



Example of Group Underwriter Job Description

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Our innovative and growing company is searching for experienced candidates for the position of group underwriter. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for group underwriter

- Examines loss notices, desirability of risk notices from claims and recommends appropriate action
- Assists rating technicians on rating decisions
- Coordinates with the processing manager the processing of non-renewal and conditional renewal notices within time frame as required of the Department of Insurance
- Actively engaged in key accounts within the team
- Within company guidelines, appraise and evaluate risk for cases 50-499 lives
- If applicable, with guidance, provide high risk decisions for business through brokers and Third Party Administrators (TPAs) by reviewing and analyzing the information on each risk
- May answer questions, provide/verify information, services, evaluate morbidity/mortality risks by coverage
- Conduct Risk Management review on PHA's to evaluate if this applicant is an appropriate risk based on Medical Underwriting Guidelines
- Within company guidelines, reviews and medically underwrites highly complex applications, requesting necessary information either by phone interview, or letter
- Provide technical and risk assessment direction to staff

Qualifications for group underwriter

- Be enthusiastic and ambitious
- Demonstrate flexibility to meet tight deadlines, when required
- Work in a systematic, methodical and orderly way
- Intermediate to advanced working knowledge of MS Excel is preferred