

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Commercial Insurance Assistant Account Manager

### These are the *fundamental* components of the job:

- Produce summaries, ordering and issuing binders, certificates, policies, policy changes, premium/loss summaries, proposals, complete coverage reviews and other insurance documents within designated timelines
- Obtain non-marketed renewal quotes from existing carriers, completing renewal processes and handle non-renewal and cancellations for cause, validate audits

### Other *functions* of the job:

- Identify cross sell and up sell opportunities as appropriate
- Expand and grow in your role when supporting miscellaneous duties as requested

### Skills / traits that we value for this role:

- At least one-year experience in a similar position; Commercial experience preferred
- Property/Casualty License (all lines) or willingness to pursue in first 90 days
- Relevant knowledge of insurance products, documents and usages
- Word and Excel skills are a must. Applied/EPIC and carrier website 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 make customers and coworkers feel important and valued
- Capability to work quickly and efficiently
- Methodical, yet swift decision-making skills especially in regard to prioritization
- Precise communication skills, even under time constraints



*'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 bit about Lawley!**

- We are not a call center environment
- We achieve success by building genuine relationships together, with our teams and clients
- We are a family owned insurance broker (nearly 70 years!)
- We are deeply committed to the communities we serve and love to get involved
- We work hard and play hard!!!

## **Why Lawley?**

- Competitive salary and referral bonuses!
- Expansive Benefits (Medical, Dental, Vision—and SO many more)
- 3 weeks of PTO (prorated based on start date) AND a generous holiday schedule – available 1<sup>st</sup> day!
- Company 401K contribution received starting Day 1 (for participants 21+ years old)
- Educational support, career development, and growth opportunities
- Job Security (we've never had a lay-off, even during the pandemic)
- Flexibility, including hybrid schedules! Business hours 8am-4:30pm
- Comfortable, family-oriented culture, with an emphasis on work life balance
- Unlimited Volunteer Time Off opportunities (so you can assist in serving our communities)
- Fulfilling opportunities that align with your career path and our business needs

The compensation range for this position takes many factors into consideration including but not limited to: years of experience/training, skill set, and licenses/designations. It is not typical for an individual to be hired near the top of the range for a position as circumstances and location can vary in every hiring situation. A reasonable estimate of the current range is \$37,950.00 to \$63,250.00 (salary grade ranges min-max).

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