

Lawley

INSURANCE | EMPLOYEE BENEFITS

Medicare Temporary Support

These are the *fundamental* components of the job:

- Provide essential assistance to the Medicare service team including scanning, processing of incoming and outgoing mail, saving documents, and printing materials as needed for timely client communication
- Support the Medicare team by answering calls, scheduling appointments, and data entry tasks
- Conduct confirmation calls and appointment reminders for all Medicare staff and ensure all necessary materials are provided to each client and internal contacts as necessary
- Maintain a smooth flow of information with internal and external customers and staff
- Participate in projects and other duties as requested or required

Skills / traits that we value for this role:

- Knowledge of Microsoft Office, including Word, Excel, PowerPoint and experience navigating windows-based software
- Precise communication skills even under time constraints, detail-oriented, and have a high degree of follow-through
- Individuals who work well individually as well as part of a team.
- A passion to make customers and coworkers feel important and valued

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
- September 9th – February 26th, Monday-Friday between our business hours of 8am-4:30pm
- Comfortable, family-oriented culture, with an emphasis on work life balance
- Paid parking!

'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.'

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.

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