



4670 10<sup>th</sup> Avenue, P.O. Box 340, New Hazelton, British Columbia, V0J 2J0

Telephone (250) 842-6571 Fax (250) 842-6077 E-mail [info@newhazelton.ca](mailto:info@newhazelton.ca)

District of New Hazelton  
Employment Opportunity  
**ICBC CUSTOMER SERVICE REPRESENTATIVE/ADMINISTRATIVE CLERK**  
**Full Time Position**

The District of New Hazelton is seeking applications for a full time ICBC Customer Service Representative/Administration Clerk. Applications will be accepted and must be received by 4:00 pm, Friday, March 13, 2026.

**Duties and Responsibilities:**

- Reporting directly to the Chief Financial Officer, the CSR will be responsible for customer service relating to Motor Vehicle and Driver Licensing clients;
- Daily and weekly batching of ICBC and Driver Licensing transactions;
- Bank deposits;
- Front Counter customer service for municipal clients;
- Must be willing to complete appropriate ICBC and Driver Licensing CSR training;
- Willing to learn administrative work related to municipal government; and
- Other duties as may be assigned by the Chief Financial Officer or Chief Administrative Officer

**Qualifications:**

- Excellent customer service experience;
- Proven ability to work in a multi-tasking environment;
- Confidentiality;
- Excellent computer program knowledge including:
  - Microsoft Word;
  - Microsoft Excel;
  - Publisher; and
- Interest in increasing knowledge of local government

**Compensation:**

- The starting salary \$27.83/hour, with opportunities for increases in the future;
- Municipal Pension & Benefits Plan; and
- Not eligible for municipal pension or benefits plan during three (3) month probationary period.

Please email, fax, mail, or drop off a resume, cover letter, and at least two references to:

Wendy Hunt  
Chief Administrative Officer  
District of New Hazelton  
PO Box 340 or couriered:  
4670 10<sup>th</sup> Avenue  
New Hazelton BC, V0J 2J0  
[whunt@newhazelton.ca](mailto:whunt@newhazelton.ca)  
Fax: 250-842-6077

The District thanks all applicants for their interest, however will only be contacting those who are short listed for the position.