



INSURANCE | EMPLOYEE BENEFITS

## **Commercial Insurance Certificate Technician**

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

- Develop and maintain a comprehensive knowledge of the certificate review software platform
- Create and deliver platform demonstrations for prospective certificate review clients
- Coordinate all aspects of new client setup in the platform, including direct client interaction during setup, training, and product launch
- Provide ongoing support to clients by executing internal platform processes, reviewing non-compliance issues with client, and pursuing compliant proof of insurance from third parties
- Review insurance policy documents and coverage forms to identify compliance with client's project/contract insurance requirements

**Other *functions* of the job:**

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

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

- Minimum of 3-5 years of insurance coverage experience (general liability, property, workers' compensation, auto, umbrella/excess)
- Minimum of 3-5 years of prior experience working with proof of insurance (Certificates, Evidences of Property Insurance)
- Property/Casualty license (all lines)
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Precise communication skills, even under time constraints
- Positive attitude, even in a fast-paced environment
- A passion to make clients and coworkers feel important and valued
- Methodical, yet swift decision-making skills especially in regard to prioritization
- Basic knowledge of Microsoft Word, Excel, and PowerPoint



*'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 1<sup>st</sup> 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 \$43,642.50 to \$72,737.50.

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