

Lawley

INSURANCE | EMPLOYEE BENEFITS

Commercial Insurance Account Technician

Position Focus:

- Provide support to internal Commercial Lines teams in obtaining, maintaining, expanding and servicing accounts by underwriting all company products against Epic data
- Prepare policies and product for delivery to insured and invoicing; prepare summaries according to guidelines
- Resolve coverage/pricing discrepancies with insurance company
- Maintain effective working relationships with current and prospective clients, producers, company and agency associates
- Identify cross sell, account round, and up-sell opportunities refer gaps in coverage and other account deficiencies to Account manager
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

Successful candidates possess:

- At least one year insurance experience in account servicing
- Property/Casualty License (all lines)
- Relevant knowledge of insurance products, documents and usages
- Word and Excel skills are a must; Applied/EPIC experience 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 achieve results, and the resourcefulness to do so
- A passion to make customers and coworkers feel important and valued
- Capability to work quickly and efficiently
- Methodical, yet swift decision making skills
- Precise communication skills, verbal and written, 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.'