



# Example of Underwriting Supervisor Job Description

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Our company is growing rapidly and is hiring for an underwriting supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for underwriting supervisor

- Assumes duties of Underwriting manager when absent
- Prepares special reports and performs other duties as required by the Underwriting Manager
- Ensure applications are underwritten within an acceptable turnaround time
- Ensure that underwriting decisions are in compliance with the company underwriting guideline
- Ensure that all correspondences are sent out on timely basis
- Ensure that overdue pending applications are NTU in accordance to company guideline
- Building good customer service
- Partners with UW to direct the day to day activities of team by facilitating communication and establishing priorities, reviewing territory assignments, redirecting work when needed and assisting others with resolving problems in order to make improvements in the work or meet established operations service standard (e.g., Operational objectives, Billing instructions, Policy Writing Instructions, endorsements, submission clearance)
- Maintain compliance regulatory requirements internal policies, procedures and processing with all standards through process confirmations, regular reporting and follow up as appropriate
- Responsible for the acquisition, retention and development of Underwriting Assistant talent

## Qualifications for underwriting supervisor

- Advanced analytical and desktop application skills
- Committed to regulatory compliance
- Professional industry designations desired
- Call Center/Service Center experience is a plus
- Flood experience is a plus as well