

Lawley

INSURANCE | EMPLOYEE BENEFITS

Employee Benefits Senior Underwriter

These are the *fundamental* components of the job:

- Act as a liaison with insurance carriers and third-party administrators for all client reporting
- Create graphs, charts, claims analysis and design unique reports to fit each client's needs including pre-renewals, premium equivalents and underwriting considerations
- Maintain tools to calculate self-funded client reserve requirements (IBNR) that meets actuarial standards
- Work with medical, dental and group staff to create client presentations
- Maintain RFP's in relation to self-funded clients and make recommendation on self-funded RFP's
- Utilize benchmarks, develop models for enhancing efficiency and accuracy and maintain complete and accurate documentation of all tasks in Salesforce
- Act as a resource and mentor, and provide input on all aspects of client reporting and analytics

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:

- Insurance experience in customer service background or account management
- At least 3 years' experience in a similar or related position
- Life Accident & Health License; designations preferred
- Bachelor's degree in Math, Economics, Accounting, Business or related field
- Relevant knowledge of group insurance products, documents and usages
- Excel proficiency is a must! Experience with advanced Excel functions desired
- Additional Computers skills desired include Word, Outlook & PowerPoint
- Strong analytical skills with a focus on meeting expectations and requirements of both internal partners and external customers
- Operational background with a strong ability to prioritize, plan and problem solve in a team environment
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills



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- Positive attitude, even in a fast-paced environment
- A passion to make customers and coworkers feel important and valued
- Precise verbal and written communication skills, even under time constraint
- Capability to work quickly and efficiently
- Methodical, yet swift decision-making skills

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 \$56,750 to \$101,279.75 (salary grade ranges min-max)

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