

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Commercial Insurance Submissions Specialist

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

- This position is responsible to receive new business submission information (premium/loss summaries, BOR, apps/attachments, etc.) from our Sales Consultants/AE's and compile and complete applications/attachments with the outcome of presenting a completed "new business submission" to Marketing within 3 business days
- Position involves and provides data searching/compilation support to Sales Consultants/AE's so they can concentrate on outside sales efforts
- Complete data input of sales applications and review completed application content for accuracy and consistency
- Upon completion, the CL Submission Specialist is responsible to coordinate the transfer of the submission from Sales Consultant to Marketers
- Compiles spreadsheet data for servicing and support into EPIC
- Ensures quality information for complete, accurate and consistent submission standards
- Identify and document technology resources for information relative to complete submissions, and serve as a training resource to develop a resource library for data sourcing to be shared agency wide

### 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:

- 1-3 years of Commercial Insurance experience, including knowledge of coverages, underwriting and Loss Runs
- Proficient MS office skills; including Word and Excel
- Bachelor's degree required
- Property & Casualty license preferred
- Exemplary verbal and written communication skills, even under time constraints
- Demonstrated time management/organizational skills and ability to adjust to multiple shifting priorities
- Positive attitude, even in a fast-paced environment
- Ability 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.'*

## 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 \$43,642.50 to \$72,737.50

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