Advisor, Auto Insurance
Full-Time

Comox Valley
Courtenay

Monday November 23, 2026

$21 - $25/ hour

Company: Navacord

Website: https://www.navacord.com/en/global/careers

Industry: Retail & Wholesale

Remote/Camp Based Job: No

How to apply:

Qualified candidates are invited to email a copy of their resume and cover letter to bc.careers@navacord.com. Please include the job title and location in the subject line.

Expiry Date:

Monday, December 07, 2026

Details:

As an Advisor, Auto Insurance, you will play a key role in our team of dedicated insurance professionals, delivering personalized services and experiences to clients at our branches. This role offers the opportunity to leverage your customer service skills and auto insurance expertise to understand each client’s specific needs, create tailored insurance solutions, and leave a remarkable first impression with every interaction. This is an in-office role at our Courtenay branch location. RESPONSIBILITIES: Insurance Processing & Administration -Process renewals, endorsements, and cancellations for ICBC and optional in-house auto insurance with meticulous attention to detail. -Assess product terms, conditions, coverages, limits, and exclusions, utilizing your expertise to provide clients with tailored insurance solutions. -Utilize in-house CRM systems to maintain accurate client information and insurance policy details, ensuring the highest standards of accuracy and confidentiality. -Oversee the distribution of plates, permits, and debit/credit receipts, ensuring meticulous record-keeping and precise accounting. -Continuously develop and sustain a strong working knowledge of ICBC products, private auto insurance manuals, best practices, standards, and systems. -Maintain high processing standards for storage, retrieval, and confidentiality of clients' information, ensuring accuracy and protection. client engagement Client Engagement -Engage with both new and returning clients through consultative in-person or phone interactions, driven by a deep passion for understanding their needs and building lasting trust. -Conduct thorough reviews of clients' current coverage, offering educated recommendations of Navacord's relevant products

and services to ensure comprehensive protection. Sales -Meet and exceed sales, business-building, and retention targets, employing strong sales techniques while upholding Navacord's values and standards. -Process payments and follow up on outstanding balances, demonstrating a commitment to exceptional customer care and financial accuracy. Individuals working out of a branch with ICBC Driver’s Licensing will be required to perform ICBC licensing duties such as manage bookings, scheduling exams, identification and documentation, and other administrative responsibilities, as necessary. Additional duties and responsibilities may be added during the course of employment.

Qualifications & Experience:

-Level 1 license Preferred OR willingness to train, study, and take the necessary exams and courses to obtain a Level 1 General Insurance license with the Insurance Council of BC. -Experience in the insurance industry within BC or other provinces and territories is an asset. -Refined interpersonal and communication skills, with the ability to connect deeply with clients and foster trust, driven by a passion for delivering exceptional experiences. -Excellent written and verbal communication skills, ensuring clear, concise interactions with clients and colleagues. -Previous sales experience is highly valued, highlighting your ability to meet goals and deadlines while delivering outstanding customer service with a resourceful approach.
