

Lawley

INSURANCE | EMPLOYEE BENEFITS

Personal Insurance Account Technician

Position Focus:

- Provide support to Personal Lines teams in obtaining, maintaining, expanding and servicing accounts
- Check all renewal, endorsements and cancellation documents for accuracy and secure corrections
- Preparing policies and product for delivery to insured and invoicing
- Refer gaps in coverage, low limits and other account deficiencies to the Account Manager
- Invoice all transactions within specified time frames
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

Successful candidates possess:

- At least one year insurance experience in account servicing
- Property/Casualty License
- Relevant knowledge of insurance products, documents and usages
- Computers skills are a must, Applied & EPIC experiences is preferred
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Open to continuing education, college degree preferred
- Positive attitude, even in a high stress environment
- A passion to achieve results, and the resourcefulness to do so
- A passion to make customers and coworkers feel important and valued
- Capability to work quickly and efficiently
- Methodical, yet swift decision making skills
- Precise communication skills, verbal and written, 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 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.