

Lawley

INSURANCE | EMPLOYEE BENEFITS

Temporary Receptionist; Medicare

These are the *fundamental* components of the job:

- Greet clients and guests and direct them to the appropriate location
- Responsible for multi-line incoming calls
- Coordinate and schedule appointments for Medicare clients and facilitate confirmation calls for scheduled appointments
- Provide administrative support including data entry into systems, assist with team mailings, scanning, faxing, filing, conducting audits, and other project related tasks.
- Maintain a smooth flow of information with internal and external customers, carriers, managers and staff

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
- Associates' Degree preferred
- Knowledge of Microsoft Office, including Word, Excel, PowerPoint & Outlook
- Experience navigating windows-based software
- Incredible attention to detail and organizational skills
- Ability to work well independently and on a team
- 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
- We work hard and play hard!!!



'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?

- Training, career development, and growth opportunities
- August 4th – February 26th, Monday- Friday between our business hours of 8am-4:30pm
- Comfortable, family-oriented culture, with an emphasis on work life balance

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 annual salary range is \$17-19.50/hr.

'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.'