

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Personal Insurance Account Manager – Prestige

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

- Manage an assigned book of business including renewals, endorsements, binders, ID cards, Evidence of Property Insurance (EPI), certificates, summaries and other insurance documents in accordance with established guidelines
- Work within designated timelines providing superior customer service to retain our prestige clients
- Develop new business and existing accounts including the quoting and processing of applications to retain and grow an assigned book of business
- Routinely conduct consultative conversations with our prestige clients and prospects
- Establish and maintain professional relationships with carriers and clients
- Due to the heightened visibility of this role, the professional persona required of the successful candidate includes but is not limited to; the facilitation of presentations to C-Suite level clients, positive internal and external business interactions and the overall ability to manage productive relationships within this collaborative position

### Other *functions* of the job:

- Expand and grow in your role when supporting miscellaneous duties as requested

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

- Insurance experience in customer service or account management for 5 years or more
- Property/Casualty License; other Insurance designations preferred
- Relevant knowledge of insurance products, documents and usages, including the affluent market carriers
- Computers skills are a must, Applied & EPIC experiences 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



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- Methodical, yet swift decision-making skills
- Precise verbal and written 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 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 \$56,750 to \$101,279.75.

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