

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Employee Benefits Account Executive

### Position Focus:

- Manage account service and strategic initiatives including plan analysis and acting as a liaison between the client and carrier
- Respond to client inquiries, renewals, benefit changes as needed and communicate through group meetings for enrollment
- Work with carriers to facilitate presentations for clients, or conduct presentations personally
- Identify cross selling opportunities within Lawley Benefits Group (LBG) and refer clients to other product lines
- Reach and maintain client retention goal of 95% or greater
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

### Successful candidates possess:

- Insurance experience in customer service or account management for 3 years or more
- Life Accident & Health License
- Relevant knowledge of group insurance products, documents and usages
- Computers skills are a must; Including Word, Excel, Outlook & PowerPoint
- Demonstrated relationship building skills
- 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 customers and coworkers feel important and valued
- Capability to work quickly and efficiently
- Methodical, yet swift decision making skills
- Precise verbal and written 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.*