

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Personal Insurance Account Manager

### Position Focus:

- Manage an assigned book of existing business, focusing on growth and retention. The Account Manager will routinely conduct consultative conversations with our clients and prospects to ensure all coverage needs are addressed
- Develop, quote and sell Personal Insurance to new and existing clients
- Work within designated timelines to provide superior customer service to retain our clients, as well as referrals and new business opportunities
- Responsibilities for processing endorsements and creating insurance documents as needed
- Establish and maintain professional relationships with carriers and clients
- 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
- Relevant knowledge of insurance products, documents and usages
- Computers skills are a must, Applied & EPIC experiences 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
- Precise verbal and written 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.'*