

Lawley

INSURANCE | EMPLOYEE BENEFITS

Commercial Insurance Certificate Assistant

Position Focus:

- Provide support to Commercial team in processing Certificates of Insurance and Evidences of Property Insurance
- Review and analyze certificate requirements (from holder requests, requirements set forth in contracts, and other sources) against policy coverages
- Escalate identified compliance gaps to Commercial Insurance Account Manager
- Identify potential cross-sell, up-sell, and account rounding opportunities during compliance review process
- Promote and support electronic distribution of Certificates and Evidences
- Follow agency standards, with regard to best practices/Errors & Omissions protection relative to Certificate/Evidence issuance
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

Successful Candidates possess:

- At least one-year experience in an office setting; insurance experience required
- Willingness to pursue Property/Casualty license (all lines) in first 90 days
- 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 fast-paced environment
- A passion to make clients and coworkers feel important and valued
- Capability to work quickly and efficiently
- Methodical, yet swift decision-making skills especially in regard to prioritization
- 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-- 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.