

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Commercial Insurance Account Manager

### Position Focus:

- Manage an established book of business assigned specifically to you which would include renewals, providing summaries, ordering and issuing binders, certificates, policies, proposals and other insurance documents within designated timelines
- Conduct consultative conversations with a Commercial client base; establish & maintain carrier relationships
- Obtaining non-marketed renewal quotes from existing carriers, completing renewal processes and handle non-renewal and cancellations for cause; prepare complete marketing submissions on existing clients as needed
- 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
- Property/Casualty License (all lines)
- Relevant knowledge of insurance products, documents and usages
- Computers skills are a must! Word, Excel and Outlook. Applied/EPIC experience is preferred
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Open to continuing education, college degree or equivalent industry designations
- 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

### 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.'*