



Example of Group Underwriter Job Description

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Our company is looking to fill the role of group underwriter. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for group underwriter

- Prepare internal memoranda for review and approval of new transactions
- Maintain detailed financial models
- Maintain all operational aspects of a transaction from deal initiation to close
- Responsible for the overall management of Group Life & Disability underwriting (5,000 or more lives) for National Accounts
- Mentors Regional Account underwriters and other staff members
- Evaluate an individual's medical history, physical condition and other pertinent information to determine if the level of risk is acceptable based on the Group Life underwriting rules by reviewing all underwriting forms and applicable eligibility provisions
- Determines type of information necessary to fulfill underwriting requirements
- Continue building knowledge of the underwriting and online workflow processes
- Continue professional development activities and coursework
- Provide guidance to less experienced underwriters and act as a subject matter expert as needed

Qualifications for group underwriter

- Proficient in Excel, Word, and Lotus Notes, and
- Experience in Finance, Banking and/or Lending
- Experience in both recourse and non-recourse lending preferred

- Able to work in a team environment, while interacting with multiple teams and multiple deals concurrently
- Familiarity with financial products available to financial institutions, including cash flow lending, bond issuance, secured recourse lending, non-recourse lending