



Example of Underwriting Specialist Job Description

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Our growing company is searching for experienced candidates for the position of underwriting specialist. 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 specialist

- Assists the Ian H
- Work with Underwriting Manager & Underwriters to organize and prepare applications for underwriting
- Monitors website and on-line system
- Assists in the maintenance of Broker and Client Databases
- Works well with moderate guidance and supervision
- Timely and accurate review of applications and related documents including contracts, historical information, source systems, reference material, claims history gather all data necessary to assess risk against established underwriting guidelines and make sound decisions in determining coverage offerings and premium rating
- Directly accountable for producing expected underwriting results (premium rate and loss ratios) for carrier and Affinity's program's)
- Supports new business underwriting needs conserve existing business utilizing established methods to meet retention goals
- For risks or concerns outside of assigned underwriting authority, update the system and prepare necessary documentation for internal or carrier referrals and make appropriate recommendations
- Participate on calls with sales, brokers and/or customers in a professional manner

Qualifications for underwriting specialist

- Strong customer service and oral and written communication skills
- Minimum of 2-3 years of real estate experience, preferably in underwriting multifamily real estate loans
- Goal-oriented with the ability to solve problems
- Previous underwriting experience is not required, but some experience is preferred
- Environmental industry experience preferred, but not required