

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Claims Associate

### Position Focus:

- This entry level role invites you to learn, grow and develop a claims background alongside experienced Personal and Commercial Claims Consultants
- Acquire knowledge and understanding on the depth of an Insurance policy and the life cycle of a claim; including EPIC (Lawley's CRM) as well as claim handling
- Develop the skills to review coverage denials and determine appropriate exclusions and negotiate favorable resolutions with the carrier and the client
- Learn the Lawley process to open claim reviews and follow up on open claim diaries; resulting in proper claim handling
- Support all Lawley initiatives, as requested, guided by company values, sales culture, business needs and scorecard

### Successful candidates ideally possess:

- One year of experience of office or administrative experience
- Microsoft office experience; MS Word, Excel and Outlook
- Open to continuing education, Associate degree or higher preferred
- Open to pursuing a P&C license
- Positive attitude, even in a fast-paced environment
- A passion 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!*

- 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.*