



**Position Description**  
**Underwriter**  
**Position Location: Green Bay, WI**

**Reports to:**  
Underwriting Vice President

**Status:**  
Exempt Position

**Schedule:**  
8:00-4:30 CST Monday through Friday or as agreed upon with management; earliest start time is 7:30 am

40-45 hours with 5 day work week as regular schedule required

**Position Description:**

The employee in this role will be required to ensure the integrity of financial and medical underwriting activities and processes which impact the profitability of the carriers and specialty Trust business we service and promote the success of the overall risk management company. The employee will be responsible for individual, small group and stop loss health insurance and risk management business. The underwriter will be responsible for personal production and will oversee account pricing, underwriting, rate setting, and compliance for a client's block of business. The underwriter is expected to increase the technical knowledge of the junior underwriting staff along with performing quality audit review, training, and client relationship building. A medical background, coursework and ongoing medical training is required in this position and to maintain the integrity of the company and this position. They will represent the underwriting function in customer meetings and client/broker interactions when necessary.

**Qualifications and Essential Duties:**

- Strong knowledge of the underwriting discipline
- Record of sound financial and medical decision making
- Healthcare and product knowledge
- Medical knowledge and coursework required
- Ability to take and manage risk

- Ability to self-analyze work and look for ways to improve his/her own daily work processes; creative problem solving used in daily work; flexible and willing to adjust to changes in work environment and respond positively to change
- Demonstrate negotiation skills
- Ability to handle difficult situations diplomatically
- Underwrite and develop a block of health insurance business
- Achieve profit, growth, service, and expense objectives on assigned blocks of business
- Ability to increase technical knowledge of the underwriting staff along with performing quality audit reviews and train when appropriate
- Observe and analyze underwriting results and initiate required action with appropriate parties
- Work cooperatively with assigned staff to ensure consistent and efficient workflow
- Ability to effectively communicate and build a strong working relationship with SUS distribution and client programs.
- Miscellaneous tasks as assigned

**Position education and experience required:**

Four year degree in finance, business, or healthcare related field or equivalent work experience required. Two years health underwriting required. LOMA coursework required- FLMI designation preferred. AHIP coursework preferred- HIA designation preferred. Industry coursework can be obtained within first 24 months in position. Medical terminology and Advanced Medical Terminology are required with continuing annual medical education and insurance continuing education. Experience rating and large group experience preferred.

**Travel:**

This position may require travel on occasion with a commercial airline. This would average no more than two trips per year.

**Supervisory Responsibility:**

In the absence of supervisor or senior underwriter, assist with delegation of work to team members to meet corporate performance objectives. Oversee team activities when supervisor is unavailable, but does not hire, promote or make other personnel decisions.