

Lawley

INSURANCE | EMPLOYEE BENEFITS

Employee Benefits Manager of Underwriting & Financial Analysis

These are the *fundamental* components of the job:

- Lead, mentor and guide a team of Underwriters, fostering a culture of excellence and accountability while enhancing their skills and performance
- Function a liaison to Insurance carriers and third-party administrators for client reporting
- Establish relationships with carriers, negotiate renewals
- Manage and negotiate Lawley Proactive Health stop loss renewals
- Oversee Pharmacy Benefit Programs
- Develop models for enhancing efficiency and accuracy
- Attend client meetings and finalist presentations
- Maintain complete and accurate documentation of all tasks in CRM
- Optimize working relationships with clients, benefit consultants and agency personnel
- Act as a resource and provide input on all aspects of client reporting and analytics
- Manage the relationship with Lawley's actuarial and benchmarking partners
- Attend and participate in all leadership programs, workshops and training sessions to build and maintain effective leadership skills; model professionalism and integrity while guiding the team toward shared goals

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:

- Bachelor's degree in finance, business, or related field
- Minimum of 7 years of experience in a similar or related role; at least 3 years in a leadership or managerial role
- Relevant knowledge of insurance, self-funding, captives, and stop loss
- Incredible attention to detail and organizational skills as well as strong analytical skills with a focus on meeting expectations and requirements of both internal partners and external customers

- Life Accident & Health License, or willing to obtain within 90 days of hire
- Relevant knowledge of group insurance products, documents and usages
- Computers skills are a must; Including Advanced Excel, Word, Outlook & PowerPoint
- A passion to make customers and coworkers feel important and valued
- Precise verbal and written communication skills, 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 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!
- Expansive Benefits (Medical, Dental, Vision—and SO many more)
- 3 weeks of PTO (prorated based on start date) AND a generous holiday schedule – available 1st 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 \$71,706.08 to \$119,510.13.

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