Phone Receptionist/Data Entry Clerk
Full-Time

Campbell River Region
Campbell River

Thursday November 19, 2026

$21 - $25/ hour ($20 - $22 per hour)

Company: Forward Insurance Managers Ltd

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

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

Expiry Date:

Thursday, December 03, 2026

Details:

Forward Insurance Managers Ltd. is looking for a full-time Receptionist/Data Entry Clerk to join our team in Campbell River. 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.

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. Bonus if you also have… · Knowledge of insurance (also a great position if you're interested in joining and learning about the insurance industry).
