

Lawley

INSURANCE | EMPLOYEE BENEFITS

Employee Benefits Analyst

These are the *fundamental* components of the job:

- Set priorities and manage analytical work flow to ensure efficient, timely and accurate creation of Employee Benefits marketing and financial deliverables
- Prepare standard analyses in accordance with client strategic calendar
- Market review, renewal rate and benefit comparison spreadsheet
- Primary contact with insurance carriers on new business, renewal quotes, and price negotiations
- Maintain complete and accurate documentation of all tasks in CRM (Salesforce)

Other *functions* of the job:

- Create and maintain working relationships with clients, carriers, benefit consultants and agency personnel
- Expand and grow in your role when supporting miscellaneous duties as requested

Skills / traits that we value for this role:

- Employee Benefit Insurance experience in marketing or similar role for 3 years or more
- Life Accident & Health License
- Relevant knowledge of Employee Benefit products, documents and usages
- Computers skills are a must; proficiency in Excel required
- Ability to work well independently and on a team
- A passion to make customers and coworkers feel important and valued
- A need to achieve results, and the resourcefulness to do so
- Incredible attention to detail and organizational skills
- Open to continuing education, college degree preferred
- Positive attitude, even in a fast-paced environment
- Capability to work quickly and efficiently; methodical, yet swift decision-making skills
- Precise verbal and written communication skills



'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 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 \$43,642.50 to \$72,737.50.

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