



Career Opportunity

FCNB is a leader in integrated financial and consumer services regulation. FCNB's mandate is to protect consumers and enhance public confidence in the financial and consumer marketplace through the provision of regulatory and educational services. With offices in both Fredericton and Saint John, it is responsible for the administration and enforcement of provincial legislation regulating mortgage brokers, payday lenders, real estate, securities, insurance, pensions, credit unions, trust and loan companies, co-operatives, and a wide range of consumer legislation. FCNB is an independent Crown corporation funded by the regulatory fees and assessments paid by its regulated sectors.

We offer opportunities for dedicated professionals to play a vital role in carrying out our mandate.

Records Management Coordinator

We are seeking a self-motivated, enthusiastic individual to ensure the on-going maintenance of the information management program at FCNB. This position will be responsible for maintaining the information management (IM) program at the Financial and Consumer Services Commission (FCNB) so that it complies with all relevant legislation and is aligned with organizational goals and best practices.

You will be part of the IT and Regulatory Informatics division, reporting directly to the Manager, Data Systems and Chief Information Security Officer. Your responsibilities will include:

- assisting all employees with filing, organizing and searching for records
- collecting and inventorying records for transfer to offsite storage or destruction, and digitizing paper records as needed
- providing training to employees on IM processes and tools
- supporting the ITRI division in its day-to-day tasks
- liaising with information management professionals on issues of best practice to ensure the FCNB's IM program remains relevant and up-to-date.

Your qualifications include:

- Post-secondary education related to records management or office administration;
- 3-5 years of experience in a related field;
- Advanced proficiency using Microsoft Windows and the Microsoft Office Suite (essential);
- Coursework related to other software or records management / IT topics considered an asset;
- Comfort with technology and aptitude for learning;
- Ability to work independently and produce work that is accurate and organized;
- Ability to work with a team;
- Excellent spoken and written communication skills, bilingualism considered an asset.

The Financial and Consumer Services Commission offers a competitive salary and benefit package as well as excellent opportunities for personal growth and challenge. If you are interested in being a key part of this team, please forward your résumé and covering letter to:

Financial and Consumer Services Commission

ATTN: Human Resources Officer

Email: Information@fcnb.ca

For more information about this position please visit our website at www.fcnb.ca or call the Human Resources Officer at (506) 643-7858.