



Example of Underwriting Specialist Job Description

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Our innovative and growing company is looking for an 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

- Review incoming tasks and either complete them or forward to appropriate team member
- Assist with general questions from team and coworkers
- Possess strong analytical and math skills
- Proven to have accurate keyboard/calculator and professional phone skills
- Formulates decisions related to credit and collateral
- Trains on additional loan products and designations as directed by management
- Entry of statistical information and computing of premiums is required for all commercial lines of business using Company Rating systems to generate a legal contract for the insured
- Decide which files to refer back to the underwriter to review
- Handle overflow of incoming calls and assist when possible
- The primary goal is to produce quality technical assistance to insureds, agents and coworkers and to meet service standards

Qualifications for underwriting specialist

- Detailed understanding of credit underwriting systems Equifax, Experian, Call Credit, Transact SM
- Insurance qualifications is an advantage
- Underwriting and/or working experience in hospital is an advantage
- For office requirements

- Previous experience working within the Insurance Industry