

Lawley

INSURANCE | EMPLOYEE BENEFITS

Internship Support – Lawley Benefits Group

These are the *fundamental* components of the job:

- Provide administrative and clerical support such as downloading insurance and/or carrier information from websites, copying/scanning/faxing, system audits, and data entry
- Maintain a smooth flow of information with internal and external customers and staff
- 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 (70+ years!)
- We are deeply committed to the communities we serve and love to get involved
- We work hard and play hard!!!

Why Lawley?

'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.'

- Training, career development, and growth opportunities
- 20-30 hour work week, August 1st – January 15th, Monday-Friday between our business hours of 8am-4:30pm
- Comfortable, family-oriented culture, with an emphasis on work life balance
- Paid parking!

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 annual salary range is \$16.50-18.50/hr.

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