



# Example of Underwriting Analyst Job Description

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Our growing company is looking to fill the role of underwriting analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for underwriting analyst

- Carrying out analysis to understand underwriting performance
- Preparing results of analysis for key trading forums in order to gain support for your proposals
- Accurately performing risk assessment by reviewing medical records, medical questionnaires, claims information and/or prescription medication history
- Making sound underwriting decisions based on established criteria and/or medical judgment
- Effectively communicating with customers, agents and interdepartmental members regarding the underwriting process
- Maintaining quality documentation for all transactions related to the underwriting/risk assessment process
- Supporting other business processes including marketing, Policyholder Services, Medical Review, Claims, Compliance, stop/loss and new business
- Providing coaching and training to supporting areas
- Managing multiple assigned projects
- Work closely with Underwriting, Closing, Legal and Asset Mgmt

## Qualifications for underwriting analyst

- Information analyst duties, conduct analysis and make recommendations to business unit based on findings of analysis
- Data analyst duties, , help define business rules applicable to the development of the application

- Process flow and desk procedure development and documentation
- Development of business specification documentation