

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Temporary/Internship Support – Lawley Benefits Group

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

- Participate in educational onboarding of the benefits industry including shadowing different departments (sales, marketing, underwriting, servicing, retirement, and technology)
- Complete presentation skills training and provide bi-weekly progress presentations for the management team
- Provide administrative and clerical support such as downloading insurance and/or carrier information from websites, copying/scanning/faxing, system audits, and data entry
- Participate in projects and other duties as requested or required

### Other *functions* of the job:

- Expand and grow in your role when supporting miscellaneous duties and administrative tasks as requested

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

- Ideal candidate is an enrolled college sophomore or junior with concentration in Business Administration, Finance, or related field
- 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 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

*'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?**

- 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.

*'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.'*