

Lawley

INSURANCE | EMPLOYEE BENEFITS Medicare Temporary Associate

Position Focus:

- Provide administrative support to all Medicare team members as needed
- Enter sold policy information into our CRM (Salesforce) using client info sheets
- Greet clients/prospects at our walk-in location and schedule with Medicare agents as needed
- Schedule appointments for Medicare agents as needed, working within their availability and locations
- Mail drug comparisons, plan benefits, EPIC applications, etc. as applicable
- Respond to client inquiries via. Phone or email within 24 hours, maintaining a high level of customer service excellence
- Participate in projects and other duties as requested or required
- Shop PDP and MAPD plans for existing clients and prospects as applicable
- Input prescription drug information on Medicare.gov to access a comparison of top plans and RX reports for the upcoming year
- Checking/confirming if doctors are in-network for the recommended plan(s)
- Mailing out MAPD/PDP comparisons and upcoming plan benefit information
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs, and scorecard

Successful candidates ideally possess:

- Positive attitude, even in a fast-paced environment
- Ability to make customers and coworkers feel important and valued
- Ability to effectively multi-task, work quickly and efficiently
- Precise verbal and written communication skills, even under time constraints

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

- Comfortable, family-oriented culture
- Hours 8-4:30; Southgate Plaza office
- Temporary position from 9/15/22 -1/15/23 (Approximate dates)
- Opportunity for earned PTO (Paid time off)
- Lawley is not a call center environment
- 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.