

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Medicare Seasonal Specialist

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

- Schedule appointments for Medicare agents as needed, working with their availability and locations
- General mailing duties as applicable including but not limited to: postcards, plan benefits, applications, comparisons, etc.
- Respond to client inquiries via. phone or email within 24 hours, maintaining a high level of customer service excellence
- Shop PDP and MAPD plans for existing clients and prospects, as applicable
- Input prescription drug information on Medicare.gov to access a comparison of top plans and RX reports for the upcoming year
- Confirm / check in-network doctors match the recommended plan(s)
- Provide administrative support to all Medicare team members as needed
- Answer general Medicare questions, as applicable
- Support all Lawley initiatives and projects, as requested, guided by company values, sales culture, business needs and scorecard

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

- Medicare experience desired
- AHIP licensing preferred
- Positive attitude, even in a fast-paced environment
- Ability to make customers and coworkers feel important and valued
- Ability to effectively multi-task, work quickly and efficiently
- Precise verbal and written communication skills, even under time constraints

### 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?

- Training, career development, and growth opportunities



*'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.'*

- 20-30 hour work week, August 1<sup>st</sup> – January 15<sup>th</sup>, 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 \$33,000 to \$55,000.

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