



building trust. driving confidence.



We're driven to ensure the well-being of drivers. We're working to keep rates low and stable, providing hassle-free service, and proactively partnering to reduce crashes and loss.

**Claims Support Assistant
Prince George, BC
Full-Time Temporary (3 to 6 months)**

Position highlights

Are you a highly motivated, energetic individual? Do you have an administrative background and are looking for work-life balance?

If so, consider our temporary Office Assistant Prince George role. The Office Assistant performs a variety of administrative support functions such as (but not limited to): bill payment; reception; and typing.

Your responsibilities may include:

- Performing a variety of administrative support functions such as filing, paying bills and arranging meetings;
- Preparing and reviewing reports and documents for accuracy;
- Typing correspondence and memos;
- Maintaining and updating all statistical documents;
- Greeting customers and responding to enquiries in person and on the phone;
- Assisting in opening, maintaining and closing claim files.

Position requirements

Your qualifications will include:

- A minimum typing speed of 45 net words per minute with a 90% accuracy level;
- Strong customer service skills;
- Initiative and good judgment to be proactive and determine priorities;
- Ability to multi-task and to be flexible to adapt to changing work demands, volumes and schedules;
- Strong verbal and written communication skills.

Position information

Interested applicants are encouraged to apply as soon as possible.

As a valued member of the ICBC team, you'll thrive in a performance-driven environment that emphasizes employee leadership and accountability for delivering results. Anticipate a competitive salary, comprehensive benefits and a challenging work environment.

If you're ready to join a driven team, we'd love to hear from you. For full details on this and all other current positions visit www.icbc.com & select '**Apply For Temporary Assignments Today**'.

ICBC is a welcoming, equal opportunity employer, and invites applications from all qualified candidates.

