



Example of Underwriting Manager Job Description

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Our growing company is looking to fill the role of underwriting manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for underwriting manager

- You can demonstrate some experience of business change, project management and delivery, and business analysis, ideally from within numerical and/or analytical roles or functions
- You are an approachable and hands-on people person who understands and works with individuals and teams, creating an environment that brings out the best in people
- You enjoy seeing things through from start to finish, from the initial review right through to seeing your solutions developed and implemented
- You have good stakeholder management skills at all levels of the organisation, being clear how you deliver with and through others
- You think on your feet – you like to learn and can do so quickly
- You communicate clearly – you can explain what you do and what needs to happen, simply and clearly
- Work with underwriting team leads to establish specific individual performance plans, including specific productivity metrics
- Create a culture of innovation and continuous improvement by championing new processes, technologies and service initiatives
- Manage process of reviewing and responding to QA deficiency findings
- Partner with Operations Analytics to develop and execute on monitoring plan necessary to ensure that capacity distribution across regional and account-specific teams is aligned with incoming volumes

Qualifications for underwriting manager

- Computer literate (familiar with reporting tools)
- Minimum 6 years experience in leading and operating in a complex work environment such as GC and GI underwriting
- Domestic/International retail/wholesale process flow and routines
- Professional designation desired (CPCU, ARM)
- Advanced proficiency in underwriting