

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