

Lawley

INSURANCE | EMPLOYEE BENEFITS

Personal Insurance Account Technician

Tampa, Florida

These are the *fundamental* components of the job:

- Provide support to Personal Lines teams in obtaining, maintaining, expanding and servicing accounts
- Check all renewal, endorsements and cancellation documents for accuracy and secure corrections
- Preparing policies and product for delivery to insured and invoicing
- Refer gaps in coverage, low limits and other account deficiencies to the Account Manager
- Invoice all transactions within specified time frames

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:

- At least one-year insurance experience in account servicing/support
- Property/Casualty License or 440, 20-44, 220 license required
- Relevant knowledge of insurance products, documents and usages
- Computers skills are a must, EPIC experiences is preferred
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Open to continuing education, college degree preferred
- Positive attitude, even in a high stress environment
- A passion to achieve results, and the resourcefulness to do so
- A passion to make customers and coworkers feel important and valued
- Capability to work quickly and efficiently
- Methodical, yet swift decision-making skills
- Precise communication skills, verbal and written, even under time constraints



'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 now part of 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?

- Competitive salary and referral bonuses!
- Educational support, career development, and growth opportunities
- Job Security (we've never had a lay-off, even during the pandemic)
- Collaborative fully onsite team - business hours 8:30am-5:00pm
- Comfortable, family-oriented culture, with an emphasis on work life balance
- Fulfilling opportunities that align with your career path and our business needs

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