



Example of Underwriting Supervisor Job Description

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Our innovative and growing company is searching for experienced candidates for the position of underwriting supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for underwriting supervisor

- Works within the constraints of the department operating budget which provides for the attainment of agreed upon goals in accordance with approved plans
- Assists during hiring process, the development, evaluation, and (when necessary) the disciplining of subordinate personnel or makes recommendations in such matters, including discharging
- Assist with the development and implementation of an effective organizational structure for area(s) of responsibility, including
- Responsible for the provision of services for internal and external customers as it relates to the scope of Underwriting and to collaborate with partners when a broader scope is needed to successfully resolve pending issues or achieve any business need, goal, or objective
- Monitors and takes appropriate action as needed for results of external underwriting audits
- Participates in seminars, national meetings such as AAMGA, NAPSLO as relates to the personal lines or agriculture lines
- Monitors results and recommends action as needed for profitability of the agents' books of business or a particular product line
- Participates on committees and in programs for safety, fire prevention, disaster and so forth
- Remains abreast of developments in the field of (whatever the functional

interacting with peers, reviewing pertinent literature, Incorporates advancements when practicable and cost effective

- Reviews policy reformation, void, underwriting rule exception and payment plan exception requests, coordinates investigations and determines whether requests will be granted

Qualifications for underwriting supervisor

- Ability to get work done through others, analyze/solve problems, build relationships, and plan/assign/organize/evaluate work of staff members
- Possess superior leadership skills with the ability to delegate and get work done through others by planning, assigning, organizing, and evaluating the work of staff members
- Excels at building relationships with internal and external customers
- Can-do attitude with the willingness to step-in and do what it takes to get the job done
- 5-7 years of progressively more responsible experience in Underwriting
- Demonstrated leadership or supervisory skills