

Lawley

INSURANCE | EMPLOYEE BENEFITS

Medicare Seasonal Specialist

Position Focus:

- Schedule appointments for Medicare agents as needed, working with their availability and locations
- General mailing duties as applicable including but not limited to: postcards, plan benefits, applications, comparisons, etc.
- Respond to client inquiries via. phone or email within 24 hours, maintaining a high level of customer service excellence
- Shop PDP and MAPD plans for existing clients and prospects, as applicable
- Input prescription drug information on Medicare.gov to access a comparison of top plans and RX reports for the upcoming year
- Confirm / check in-network doctors match the recommended plan(s)
- Provide administrative support to all Medicare team members as needed
- Answer general Medicare questions, as applicable
- Support all Lawley initiatives and projects, as requested, guided by company values, sales culture, business needs and scorecard

Successful candidates ideally possess:

- Medicare experience desired
- Positive attitude, even in a fast-paced environment
- Ability to make customers and coworkers feel important and valued
- Ability to effectively multi-task, work quickly and efficiently
- Precise verbal and written communication skills, even under time constraints

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

- Comfortable, family-oriented culture
- In-office hours 8-4:30; this position can offer 30-40 hours/week
- Position based in our Buffalo location with occasional travel to our Southgate location
- Position available to start July / August through January 2024
- Opportunity for earned PTO (paid time off)
- Lawley paid parking
- 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.