

**JOB ANNOUNCEMENT**

**Posting Date:** 08/02/2023  
**Position:** Underwriter  
**Supervisor:** VP, Audit & Finance  
**Location:** Nashville, TN

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**Job Summary:**

The Underwriter performs technical and analytical underwriting responsibilities. Create and generate advanced queries and reports as directed or required by internal and external customers that will advance our sales, profitability, and retention goals.

**Primary Job Responsibilities:**

1. Develops an understanding of dental terminology, dental benefits, risk assessment, underwriting guidelines, contract language and the underwriting process and procedures.
2. Prepares underwriting proposal requests for new groups and coordinates with the sales representatives to gather all necessary information.
3. Coordinates the distribution of proposal information to sales representatives.
4. Creates advanced reports as requested by internal and external customers. Provides written or verbal analysis and/or explanation of findings.
5. Prepares monthly reports for clients (both internal and external and including Form 5500 data).
6. Interacts with sales representatives to suggest sales strategies that are supported by data.
7. Conducts comprehensive reviews of underwriting data and makes recommendations on changes to plans, products, and underwriting guidelines.

**Minimum Qualifications:**

Position requires a bachelor's degree in business; mathematics; or related field and two years' experience in finance; insurance; healthcare administration; or other related field. Will accept any suitable combination of education, training, or experience.

Position requires specialized training or experience in Microsoft Excel; Microsoft Access; or other report writing applications; attention to detail and accuracy; effective communication skills, quantitative analysis, and reporting.

Position requires adherence to department and corporate policies and procedures, serve internal and external customers and support the goal of other departments and the company.

## **Disclaimer**

*This description is intended to indicate the general responsibilities and level of work difficulty that will be required of positions given this title and should not be construed as declaring what the specific duties and responsibilities of any particular position should be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under their supervision. The use of a particular expression or illustration describing responsibilities shall not be held to exclude other responsibilities that are of similar kinds or levels of difficulty.*

**“We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.”**