

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Commercial Insurance Select Marketer

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

- Submit, negotiate and place new business and renewal accounts for select small business clients
- Establish and recommend coverage by line of business
- Identify competitive markets and submit markets for quotes
- Prepare organized summaries and quotes for all markets within 2 days of completion of process
- Update applications based on coverages sold, issuing binders and ordering policies within 24 hours
- Maintain complete and accurate documentation of all tasks in computer system

### Other *functions* of the job:

- Act as a resource for assigned markets and participating in projects as needed
- Expand and grow in your role when supporting miscellaneous duties as requested

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

- 3+ years of experience in a similar or related position
- Relevant knowledge of commercial insurance products, underwriting procedures, and insurance documents
- Microsoft Office experience and skills are a must
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Property/Casualty License; designations preferred
- Bachelor's degree required
- Proven experience in negotiation and conflict resolution
- 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
- Precise verbal and written 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 \$51,498.15 to \$85,830.25.

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