



PLUS Underwriting is looking for a **Data Entry Processor/ Specialty Insurance** to join our Team in downtown Vancouver.

We are looking for a candidate who will be responsible for handling our internal administration and processing of our specialty insurance lines. We are looking for someone who is team focused with an emphasis on service, speed, accuracy, and working in partnership with others.

Our vision is to blend traditional insurance delivery with technology for a modern approach. People + Technology.

This position is located in Downtown Vancouver

You are a success because:

- You are highly proficient with MS office
- You are detailed and look to fill-in gaps
- You are a self-starter/ self-motivated and you are results-driven
- You are driven by offering high levels of service and speed with accuracy

This role will offer you:

- Increase your insurance knowledge- You will be able to start and develop your insurance career!

Our Requirements:

- Strong computer skills
- Typing speed is critical
- Able to work effectively under pressure and able to deliver on deadlines
- Excellent organizational skills
- Aptitude to adapt to changes in the workplace positively