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# Example of Underwriter Trainee Job Description

Our company is hiring for an underwriter trainee. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for underwriter trainee

* Reviewing applications for completeness, requesting appropriate underwriting requirements and documenting pertinent details
* Reviewing underwriting requirements
* Determining risk classification according to medical, financial, occupational and avocational hazards
* Determining product eligibility based on product guidelines
* Determining standard/substandard risks and eligibility
* Providing underwriting information via telephone
* Market awareness and presence
* In-depth knowledge of trends / patterns within Finance and Insurance sectors
* In-depth technical and product knowledge and understanding of products underwriting strategy
* In-depth knowledge of risk management and risk management solutions

## Qualifications for underwriter trainee

* Students expecting to graduate in May 2018 with a Bachelor’s Degree in desired majors including Risk Management & Insurance, Business, Economics, Finance, Accounting and Math or associated work experience through intern program
* Motivated individual with strong decision-making, analytical, and time management skills
* PC skills including MS Office
* Bachelor's degree and a minimum 0-3 years of business experience
* Must be able to travel to U.S. - Schaumburg, IL for 6-8 weeks of classroom training
* Bachelor’s degree and a final cumulative GPA at/above 3.0 on a 4.0 scale or 2 Performance reviews with an Underwriter Recommendation