

Lawley

INSURANCE | EMPLOYEE BENEFITS

Employee Benefits Staff Underwriter

Position Focus:

- Provide underwriting support to Benefit Consultants, Client Relationship Managers and Account Executives
- Coordinate provision of financial analysis, clinical analysis and reporting
- Perform underwriting, contribution and financial analysis reports
- Coordinate client reporting package and deliver clear and concise reporting on a timely basis
- Act as an internal financial consultant to Client Relationship Managers and Account Executives
- Support all Lawley initiatives, as request by company values, sales culture, business needs and scorecard

Successful candidates possess:

- At least three months of experience in a similar or related position
- Life Accident & Health and designations preferred
- Excel proficiency is a must! Experience with advanced Excel functions desired
- Additional Computers skills desired include Word, Outlook & PowerPoint
- Bachelor's degree in Math, Economics, Accounting, Business or related field
- Operational background with a strong ability to prioritize, plan and problem solve in a team environment
- Demonstrated relationship building skills
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Positive attitude, even in a fast paced environment
- A passion to make customers and coworkers feel important and valued
- Precise verbal and written communication skills, even under time constraints
- Capability to work quickly and efficiently
- Methodical, yet swift decision making skills

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.