



WE'RE HIRING!

ICBC Clerk

EMPLOYMENT STATUS: Regular, Full-time (37.5 hours per week)

EMPLOYEE GROUP: Bargaining Unit

WAGE RATE: \$32.70 – \$34.77 per hour (2026 wage rate)

POSTING DATE: October 15, 2026

INTERNAL/EXTERNAL CLOSING DATE: October 31, 2026

POSTING: P#2026-11

The ICBC team at the Town of Gibsons is looking for the next superstar to join our team! We have a vacancy for a full-time Clerk position where you'll work directly with community members requiring ICBC and Driver's License services.

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 comfortable working in a dynamic environment with frequent interruptions.

ABOUT THE WORKPLACE

Located at the south end of the beautiful Sunshine Coast — just a short ferry ride from Vancouver — Gibsons is a picturesque seaside community of just under 5,000 residents. Known for its stunning views, active lifestyle, and commitment to sustainable practices, Gibsons has gained international recognition for its leadership in natural asset management. You can learn more about our [leadership in natural asset management here](#).

We offer a supportive and collaborative work culture, where team members are encouraged to learn, grow, and make a meaningful impact. Our new employee development program – *ELEVATE* – is designed to support individual growth, align team goals, and foster a culture of continuous improvement. Centered on employee success, *ELEVATE* strengthens our workforce and helps us build a high-performing, future-ready team.

Just one of the many reasons why the Town of Gibsons is a great place to work. Come join us!



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.
-

COMPENSATION AND BENEFITS

At the Town of Gibsons, we value transparency and consistency in how compensation decisions are made. Our established pay philosophy guides our wage and salary structures, supported by regular market reviews to ensure compensation is fair and aligned with the responsibilities of each role. By balancing market data, organizational needs and responsible stewardship of public resources, we take a considered approach to attracting and retaining talented employees.

Our Total Rewards program includes the base wage rate and Municipal Pension Plan contributions as well as a full range of 100% Employer paid benefits including medical, dental, vision, short & long-term disability, accidental death and dismemberment, and life insurance programs. We also offer an Employee and Family Assistance Program and travel insurance.

To support a healthy work-life-balance, the Town's personal leave program includes paid sick leave, vacation leave and family responsibility leave. Also offered is an Annual Health and Wellness Subsidy which supports employees in maintaining a healthy and active lifestyle.

HOW TO APPLY

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

The job description for this position, which includes further information about this position is available on the Town of Gibsons website at www.gibsons.ca/employment-opportunities.

Internal applicants are asked to notify their manager/supervisor prior to submitting an application.

The Town of Gibsons is committed to providing a safe, respectful and inclusive work environment for all. We believe in celebrating individuality and that a diverse team is a strong team. We welcome applications from all qualified candidates. If an accommodation is required during the recruitment and selection process, please contact HR@gibsons.ca for support.