



# Example of Underwriting Analyst Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is hiring for an underwriting analyst. 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 underwriting analyst

- Analyze loss information and financial statements to facilitate quote development
- Assist senior underwriting staff with servicing and maintaining the complex book of business already in place
- Perform market-facing responsibilities while maintaining their book of business within the office
- Develop critical business relationships with brokers and clients
- Participate in various underwriting and marketing initiatives to improve company results and drive portfolio strategies
- Work with management, the Insured, its broker and outside counsel on contract terms and conditions, with the broker on premium
- Work with multinational partners to coordinate and place multinational programs
- Train and assist underwriters & agents on system, guidelines, and workflow
- Act as a key contact for specific agents for product knowledge, training, and development while managing and analyzing to ensure profitable growth for premium & loss ratio
- Perform detailed analysis to better understand key business drivers and areas for improvement

## Qualifications for underwriting analyst

- Proficiency in the use of current software and exposure to SAS/SQL, Oracle, or Teradata or clinical information systems and Microsoft Office including Visio
- Proven ability to conduct, interpret and communicate quantitative/qualitative analysis
- Ability to support formal training programs for system users
- Minimum five (5) years of analytical experience at KPNW
- Expertise in assigned business unit (service delivery, insurance, finance)