

Lawley

INSURANCE | EMPLOYEE BENEFITS

Specialty Insurance Account Manager

Position Focus:

- Managing Specialty Insurance accounts including renewals, providing summaries, ordering and issuing binders, certificates, policies, proposals and other insurance documents within designated timelines
- Conduct consultative conversations with a Commercial client base; establish & maintain carrier relationships
- Obtaining non-marketed renewal quotes from existing carriers, completing renewal processes and handle non-renewal and cancellations for cause; prepare complete marketing submissions on existing clients as needed
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

Successful candidates possess:

- Insurance experience account management for 3 years or more
- Property/Casualty License; designations preferred
- Relevant knowledge of insurance products, documents and usages
- Computers skills are a must! Word, Excel and Outlook. Applied/EPIC experience is preferred
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Open to continuing education, college degree or equivalent industry designations
- Positive attitude, even in a fast paced environment
- 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, 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.