

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Employee Benefits Underwriting Analyst

### These are the *fundamental* components of the job:

- Provide underwriting support to Benefit Consultants, Client Relationship Managers and Account Executives
- Develop knowledge in the fundamentals of Benefits underwriting, reporting, and consulting with Lawley's support
- Coordinate provision of financial analysis, clinical analysis and formulate underwriting, contribution and financial analysis reports
- Create client reporting package and deliver clear and concise reporting on a timely basis

### 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:

- At least three months of experience in a similar or related position; this is an entry level position with on-the-job training provided by Lawley
- Bachelor's degree in Math, Economics, Accounting, Business or related field
- Life Accident & Health and designations preferred or willingness to obtain
- Excel proficiency is a must! Experience with advanced Excel functions desired
- Additional Computers skills desired include Word, Outlook & PowerPoint
- Operational background with a strong ability to prioritize, plan and problem solve in a team environment
- Capability to work quickly and efficiently
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- 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 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)
- 3 weeks of PTO (prorated based on start date) AND a generous holiday schedule – available 1<sup>st</sup> 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 \$45,000.00 to \$72,737.50.

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