

Lawley

INSURANCE | EMPLOYEE BENEFITS

Commercial Insurance Certificate Technician

Position Focus:

- Develop and maintain a comprehensive knowledge of the certificate review software platform
- Create and deliver platform demonstrations for prospective certificate review clients
- Coordinate all aspects of new client setup in the platform, including direct client interaction during setup, training, and product launch
- Provide ongoing support to clients by executing internal platform processes, reviewing non-compliance issues with client, and pursuing compliant proof of insurance from third parties
- Review insurance policy documents and coverage forms to identify compliance with client's project/contract insurance requirements
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

Successful Candidates possess:

- Minimum of 3-5 years of insurance coverage experience (general liability, property, workers' compensation, auto, umbrella/excess)
- Minimum of 3-5 years of prior experience working with proof of insurance (Certificates, Evidences of Property Insurance)
- Property/Casualty license (all lines)
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Precise communication skills, even under time constraints
- Positive attitude, even in a fast-paced environment
- A passion to make clients and coworkers feel important and valued
- Methodical, yet swift decision-making skills especially in regard to prioritization
- Basic knowledge of Microsoft Word, Excel, and PowerPoint

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

- Fulfilling career securing your clients' well being
- 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.