

Lawley

INSURANCE | EMPLOYEE BENEFITS

Corporate Wellness Client Service Specialist

Position Focus:

- Maintain tracking of wellness initiatives; including client utilization, outcomes, satisfaction and complete and accurate documentation of all tasks in computer system
- Assist Consultants with corporate client activity, supporting their initiatives to assess, identify and coordinate customized wellness & health programs
- Collaborate with sales and service team members, vendors and community providers to service client needs
- Administer Wellness Hub updates and support on-site wellness programming
- Coordinate logistics for client events (i.e. Health Fairs)
- Provide health promotion consultation for a small book of business (clients and prospects) in conjunction with the sales and service team and insurance providers
- Research industry standards, and report back on trends, notably on wellness platform/community vendor offerings and pricing
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

Successful candidates possess:

- Minimum of 1 years' experience supporting on-site wellness & health management programs
- Bachelor's Degree in Health and Wellness or health related field
- Knowledge of wellness program development, implementation and evaluation
- Extensive computer skills and knowledge of Microsoft Office, including Word, Excel, PowerPoint & Outlook
- 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
- Capability to work quickly and efficiently
- Methodical, yet swift decision-making skills especially in regard to prioritization
- Participates in projects on an as-needed basis
- 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, 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.