

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Temporary Support – HR/People Strategy

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

- Provide administrative support including scanning, routing faxes, processing of incoming and outgoing mail, reporting, coordinate lunch deliveries and assist with events
- Conduct phone interview setup and confirmation calls for recruitment team and ensure all necessary materials are provided to each applicant as necessary
- Support a smooth flow of communication with the HR/People Strategy team, internal managers and staff while maintaining a high degree of confidentiality

### Other *functions* of the job:

- Expand and grow in your role when supporting the HR/People Strategy team with miscellaneous duties and administrative tasks as requested

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

- Enrolled college student with concentration in HR, Business Administration, or related industry
- Knowledge of Microsoft Office, including Word, Excel, PowerPoint and experience navigating windows-based software
- We are seeking strong critical-thinking skills
- Individuals who work well individually as well as part of a team.
- Will be responsible to handle multiple tasks efficiently, and be effective in a fast-paced working environment where each day is different
- Precise communication skills even under time constraints, detail-oriented, and have a high degree of follow-through
- A passion to make internal customers and coworkers feel important and valued



### 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!!!

*'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.'*

## Why Lawley?

- Training, career development, and growth opportunities
- 32-hour, 4-day work week during the summer, Mon-Thurs between our business hours of 8am-4:30pm
- Comfortable, family-oriented culture, with an emphasis on work life balance
- Paid parking!
- Compensation for this position is \$16-\$18/hr.

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