

Lawley

INSURANCE | EMPLOYEE BENEFITS

Personal Insurance Claims Consultant

These are the *fundamental* components of the job:

- Act as a liaison between the agency, carriers and clients to maintain effective working relationships
- First report of claims, extend full courtesy and help to clients and third-party claimants
- Review coverage denials to determine the exclusions are appropriate and negotiate favorable resolutions with the carrier and the client
- Reviewing accounts for adequate coverage and recommending appropriate coverage to account manager
- Conduct open claim review and follow up on open claim diaries to insure proper handling or settlement

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 three years of experience in a similar or related position
- Relevant knowledge of personal lines claims adjustment and evaluation process
- Microsoft Office experience and skills are a must; EPIC experience preferred
- Ability to work well independently and on a team
- Property/Casualty license and/or claims-related designation preferred
- Open to continuing education, Associate degree or higher preferred
- Positive attitude, even in a fast-paced environment
- A passion to make customers and coworkers feel important and valued
- Capability to work quickly and efficiently
- Methodical, yet swift decision-making skills
- 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 \$43,642.50 to \$72,737.50.

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