

Lawley

INSURANCE | EMPLOYEE BENEFITS

Commercial Insurance Underwriting Coordinator – Large Accounts

These are the *fundamental* components of the job:

- Provide support with complex processing and underwriting functions for a high-volume team focused on large lines clients
- Review contracts and insurance requirements against client policy documents for compliance. Identify discrepancies, obtain quotes, discuss with client and process endorsements as necessary.
- Investigate and support clients with complex billing including discrepancies, creating special billing templates, and producing breakdowns by entity as requested.
- Produce, analyze, and manipulate data for detailed premium loss summaries, allocating losses by location and types of coverage.
- Support complex client change requests.
- Proactively research and solve client account discrepancies.
- Organize captive account renewal information, interpret data and update captive spreadsheets accordingly (i.e. large vehicle schedules)
- Assist with issuing binders, certificates, policies, proposals, and other insurance documents within designated timelines for Large Lines Clients
- Obtain non-marketed renewal quotes from existing carriers, complete renewal processes and handle non-renewal and cancellations for cause, validate audits

Other *functions* of the job:

- Identify cross sell and up sell opportunities as appropriate
- Expand and grow in your role when supporting miscellaneous duties as requested

Skills / traits that we value for this role:

- At least two years of experience in a similar position; Commercial experience required
- Property & Casualty License or willingness to pursue within 90 days
- Expert knowledge of insurance products, documents and usages
- Word and Excel skills are a must. Applied/EPIC and carrier website experience is preferred
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills

'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.'

- Open to continuing education, college degree 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 especially in regard to prioritization
- Precise communication skills, even under time constraints



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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