

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Sales Coordinator

### Position Focus:

- Assist with administrative projects such as spreadsheet creation and manipulations, calendaring, meeting minutes, mailings, proofreading, organizing digital and printed materials, print requests, compiling marketing resources for sales appointments, and stocking sell sheets and supplies
- Assist with coordination of sales meetings, training, events, and webinars
- Compile research data and resources for new business appointments
- Provide administrative support and assist in the preparation of internal meeting resources, including agendas, reports, and presentations
- Implement and demo MyWave portals for clients, and train internal staff on ZyWave resources.
- Collaborate with the Marketing team to develop and customize sales presentation materials
- Reroute website inquiries to the appropriate parties and document CRM as necessary
- Assist with data integrity and CRM cleanup projects as required
- Execute and deliver reports as requested, utilizing CRM, Crystal Reports, or other software
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs, and scorecard

### Successful candidates possess:

- Minimum of three years of experience in an administrative support or customer service-related position, preferably with a sales and/or marketing team
- Bachelor's Degree or higher preferred
- Extensive knowledge of Microsoft Office, including Word, Excel, PowerPoint & Outlook
- Experience with a CRM (Salesforce preferred)
- Ability and desire to become an SME (subject matter expert) and conduct presentations in MyWave
- Ability to work well independently and on a team
- Incredible attention to detail, ability to prioritize and awesome organizational skills
- Positive, resourceful attitude, even in a fast-paced environment
- Capability to work quickly and efficiently
- A critical thinker who is self-motivated and possesses the ability to function independently with minimal supervision
- Precise written and verbal communication skills, even under time constraints

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

- Competitive salary, referral bonuses AND an 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 8-4:30
- 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.*