



## **Job Description & Job Specification**

<b>Job Title: A.M. Underwriting</b>	<b>Team: N/A</b>
<b>Department: Underwriting</b>	<b>Location: Peshawar</b>
<b>Job Level: Experienced Professional</b>	<b>Nature of Job: Desk Job</b>
<b>Category: Full Time Employment</b>	<b>No. of Positions: 1</b>
<b>Gender Preference: No Preference</b>	<b>Remuneration: Market Competitive</b>

**Last Date to Apply: April 17, 2026**

### **Job Summary:**

We are seeking a detail-oriented and motivated Underwriter for our Peshawar Branch who will be responsible for assessing risk and efficiently manage insurance applications within assigned limits for various business classes including but not limited to fire, motor, marine, travel, miscellaneous. The underwriter shall also be responsible for gathering and analysing data, performing risk assessments, and ensuring compliance with company policies and regulatory standards.

### **Job Description:**

- Reviewing insurance applications for various classes of business e.g. motor, marine, fire, miscellaneous, travel etc. for completeness and accuracy.
- Evaluating the risk of insuring a person or an asset.
- Prepare and issue insurance quotes and policy documentation.
- Enter and maintain data in underwriting software.
- Monitor existing policies for changes in risk or compliance issues.
- Stay up to date on industry trends, regulatory requirements, and internal underwriting guidelines.

### **Job Specification:**

#### **Education Qualification:**

- Masters in Business Administration (Finance/ Insurance/Risk Management)

#### **Relevant Experience:**

- 2-3 years of experience in general insurance, risk assessment, or a similar field.

#### **Essential Skills:**

- Strong analytical and organizational skills.
- Attention to detail and ability to handle data accurately.
- Proficient in Microsoft Office (Excel, Word, Outlook).
- Excellent written and verbal communication skills.
- Ability to work both independently and as part of a team.

Interested candidates please drop your CVs at [teamhr@agico.com.pk](mailto:teamhr@agico.com.pk) by April 17, 2026. Please mention position title in email subject.

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