



Example of Underwriting Supervisor Job Description

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Our innovative and growing company is hiring for an underwriting supervisor. 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 supervisor

- Be a hands-on working manager, may do the work of subordinates based on business need
- Coordinates the work activities of the unit, responsibility for day-to-day work and procedures
- Has responsibility for performance, development, and coaching of staff (i.e., hiring, firing, performance, salary increases)
- Will provide training to new members of the team/unit
- Supervises employees in the underwriting function of a business unit
- Foster cross-functional interdependent relationships to achieve business results
- Directs the day-to-day support operations of the support staff by establishing priorities, reviewing territory assignments, redirecting work when needed and assisting others with resolving problems in order to meet established operations service standard (e.g., Operational objectives, Billing instructions, Policy Writing Instructions, endorsements, submission clearance)
- Ensures that the unit develops and maintains effective business relationships with underwriters, internal partners and external clients
- Provides management with input on the development of policies, procedures and guidelines
- Perform team management, coaching, training and nurturing of our future leaders

Qualifications for underwriting supervisor

- Agency Management/Marketing
- Must have a 4 year college degree from an accredited college or university
- 30% Lead underwriting staff, including underwriters and associate underwriters, to meet territory and department objectives and positively impact organizational profitability through effective management of rate to risk
- 20% Project and vendor work with ROI/CBA knowledge/commitment
- Minimum of college degree or equivalent