



Example of Underwriting Job Description

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Our innovative and growing company is looking for an underwriting. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for underwriting

- Act as a liaison between the Operations and Credit Policy units
- Maintain regular contact with various levels of management
- Monitor and analyze reporting, identify trends to measure quality, customer concerns and need for process improvements
- Provide input to Regional Executive, Ops VP, and Credit Risk for process improvements, system enhancements
- Identify and recommend necessary training enhancements to ensure investor guidelines are consistently met
- Proactively manage department's budget as it relates to cost per loan
- Underwriting Reports and MIS for Underwriting
- Evaluating risk acceptability based on driver quality, loss history, and overall business operations
- Identifying and communicating potential problems to lead underwriter(s)
- Communicating pricing decisions to agents and answer questions

Qualifications for underwriting

- Flexibility to work 1 and a half weekends on a 4 week rota
- Able to attend a one week training plan in Cardiff the end of July (all expenses paid)
- Customer focused, able to deliver exceptional customer services
- Computer skills to include Microsoft Word and Excel, Outlook and other

- P&C license preferred – required within 3 months of hire date