



Example of Underwriting Supervisor Job Description

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Our company is growing rapidly and is looking to fill the role of underwriting supervisor. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for underwriting supervisor

- Work in conjunction with Sr
- Supervise and develop a high performing team of Surety Underwriting Assistants who are responsible for bond processing and verification activities general office support and administrative tasks that support Surety Underwriters and Bond Managers
- Supervise the day-to-day support operations of the Underwriting Assistants including the valuation and prioritization of work, redirecting work when needed, assigning tasks, and monitoring progress and quality of direct reports
- Ensure and monitor all support functions are performed within operational service, quality, and performance standards and provides management with continuous feedback regarding the status and quality of those functions
- Ensure team activities are compliant with regulatory requirements internal policies
- Perform the most complex bond processing transactions which may include assumed and ceded transactions and resolves complex reconciliation problems as necessary
- Drive consistency throughout the organization by ensuring processes and policies are followed
- Responsible for training support staff on processes/procedures multiple systems
- Provide input to overall process development, implementation and automation in conjunction with Surety Admin Managers, Operations, IT, and

- Provide management with input on the development of policies, procedures and guidelines including collaboration for process improvement efforts

Qualifications for underwriting supervisor

- Implement and continuously monitors the producer premium receivable collection process based on company procedures
- May require a high level of independent interaction with agents/brokers
- Surface more complex collection issues to the Zone Manager, CAS Manager, Bond Manager and/or designee, as policy specifies or requested
- Under the guidance of management, participates in the hiring, performance management and development of staff
- Prepares, analyzes, and distributes operational reports for management as directed
- 5 or more years of progressive work experience within Surety, preferably covering multiple product lines, or equivalent experience is expected