

Lawley

INSURANCE | EMPLOYEE BENEFITS

Temporary Associate; Benefits Technology

These are the *fundamental* components of the job:

- Provide essential assistance to the Benefits Technology team including supporting data feeds / files, carrier invoice auditing, monitoring general team email inboxes, and creating carrier eligibility files
- Responsible for utilizing carrier website and contacts to acquire client invoices
- Auditing carrier invoices against system reports using Excel and other in-house tools and communicating audit discrepancies to client service team and/or carriers
- Troubleshooting login issues and responding to user emails as necessary
- 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, prior group benefits experience preferred
- Associates' Degree preferred
- Excel experience is a must! Knowledge of Microsoft Office, including Word, 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



'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
- 30-32 hour work week, October 15th – February 15th, Monday-Friday between our business hours of 8am-4:30pm
- Comfortable, family-oriented culture, with an emphasis on work life balance
- Paid parking!

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 \$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.'