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# Example of Underwriter Trainee Job Description

Our growing company is searching for experienced candidates for the position of underwriter trainee. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for underwriter trainee

* Learns underwriting system and maintains current information within the system
* Complete Insurance courses and exams to earn designations such as CIC, AINS, CPCU
* Communicate the status of existing applications via email
* Orders and traces missing underwriting requirements including attending physician statements, medical tests results, consumer reports
* May answer questions, provide/verify information, price plan changes, rates, services, evaluate morbidity/mortality risks by coverage
* Recognizes problems, issues and improvement possibilities
* Learn to efficiently underwrite new surety submissions
* Become experienced in new market development
* Travel is required with frequent overnight stays
* Interaction with professional NASBP member agents other agents who do business with UFG

## Qualifications for underwriter trainee

* High school diploma, or GED, and four years related experience required
* Good working knowledge of Microsoft Office programmes
* Four-year college degree is strongly desired, with a major in Accounting, Business Administration, Finance or Economics preferred
* Actively engaged in additional industry and professional development and designations (AFSB, CPCU, MBA)
* Become experience in new market development
* Develop a solid following of existing broker and agency relationships within the assigned geographic region