

WE'RE HIRING!



ICBC Clerk

EMPLOYMENT STATUS: Casual

EMPLOYEE GROUP: Bargaining Unit

WAGE RATE: \$29.50 per hour (step 1)

POSTING DATE: February 14, 2024

CLOSING DATE: February 28, 2024

POSTING: P#2024-02

The Town of Gibsons has an immediate opening for an ICBC Clerk to join the team on a casual basis. Casual employees are scheduled to provide coverage during the absence of regular employees and to augment staff levels during peak periods.

Reporting to the Director of Corporate and Legislative Services, the ICBC Clerk is responsible for performing all aspects relating to ICBC and Driver Services including customer service and transactions. The ICBC Clerk will also maintain filing systems pertaining to ICBC, Driver Services reports and manuals.

The ideal candidate is an individual with strong knowledge of ICBC insurance and previous work experience with ICBC Insurance and Drivers Services. To be successful in this position, the incumbent must be highly organized, customer-oriented and have the ability to work in a fast-paced environment with frequent interruptions.

REQUIRED EDUCATION, QUALIFICATIONS AND EXPERIENCE

- Completion of Grade 12 education or equivalent.
- Completion of ICBC Autoplan Essentials course and/or Autoplan Basics for Brokers.
- A minimum of 3 years' experience with ICBC Insurance and Drivers Services.
- A satisfactory combination of education and experience may be considered.

SUMMARY OF KEY COMPETENCIES AND ABILITIES

- Ability to communicate effectively, orally and in writing, with the public, supervisor, and other staff members.
- Ability to exercise initiative and judgement in carrying out duties with minimum supervision.
- Strong understanding of and commitment to customer service and public relations.
- Ability to prioritize workload and meet project deadlines.
- Strong organizational and time management skills.

HOW TO APPLY

Interested candidates who meet the required qualifications for this role can submit their resume with cover letter via email to HR@gibsons.ca.