

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Commercial Insurance Account Associate

### Position Focus:

- Support the Commercial Lines team with processing of documents, internal requests and preparation and entry of marketing submissions to carrier or marketing department
- Preparing policies for delivery
- Accurately input and maintain compliance, client and vendor data (MVR's , loss runs, other external sourced data)
- Provide administrative support, including electronic mail, documents, spreadsheets and presentations
- Embrace all training opportunities to learn the insurance business
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

### Successful candidates possess:

- At least one year experience in an office setting
- Interest in acquiring knowledge of insurance products; Insurance documents and usages are a plus
- MS Word and Excel proficiency are a must!
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Open to continuing education, including but not limited to a P&C licensing course
- Associates' degree or higher 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 communication skills, even under time constraints
- A desire to pursue a career in the insurance industry

### What's in it for you? *The Lawley Advantage!*

- Fulfilling career opportunity
- 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
- 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.'*