**Commercial Insurance Assistant Account Manager**

**These are the *fun*damental 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 *fun*ctions 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

**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 1st 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).