

Lawley

INSURANCE | EMPLOYEE BENEFITS Commercial Insurance Intern

Position Focus:

- Support the Commercial Lines team with clerical and administrative duties to all service and sales teams
- Preparing policies for delivery, creating and distributing internal and client-facing deliverables accurately and in a timely manner
- Provide administrative support, including electronic mail, documents, spreadsheets and presentations
- Data input utilizing Microsoft Word, Excel, Outlook, Adobe and EPIC (insurance specific software)
- Embrace all training opportunities to learn the insurance business
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

Successful candidates possess:

- Undergraduate college student preferred, local to Buffalo, NY
- Ability to prioritize and meet deadlines
- MS Word and Excel proficiency are a must! Experience with advanced Excel functions desired
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Ability to learn quickly, expand tasks to create meaning, and develop knowledge through experience
- Positive attitude, even in a fast paced environment
- A passion to make customers and coworkers feel important and valued
- Capability to work quickly and efficiently
- Dependability and ability to exercise confidentiality
- Precise communication skills, even under time constraints

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

- Fulfilling PAID Internship
- Educational and growth opportunities
- The opportunity to participate in a group setting as a contributor – make a lasting impression in the organization!
- Flexible hours (20-25 hours per week, we will work around your school schedule)
- Paid parking in downtown Buffalo
- Lawley is not a call center environment
- Work hard, play hard culture!!!

