

STAFF UNDERWRITER– EMPLOYEE BENEFITS

Lawley Benefits Group
Buffalo Office

This is your chance to be part of a dynamic, progressive organization. As Staff Underwriter, you will provide underwriting and financial support to Benefit Consultants, Client Relationship Managers and Account Executives, including coordination of provision of financial analysis, clinical analysis and reporting.

QUALIFICATIONS & SKILLS:

- Bachelors degree in math, economics, accounting, business or finance
- Minimum of three (3) months in a similar or related position
- Life Accident & Health License; insurance designations preferred
- Extensive computer skills and knowledge and knowledge of Microsoft office; Salesforce experience preferred
- Excellent verbal and written communication skills
- Operational background with a strong ability to prioritize, plan and problem solve in a team environment.
- Strong organizational skills, attention to detail and multi-task abilities
- Results-oriented and resourceful
- Willingness to pursue continuing education
- Good analytical skills with a focus on meeting expectations and requirements of both internal partners and external customers
- Ability to work in a high-pressure, fast paced environment with significant telephone and personal disruption
- Ability to maintain a positive attitude, express enthusiasm and be flexible
- Ability to carry out complex tasks with many concrete and abstract variables
- Compatible with other employees
- Ability to work independently or as part of a team
- Appropriately attired for a professional office environment

DUTIES & RESPONSIBILITIES:

Financial

- Develops awareness and supports, as appropriate, Scorecard Financial objectives

Customer

- Assists in the development of renewal recommendations
- Assures contribution analysis are complete, accurate and timely
- Participates in client presentations
- Prepares and submits reports as determined by Large Account Team schedule
- Performs underwriting analysis for appropriate clients

Internal Business Process

- Performs underwriting and financial analysis functions
- Provides underwriting, contribution and financial analysis reports
- Oversees coordination of claims analysis and prescription drug self-funding
- Coordinates and provides information to outside vendors
- Maintains complete and accurate documentation of all tasks in computer system

People

- Acts as internal financial consultant to Client Relationship Managers and Account Executives
- Participates on Large and Middle Market teams
- Develops and maintains positive relationships with clients, vendors and internal customers
- Performs other duties as requested or required

READY TO GET STARTED?

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