

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Commercial Insurance Account Technician

### Position Focus:

- Provide support to internal Commercial Lines teams in obtaining, maintaining, expanding and servicing accounts by underwriting all company products against Epic data
- Prepare policies and product for delivery to insured and invoicing; prepare summaries according to guidelines
- Resolve coverage/pricing discrepancies with insurance company
- Maintain effective working relationships with current and prospective clients, producers, company and agency associates
- Identify cross sell, account round, and up-sell opportunities refer gaps in coverage and other account deficiencies to Account manager
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

### Successful candidates possess:

- At least one year insurance experience in account servicing
- Property/Casualty License (all lines)
- Relevant knowledge of insurance products, documents and usages
- Word and Excel skills are a must; 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 preferred
- Positive attitude, even in a fast paced environment
- A passion to achieve results, and the resourcefulness to do so
- 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, verbal and written, 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.*