

Lawley

INSURANCE | EMPLOYEE BENEFITS

Administrative Coordinator – Operations/Executive Team

Here at Lawley we are committed to your professional and personal growth. We want to support you on your journey and we're excited you're looking to grow within the Lawley family!

This role requires a highly skilled Administrative Coordinator who can operate effectively at the executive level, exercising the utmost professionalism and confidentiality while combining exceptional technical proficiency with strong administrative, organizational, and project management capabilities.

The main responsibilities of this position are listed below, but we're here to help. If you want to discuss this opportunity further, or confidentially, reach out to Jessie Kelsey or Kim Navagh for more information.

These are the *fundamental* components of the job:

- Provide comprehensive administrative support to the Operations and Executive teams, while serving as backup and crossover support to the Executive Assistant to the Principals.
- Prioritize and manage correspondence, messages, and calls on behalf of Director or Operations and Executive team.
- Manage and maintain executives' schedules, appointments, and calendars.
- Manage end-to-end domestic travel planning, including itineraries, logistics, accommodations, and expense coordination for executives and visitors.
- Review, reconcile and audit expense accounts for accuracy and policy compliance.
- Oversee, triage, and prioritize incoming mail and correspondence, exercising sound judgment and discretion.
- Proactively manage and coordinate the flow of information between internal stakeholders and external clients and partners.
- Support corporate and operational projects through coordination, documentation, scheduling, and progress tracking.
- Collaborate with Executive Assistant to support cost-saving opportunities and secure cost-effective solutions such as hotels and event venues.
- Partner with leadership to support the planning, organization, and coordination of corporate and culture events.

Other *functions* of the job:

- Welcome visitors and lead buddy and new-hire orientation tours.
- Coordinate meetings, meals, and events at both corporate and Executive levels.
- Compile proposals, correspondence, spreadsheets, and presentations as needed.
- Handle a high volume of confidential and personal requests for Executives with discretion and professionalism.

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.

Skills / traits that we value for this role:

- Associates degree or equivalent experience
- Minimum of 3 years in a similar or related position
- MS Suite; Outlook, Word and Excel proficiency are a must! Demonstrated strong technical proficiency, with the agility to quickly learn and adapt to new tools and systems
- Brings a strong commitment to supporting executives, customers, and coworkers, with a focus on making each feel valued and important.
- Ability to work well independently and on a team, while paying incredible attention to detail and organization
- Ability to learn quickly, expand tasks to create meaning, and develop knowledge through experience
- Positive attitude, even in a fast-paced environment
- A passion to support executives, customers and coworkers and have them feel important and valued
- Strong written communicator with the ability to draft clear, professional emails.
- Highly dependable, while exercising discretion, sound judgment, and the highest level of confidentiality at all times

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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