



Town of Gibsons

ICBC Clerk I Casual

The Town of Gibsons has an opening in the ICBC Department for a casual ICBC Clerk I.

The ICBC Clerk I reports to the Director of Corporate Services and is responsible for performing all aspects relating to ICBC and Driver Services customer service and sales. The ICBC Clerk I will also maintain filing systems pertaining to ICBC, Driver Services reports, manuals and critical decal inventory. The ICBC Clerk I will have a strong understanding and experience in general office operations.

REQUIRED EDUCATION / TRAINING:

1. Completion of Grade 12 education or equivalent.
2. Completion of ICBC Autoplan Essentials course and/or Autoplan Basics for Brokers.
3. A minimum of 3 years experience with ICBC Insurance and Drivers Services.

DESIRED QUALIFICATIONS:

1. Ability to deal tactfully with the public, in person and on the telephone, in a courteous and helpful manner.
2. Must be able to work efficiently and effectively in a manner which results in the completion of essential tasks, on time.
3. Ability to communicate effectively, orally and in writing, with the public, supervisor and other staff members.
4. Ability to exercise initiative and judgement in carrying out duties with a minimum of supervision.
5. Strong understanding of and commitment to customer service and public relations.

The successful candidate will have a strong knowledge of ICBC insurance, be highly organized, be people oriented, and have the ability to work in a stressful environment with frequent interruptions.

The rate of pay for this position is currently \$26.72 per hour.

The above is a synopsis of the job requirements; a full job description is available online at <https://gibsons.ca/government/employment-opportunities/>.

Interested applicants should outline their abilities in writing by **4:30 pm, Friday, May 31, 2019**, and submit it to:

Human Resources
Town of Gibsons
474 South Fletcher Road
PO Box 340, Gibsons, BC V0N 1V0

Fax: 604.886.9735
Email: hr@gibsons.ca

Applicants should include resume and cover letter. The Town thanks all applicants for their interest, however, only those selected for interviews will be contacted.