



Example of Underwriting Supervisor Job Description

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Our growing company is searching for experienced candidates for the position of 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

- 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
- Operational objectives, Billing instructions, Policy Writing Instructions, endorsements, submission clearance)
- Partners with Underwriting 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)
- To perform risk selection process in order to ensure consistent risk selection accordance with the suitable terms and provisions applicable
- Play an active role in team productivity to ensure achievement of targeted levels of productivity
- To ensure comply with applicable regulations in PT AJMI (including AML/KYC and Privacy)
- To perform a good relationship with Regional Office and reinsurance partners
- To ensure compliance with applicable regulations in PT AJMI (including AML/KYC and privacy)
- Effective management all the projects, enhanced system and reports under

- Attend meetings and make minutes, decisions if needed for projects, product development

Qualifications for underwriting supervisor

- Working knowledge of computer software, word processing, spreadsheets
- Proficient computer skills in various software applications, including use of spreadsheets in numerous formats, word processing, electronic mail, and presentation
- An aptitude for math and statistical interpretation with proven analytical skills
- Strong judgement, decision-making, presentation, planning, and organizational skills
- Extensive product and distribution knowledge
- Experience working within a production environment