

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 insurance requirements provided from our clients against policy coverages including but not limited to: contract specifications and lender requirements.
- 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 2-3 years' experience in a similar role, commercial 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 and referral bonuses
- 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 age, race, creed, color, religion, sex, sexual orientation, national origin, citizenship, immigration status, gender identity or expression, military status, familial status, marital status, disability or genetics.'