

Lawley

INSURANCE | EMPLOYEE BENEFITS

Insurance Advisor/Producer

These are the *fundamental* components of the job:

- Prospects, solicits, quotes and consults for new Commercial, Personal and Benefit Insurance accounts
- Counsels and markets to existing clients
- Prequalifies insurance prospects for insurability and quality of risk
- Reviews expirations, endorsement, claim, audit and cancellations with Account Manager
- Completes all required applications and documentation; obtains signed application

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 three (3) years' experience in a similar or related position
- Extensive sales skills and customer service focus
- Ability to generate new business sales, retain existing business and cross sell other lines of business
- Relevant understanding of insurance documents and policy forms
- Pertinent knowledge of rating procedures, coverages and industry operations to effectively manage, maintain and write assigned client and prospect lists
- Pertinent knowledge of insurance markets and special programs
- Property/Casualty license; Insurance designations preferred
- Extensive computer skills and knowledge of Microsoft Office, including Word, Excel, PowerPoint & Outlook
- Independence *and* ability to function well on a team
- Incredible attention to detail and organizational skills
- Positive attitude, even in a high stress environment
- A need 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
- Participates in projects on an as-needed basis
- 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)
- Unsupervised PTO 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 with networking/events after hours as needed.
- 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

Compensation for our production/sales positions are based on commissions. In some hiring situations, we may choose to invest and offer an interim base salary based upon an applicant's experiences, background, and potential book of business. If applicable, a reasonable estimate of the current base salary range is \$84,613.20 to \$141,022.00 PLUS commissions.

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