



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.

Executive Assistant – Saint John office

We are seeking an dedicated professional to act as the Executive Assistant in the CEO's office at our Saint John location of the Commission. This position will be responsible for providing senior administrative support to the Chief Executive Officer and Chair of the Commission and provides some office management support for the organization.

The successful incumbent will provide support to the Chief Executive Officer (CEO) and ensure that the CEO has the materials and is properly briefed and prepared for various meetings by; organizing the CEO's calendar, scheduling appointments, coordinating meeting arrangements and resolving any scheduling conflicts. This position reports directly to the Chief Executive Officer and provides similar support to the Chair of the Commission.

Key job functions include:

- Take/organize and distribute minutes of various meetings,
- Prepare, edit and proof-read documents,
- Arrange all travel and conference registrations and prepare related expense reports,
- Finalize monthly workplans and quarterly dashboards,
- Maintain the Office of the CEO filing systems, both paper and electronic and create files/records as required,
- Provide senior administrative support to members of the Saint John Executive Committee,
- Assign and track employee security access cards and alarm codes,
- Provide support related to procurement of office supplies and furniture.

You will be expected to gain an understanding of the operations of the organization so as to provide executive support to the CEO as required.

Your qualifications include excellent verbal and written communication skills in both official languages, extensive computer experience and strong research skills. You have a strong attention to detail and are able to work independently as well as in a team environment.

Other qualifications include:

- Completed post-secondary specialized administrative assistant training,
- 5+ years' experience as an administrative assistant; with 2 - 3 years' experience as executive assistant to senior or executive level management,
- Exceptional organizational skills and initiative,
- Ability set priorities as well as to anticipate demands,
- Knowledge of the securities/financial industry and its regulatory framework is an asset but not required.

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 before 1 July 2022 to:

Financial and Consumer Services Commission
ATTN: Human Resources Officer
Email: info@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.