

Lawley

INSURANCE | EMPLOYEE BENEFITS

Temporary associate; Medicare

Position Focus:

- Provide a high level of customer service including greeting all clients/visitors, answering and directing phone calls, and taking messages for/supporting Medicare consultants
- Assisting with scheduling of appointments for Medicare Consultants and internally coordinate Medicare presentations and meetings
- Monitor Medicare fax folder for client drug lists and consultant correspondence
- Assist with general clerical duties including but not limited to filing, photocopying, faxing and mailing (post cards, plan benefits, applications, comparisons, etc. as applicable)
- Organize and input client information using Salesforce and other CRM (training provided on software)
- Support all Lawley initiatives and projects, as requested, guided by company values, sales culture, business needs and scorecard

Successful candidates ideally possess:

- Positive attitude, even in a fast-paced environment
- 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
- Microsoft office proficiency, preferred
- Experienced with general office tasks, computers and answering phones

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

- Comfortable, family-oriented culture
- In-office hours 8-4:30; these positions can offer 20-40 hours/week
- Position based in our Jamestown location
- Position available to start September through January 2024
- Opportunity for earned PTO (paid time off)
- Lawley paid parking
- 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 race, color, religion, sex, national origin, age, disability or genetics.