



Phone Receptionist/Data Entry Clerk

Full-Time

Campbell River Region
Campbell River

Wednesday October 14, 2026

Minimum wage - \$ 20/ hour (\$20 - \$22 per hour)

Company: Forward Insurance Managers Ltd

Industry: Management/ Administration

How to apply:

Send your resume to careers@forwardinsurance.ca Please note that only those chosen for an interview will be contacted.

Expiry Date:

Wednesday, October 28, 2026

Details:

Forward Insurance Managers Ltd. is a growing InsurTech Managing General Agency (MGA) licensed across Canada and distributes property & casualty insurance products through brokerage partners. Our vision is to blend traditional insurance delivery with technology for a modern approach. People + Technology. If you're interested in developing an insurance career, we may be the right fit for you. This is an in-office role based out of Campbell River, British Columbia. Responsibilities:

- Reception - answering phones/operating switchboard, asking key questions to direct calls to the correct person, taking and distributing messages with a positive upbeat attitude.
- Data entry / administrative tasks with attention to detail and accuracy.
- Achieve performance targets.
- Promote and model Forward culture, values and brand promise.
- Other duties as required. Bonus if you also have...

Knowledge of insurance (also a great position if you're interested in joining and learning about the insurance industry). *Actual pay may be below or above range based on candidates' knowledge, skills, and level of ability relative to expectations for the role applied to. Candidates with salary expectations outside of the range are encouraged to apply.

Qualifications & Experience:

Requirements:

- Clear, friendly and professional interpersonal communication.
- Strong computer skills including high proficiency with MS office. Typing speed and accuracy.
- Strong written and verbal English communication skills.
- Excellent organizational skills and the ability to multitask.
- Able to work effectively under pressure and deliver on deadlines.
- Aptitude to adapt to changes in the workplace positively.
