

Lawley

INSURANCE | EMPLOYEE BENEFITS

Commercial Insurance Assistant Account Manager

Position Focus:

- Produce summaries, ordering and issuing binders, certificates, policies, policy changes, premium/loss summaries, proposals, complete coverage reviews and other insurance documents within designated timelines
- Identify cross sell and up sell opportunities as appropriate
- Obtain non-marketed renewal quotes from existing carriers, completing renewal processes and handle non-renewal and cancellations for cause, validate audits
- 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 a similar position; Commercial experience preferred
- Property/Casualty License (all lines) or willingness to pursue in first 90 days
- Relevant knowledge of insurance products, documents and usages
- Word and Excel skills are a must. Applied/EPIC and carrier website 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 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 especially in regard to prioritization
- 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.'

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