



# Example of Underwriting Job Description

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Our company is growing rapidly and is hiring 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

- Identifies/clarifies potential discrepancies in information to gain accurate understanding of dealers technical issue
- Enhance operational effectiveness by providing training to H-D dealers and internal stakeholders through selected in store visits, phone/fax, email, mail and online training
- Support inbound dealer questions and trouble shoot process/system related issues as they arise (Requires flexible schedule to match hours of operation within the dealer network)
- Reinforce sales initiatives within the dealer base
- Conduct outbound call campaigns in support of sales initiatives
- Is a resource for the Finance and Insurance staff to rely on for training and other related
- Completes data entry of all information from installment loan contracts into financial system
- Responsible for reviewing contract documentation for accuracy and compliance
- Administer verifications with external entities
- Responsible for document preparation, scanning and filing

## Qualifications for underwriting

- Must demonstrate strong analytical skills and decision-making ability in order

- Proven interpersonal skills, ability to present complex and sensitive issues to senior management and interact with other departments, vendors and clients in a professional manner
- Must demonstrate the ability to work independently, prioritize tasks and assignments in order to meet strict deadlines
- Proven team coaching skills
- Proven ability to identify risk patterns and actual risk of loan level issues being assessed
- Ability to establish and maintain effective work relationships both internal and external parties to support team, department, vendors and clients