

Lawley

INSURANCE | EMPLOYEE BENEFITS Medicare Temporary Associate

Position Focus:

- Provide administrative support to all Medicare team members as needed
- Enter sold policy information into our CRM (Salesforce) using client info sheets
- Greet clients/prospects at our walk-in location and schedule with Medicare agents as needed
- Schedule appointments for Medicare agents as needed, working within their availability and locations
- Mail drug comparisons, plan benefits, EPIC applications, etc. as applicable
- Respond to client inquiries via. Phone or email within 24 hours, maintaining a high level of customer service excellence
- Participate in projects and other duties as requested or required
- 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
- Checking/confirming if doctors are in-network for the recommended plan(s)
- Mailing out MAPD/PDP comparisons and upcoming plan benefit information
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs, and scorecard

Successful candidates ideally possess:

- Positive attitude, even in a fast-paced environment
- AHIP certification or LAH certification preferred
- 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
- Hours 8-4:30; Southgate Plaza office
- Temporary position from 9/15/22 -1/15/23 (Approximate dates)
- Opportunity for earned PTO (Paid time off)
- 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.'