



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

- Maintain a database for both renewals and prospective accounts that monitors premium increases, persistency, closing ratios, and profitability
- Maintain expertise regarding the retrieval of claims, premium, enrollment, and other data from the BCBST's systems used in the development of group rates
- Liaison with other departments and divisions interacting with the underwriting and rating processes
- Develop, monitor, and maintain prospective and renewal rating formulas and tools for the commercial group segment
- Works with business users to understand requirements and translate them into technical specifications
- Provides technical leadership on assigned projects and discovery efforts
- Data entry working on various computer systems from correspondence
- Obtain information needed for underwriting decisions including deciding what needs to be referred back to the underwriter
- Write or call agents for additional or missing information
- Assist underwriters with information gathering and written correspondence

Qualifications for underwriting specialist

- 1-3 years working and underwriting Property & Casualty insurance
- Community Association knowledge a plus
- Strong written and verbal communication skills necessary to communicate in

- P & C license preferred - required within 6 months of hire
- P&C License preferred - required to obtain within six months of hire date