

Lawley

INSURANCE | EMPLOYEE BENEFITS

Commercial Insurance Certificate Technician

Position Focus:

- Develop and maintain a comprehensive knowledge of the certificate review software platform
- Create and deliver platform demonstrations for prospective certificate review clients
- Coordinate all aspects of new client setup in the platform, including direct client interaction during setup, training, and product launch
- Provide ongoing support to clients by executing internal platform processes, reviewing non-compliance issues with client, and pursuing compliant proof of insurance from third parties
- Review insurance policy documents and coverage forms to identify compliance with client's project/contract insurance requirements
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

Successful Candidates possess:

- Minimum of 3-5 years of insurance coverage experience (general liability, property, workers' compensation, auto, umbrella/excess)
- Minimum of 3-5 years of prior experience working with proof of insurance (Certificates, Evidences of Property Insurance)
- Property/Casualty license (all lines)
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Precise communication skills, even under time constraints
- Positive attitude, even in a fast-paced environment
- A passion to make clients and coworkers feel important and valued
- Methodical, yet swift decision-making skills especially in regard to prioritization
- Basic knowledge of Microsoft Word, Excel, and PowerPoint

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, 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 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.'