



Town of Gibsons

ICBC DRIVER SERVICES

Casual - ICBC Clerk I

At the Town of Gibsons, we are focused on creating the highest level of service excellence possible for our public. Our ICBC Team are the first point of contact for all your Autoplan and Driver Service needs. Currently, we have a need to establish a casual position to provide coverage for vacation and sick leave on an as needed basis.

DESIRED QUALIFICATIONS:

1. ICBC Online Introduction to Autoplan.
2. ICBC Autoplan Essentials Certificate and or Autoplan Basics for Brokers Certificate.
3. Must be able to communicate effectively, deal tactfully with the public, work competently under stress and work co-operatively with other employees.

The above is a synopsis of this position. Interested parties are encouraged to obtain and review the full job description. To view the job description visit our website at www.gibsons.ca

Please submit your resume and covering letter by 4:30 pm June 12, 2017 to:

Selina Williams, Corporate Officer
Town of Gibsons
PO Box 340, 474 South Fletcher Road
Gibsons, BC, V0N 1V0
Fax: 604-886-9735
slwilliams@gibsons.ca

The Town thanks all applicants for their interest, however, only those selected for interviews will be contacted.

P: 604-886-2274
F: 604-886-9735
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