

Lawley

INSURANCE | EMPLOYEE BENEFITS

Employee Benefits Technology Implementation Specialist

Position Focus:

- Function as general project manager for implementation related to new Employee Benefit technology business
- Manage timelines with sales & service teams to ensure alignment with the technology solutions team
- Performs Technology Demos for prospects and clients with ability to present in person (Western New York)
- Manage RFP processes and finding best fit for Technology Solutions across our panel partnerships
- Facilitate training and communication for teams across our footprint as it relates to technology platforms
- Build and manage relationships with Sales, Service, Operations, and Support Teams
- Manage the hand-off process from Implementation to service/account management
- Participate in Strategic Meetings with vendor partners as applicable
- Evaluate technology market trends/competition and stay up to date on prevalent platforms
- Actively participate in Lawley Sales Meetings (Buffalo and Rochester)
- Provides ongoing education to benefit consultants on technology and system capabilities
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

Successful Candidate Possess:

- 3+ years of experience working with benefit administration systems, project management and implementation experience preferred
- Life Accident & Health License
- Bachelor's degree preferred
- Strong understanding of typical benefits administration topics, including: benefits enrollment systems, HRIS/payroll systems, insurance carrier data connections/EDI, Evidence of Insurability, and COBRA
- Functional Knowledge of common employee benefit plan types, rules, and terminology
- Computers skills are a must; Including Word, Excel, Outlook & PowerPoint
- Strong presentation skills, technology demo experience preferred
- Ability to understand complex client needs and make recommendations based on their organization's structure and preferences
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Positive attitude, even in a fast-paced environment



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.

- A passion to make customers and coworkers feel important and valued

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

- Fulfilling career securing your clients' well being
- Competitive salary **AND** referral bonus
- Great Benefits (Medical, Dental, Vision-- the works!)
- Educational and growth opportunities
- Generous PTO and 401K upon hire
- Comfortable, family-oriented culture (Lawley is not a call center environment)
- Work hard, play hard!!!

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