

Lawley

INSURANCE | EMPLOYEE BENEFITS

Document Management Assistant

These are the *fundamental* components of the job:

- Provide administrative support to our Document Management center, which supports all our branches in scanning, downloading insurance information from carrier websites, distribution of emails, routing of faxes and processing of incoming and outgoing mail. (Training is provided)
- Assist with resetting and administrating carrier website login matters
- Update and manage aspects of Lawley's internal website
- Physical requirements of occasional bending and occasional lifting up to 25lbs

Other *functions* of the job:

- Back up support to front desk reception (call handling, greeting and assisting visitors, etc.)
- Expand and grow in your role when supporting miscellaneous duties as requested

Skills / traits that we value for this role:

- Minimum of 2-3 years experience in a similar or related position
- High School Diploma or equivalency required, Associates' Degree preferred
- Experience with MS Word and Excel as well as windows-based computer programs
- Experience with scanning equipment and electronic postage equipment is a plus
- Familiarity with processing of incoming and outgoing mail
- Incredible attention to detail and organizational skills
- Ability to work independently and on a team
- 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 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 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 \$37,950.00 to \$63,250.00.

'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.'