- 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



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.