

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Commercial Insurance Marketing Assistant

### Position Focus:

- Respond to internal requests for marketing
- Compile loss summaries on new business and assist Marketers and Account Managers with the development of supplemental applications
- Assist with new business applications and review all submissions for accuracy
- Compare quote worksheets and assist in the development of proposals
- 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
- High School Diploma or equivalency; Associates' Degree preferred
- Knowledge of Microsoft Office, including Word, Excel, PowerPoint & Outlook; Applied experience preferred
- Property/Casualty License (within six months)
- Experience navigating windows based software
- Incredible attention to detail and organizational skills
- Ability to work well independently and on a team
- Positive attitude, even in a face paced environment
- A passion to make customers and coworkers feel important and valued
- Capability to work quickly and efficiently
- Precise 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, Wellness-- the works!)
- Educational and growth opportunities
- Generous PTO and 401K upon hire
- Comfortable, family oriented culture
- 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.'*