

Lawley

INSURANCE | EMPLOYEE BENEFITS

Administrative Assistant

These are the *fundamental* components of the job:

- Assist with various administrative projects which may include, correspondence, meeting minutes, RFP's, tracking and reporting, creation and modification of various documents and presentations utilizing MS Office, calendaring, data entry, filing and project coordination
- Answer any overflow of incoming phone calls, greeting and directing guests, order lunches, assist with mail flow, and manage supply inventory and ordering
- Maintain effective working relationships with clients, managers, personnel, community members & vendors

Other *functions* of the job:

- Participate in projects and support to department, and other duties as requested or required
- Expand and grow in your role when supporting miscellaneous duties as requested

Skills / traits that we value for this role:

- One to three years of experience in an administrative support or related position
- Associates' Degree or higher preferred
- Extensive knowledge of Microsoft Office, including Word, Excel, PowerPoint & Outlook
- Experience navigating windows-based software
- Experience with a CRM (such as Salesforce) is preferred
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- 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
- Precise 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 \$37,950.00 to \$63,250.00.

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