



Example of Underwriting Analyst Job Description

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Our innovative and growing company is searching for experienced candidates for the position of underwriting analyst. 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 underwriting analyst

- Maintain an understanding of loan processing regulatory rules
- Update department procedures
- Perform quality review for the department and provide feedback to team members
- Provide training to team members as necessary
- Review procedures to create efficiencies and ensure compliance
- Communicate with our FI partners via email and phone as necessary
- Provide feedback to other team members
- Assist in reviewing paperwork and/or applications for signatures, dates and other considerations to ensure that coverage may be issued
- May provide guidance and assistance to agents
- Refine and deliver monthly and quarterly reporting packages to President, Heads of Lines, and Office managers

Qualifications for underwriting analyst

- Minimum 4+ years commercial insurance experience with emphasis on analytic functions in underwriting, accounting or statistical disciplines
- Expertise of ISO / NCCI rating methodology
- 1 year business experience and/or recent internship(s)
- Duties and responsibilities directly impact accuracy, productivity, process efficiency, timeliness, and profitability of the business process

- Will be responsible for development in work allocation, knowledge sharing, and issue resolution