

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Claims Assistant

### Position Focus:

- Provide overall administrative support, including reporting, to the Claims Department (Department includes Commercial and Claims Management Consultants)
- Acquire knowledge and understanding on the depth of an insurance policy and the life cycle of a claim
- Become proficient in EPIC (Lawley's CRM) and "ModMaster" (Workers Compensation experience modification) software
- Learn the claims handling process, including following up on opening claim diaries.
- Respond to internal and external customers in a timely manner
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

### Successful candidates possess:

- Minimum of one-year experience in an administrative support or related position
- Associates' Degree or higher preferred
- Proficiency in all Microsoft Office; Word, Excel, PowerPoint & Outlook; Applied/EPIC and ModMaster experience a plus, but is trainable
- Experience navigating windows-based software
- Ability to work well independently and collaboratively on a team
- Incredible attention to detail and organizational skills
- Positive attitude, even in a fast-paced environment
- A passion to make customers and coworkers feel important and valued
- Capability to work efficiently and with a high degree of accuracy
- Precise communication skills, even under time constraints

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

- 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.'*