



# Example of Group Underwriter Job Description

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Our innovative and growing company is hiring for a group underwriter. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for group underwriter

- Maintains and assists in the development of eligibility guidelines and manuals
- Evaluates business banking loan requests (\$2 - 30 million), using a thorough knowledge of loan policy, guidelines and procedures
- Analyzes and validates customer borrowing base reporting for formula based lines of credit
- Maintains tickler system for accurate tracking and reporting of borrower required reporting including financial statements, tax returns, covenants
- Monitors an assigned credit portfolio and completes annual reviews
- Reviews requests for quotes, develops and reviews bid specifications, benefit plan design features and financial alternatives for complex, fully insured cases alternative funding arrangements
- Participates in discussions and negotiates with sales reps on new and renewal business
- Reviews renewal policies for eligibility, new business to ensure that all policy documentation is in place, and decisions made by underwriting assistants to ensure long term profitability
- Determines acceptability of renewals utilizing loss control inspections, motor vehicle records, Dunn & Bradstreet reports, loss experience reports and underwriting filings
- Reviews and revises pricing and coverage to ensure premiums charged are commensurate with the exposure

## Qualifications for group underwriter

- Producing Group Life, Income Protection and Serious Illness new business quotations & reviewing existing schemes
- Maintaining a high level of service to brokers, field staff and other internal departments
- Proactive input into the development of the team's underwriting processes and standards
- Product development and working on analysis projects
- Supporting the sales team at broker meetings and new business presentations