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**Receptionist**

**Position Focus:**

* Greet clients and guests in our reception area and direct them to the appropriate location
* Provide administrative support including scanning, downloading insurance information from websites, routing faxes, processing of incoming and outgoing mail, coordinate lunch deliveries and assist with events
* Responsible for multi-line incoming calls
* Maintain a smooth flow of information with internal and external customers, carriers, managers and staff
* Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

**Successful candidates possess:**

* Minimum of one year experience in an administrative support or related position
* Associates’ Degree preferred
* Knowledge of Microsoft Office, including Word, Excel, PowerPoint & Outlook
* Experience navigating windows based software
* Incredible attention to detail and organizational skills
* Ability to work well independently and on a team
* 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
* Precise communication skills, even under time constraints

**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, Wellness-- the works!)
* Educational and growth opportunities
* Generous PTO and 401K upon hire
* Comfortable, family oriented culture
* Office hours are between 8-5, and vary by branch
* Work hard, play hard!!!