

Insurance & Risk Administrator Full-Time

Campbell River Region
Campbell River

Monday September 14, 2026

\$26 - \$30/ hour (\$51,200.00 to \$64,000.00 per annum)

Company: Broadstreet Properties Ltd

Website: <https://www.broadstreet.ca/careers>

Industry: Finance & Banking

Remote/Camp Based Job: No

How to apply:

Please apply directly at: <https://www.broadstreet.ca/careers/insurance-and-risk-administrator-campbell-river6>

Expiry Date:

Monday, September 28, 2026

Details:

The Insurance & Risk Administrator will support the Insurance and Risk Team by overseeing an operational risk management framework. This role will introduce the successful candidate to the world of insurance and risk management. The successful candidate will assist in processing insurance claims, creating reports, and providing administrative assistance. The ideal candidate is a self-starter with strong attention to detail who thrives in a fast-paced environment. Your contributions to the team include:

- Assisting in collecting internal claims data and providing updates to key risk stakeholders
- Assisting in performing risk management audits with the guidance of the Risk Manager
- Monitor the incident management system to assist with operational incidents and risks.
- Tracking tenant insurance information for internal stakeholders.
- Prepare claims information for weekly inter-department meetings
- Track policy progress for various insurance products with respective insurance partners
- Assist in preparing Monthly & Quarterly meetings for Senior Management
- Assisting with the auditing of work orders for accuracy
- Monitor active claim files and follow up with key stakeholders for documentation as needed
- Work with insurance brokers to create certificates of insurance
- Provide premium and financial information to the finance department when needed

What we offer: Employees enjoy a wide range of benefits and competitive reward. You will be eligible to receive salary range of \$51,200.00 to \$64,000.00 per annum, this will be determined by your skill set, education and experience. You will also be eligible to participate in the Company's benefits program covering:

- Employer paid extended health, vision, and dental coverage (including family)
- Employee and Family Assistance Program
-

Employee Referral Program • Yearly health and wellness benefit • RPP eligibility after 1 year • Employee recognition program • In-house professional development opportunities

Why Broadstreet? Broadstreet Properties Ltd. is a family owned and operated property management company, partnered with Seymour Pacific Developments, that manage multi-family residential communities. We are a growing organization made up of diverse team members who are motivated to continuously innovate our approach to asset management. We consider employee wellbeing a priority and are dedicated to protecting the health and safety of our teams while ensuring a workplace that is respectful of everyone. Broadstreet Properties Ltd. practices equal opportunity hiring and onboarding processes to ensure equal access and participation for everyone. We understand that we have a responsibility for ensuring a safe, dignified, and welcoming environment and we are committed to creating an inclusive environment for all employees irrespective of race, colour, religion, sexual orientation, gender identity, or any other status protected by law. We believe in integrating people with disabilities into our workforce by removing barriers and meeting accessibility needs.

Qualifications & Experience:

What you need to be successful:

- Passion to learn about the insurance industry
- Prior experience within the insurance industry as an asset
- Willing to obtain CIP designation
- Understanding of property, liability, and automobile insurance.
- Strong analytical, problem-solving and decision-making abilities
- Proficient with MS Office Suite and ERP systems
- Strong analytical skills
- Strong customer service, communication skills, and relationship-building skills
- Strong organizational and time management skills
- Self-driven and highly motivated
- Able to work in a fast-paced environment
