

Lawley

INSURANCE | EMPLOYEE BENEFITS

Commercial Insurance Account Associate

These are the *fundamental* components of the job:

- Support the Commercial Lines service and/or marketing team with processing of documents, internal requests, data entry, and preparation and entry of marketing submissions to carrier or marketing department
- Preparing policies for delivery/distribution
- Accurately input and maintain compliance, client and vendor data (MVR's, loss runs, other external sourced data)
- Distribution of internal reports; compilation of internal compliance/ quality assurance audits

Other *functions* of the job:

- Provide administrative support, including electronic mail, documents, spreadsheets and presentations
- Embrace all training opportunities to learn the insurance business
- Expand and grow in your role when supporting miscellaneous duties as requested

Skills / traits that we value for this role:

- At least one-year experience in an office setting
- Interest in acquiring knowledge of insurance products; Insurance documents and usages are a plus
- MS Word, Excel, and PowerPoint proficiency are a must!
- High School diploma required
- Ability to work well independently and on a team
- Incredible attention to detail, organizational skills, and strong time management capabilities
- Open to continuing education, including but not limited to a P&C licensing course
- Positive attitude, even in a fast-paced environment
- A passion to make customers and coworkers feel important and valued
- Precise communication skills, even under time constraints
- A desire to pursue a career in the insurance industry

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

'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.'



- 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 \$33,000 to \$55,000.

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