

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Commercial Insurance Account Technician

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

- Provide support to internal Commercial Lines teams in obtaining, maintaining, expanding and servicing accounts by underwriting all company products against Epic data
- Prepare policies and product for delivery to insured and invoicing; prepare summaries according to guidelines include a check policy and agency management system for accuracy
- Refer gaps in coverage and other account deficiencies to account manager
- Resolve coverage/pricing discrepancies with insurance company
- Process binder bills/deposit bills and signed finance agreements with deposits
- Maintain effective working relationships with current and prospective clients, producers, company and agency associates

### Other *functions* of the job:

- Identify cross sell, account round, and up-sell opportunities refer gaps in coverage and other account deficiencies to account manager
- Expand and grow in your role when supporting miscellaneous duties as requested

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

- At least one-year insurance experience in account servicing
- Property/Casualty License (all lines)
- Relevant knowledge of insurance products, documents and usages
- Word and Excel skills are a must; Applied/EPIC 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 achieve results, and the resourcefulness to do so
- A passion to make customers and coworkers feel important and valued



*'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.'*

- Capability to work quickly and efficiently
- Methodical, yet swift decision-making skills
- Precise communication skills, verbal and written, 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 \$51,498.15 to \$85,830.25.

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