



## INTERNAL & EXTERNAL POSTING

### Front Desk Clerk; Maternity & Parental Leave

Financial Services Department

Bargaining Unit (Cupe Local 900) Position, Temporary Part-time

Posting #2026-04

The District of Clearwater is in the beautiful North Thompson Valley and just 90 minutes north of Kamloops, Clearwater is the gateway to Wells Gray Provincial Park; home to dozens of waterfalls, extensive hiking trails, and year-round outdoor recreation. With a small-town feel, strong community spirit, and affordable lifestyle, Clearwater offers a fantastic opportunity for professionals looking to build a rewarding career and enjoy the incredible natural beauty of British Columbia. Please visit our website [District of Clearwater](#) for further information.

We are pleased to offer an opportunity for a Front Desk Clerk position in our Finance department. This is a temporary part-time role to cover maternity and parental leave. The estimated term for this position is from June 2026 through to approximately October 2027.

The ideal candidate will have:

- Two years experience in an office environment;
- The ability to focus and pay attention to details while maintaining a high level of accuracy;
- Proven customer service skills;
- Demonstrated interpersonal, oral and written communication skills;
- Experience with ICBC and Motor Vehicle services is preferred;
- Working knowledge of regulation and procedures with the ICBC Policy center is an asset.

Completion of senior secondary school or equivalent is required and completion of Autoplan Essentials, Fraud detection and other ICBC would be preferred.

Reporting directly to the Director of Finance through the Supervisor of ICBC, DL and Customer service. This position is a member of the front-line customer service team, providing customer services support at the District. This role is also critical in delivering excellent customer service while assisting customers with obtaining ICBC Insurance, Drivers Licenses and other District services.

This position is part of the CUPE bargaining unit and offers an hourly rate of **\$30.16**. It is a **0.50 FTE** role, equivalent to approximately **17.5 hours per week**, with opportunities to work additional hours based on operational requirements.

Please note that this is an **in-office position**.

Qualified candidates are encouraged to apply by emailing a cover letter and resume to [hr@docbc.ca](mailto:hr@docbc.ca), quoting posting #2026-04 in the subject line with your name.

Thank you for your interest in this opportunity, only individuals selected for an interview will be contacted, the posting will be open until filled.