

Lawley

INSURANCE | EMPLOYEE BENEFITS

Commercial Insurance Marketing Assistant

These are the *fundamental* components of the job:

- Respond to internal requests for insurance placement/marketing
- Compile loss summaries on new business and assist marketers and account managers with the development of supplemental applications
- Assist commercial marketing team with proposal generation, and data input
- Utilize company websites/carrier systems to rate and quote commercial insurance
- Compare quote worksheets and assist in the development of proposals
- Conduct research, work with Sales Advisors and input information for new business submissions
- Assist with new business applications and review all submissions for accuracy

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:

- Minimum of one-year experience in an administrative support or related position
- High School Diploma or equivalency; Bachelor's Degree preferred
- Knowledge of Microsoft Office, including Word, Excel, PowerPoint & Outlook
- Experience navigating windows-based software
- Property & Casualty License or willingness to pursue within 90 days
- Incredible attention to detail and organizational skills
- Ability to work well independently and on a team
- Positive attitude, even in a face 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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