



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.

Licensing Officer – Fredericton office

We are seeking a dedicated professional to act as a Licensing Officer in the Insurance Division at our Fredericton location of the Commission. The Division licenses individuals who work in the insurance industry and is responsible for reviewing and processing license applications as well as other assigned licensing duties such as correspondence with clients, maintaining daily statistics, filing, mail-outs and providing customer service through incoming calls, e-mails and walk-in customers. You will liaise with clients within the insurance industry and maintain client information in the Insurance licensing system. The position is also responsible for sharing various administrative duties in the Division as assigned, including providing back-up coverage for the main receptionist. This position reports to the Deputy Director, Licensing.

Your qualifications include excellent written and oral communication skills, extensive computer experience and superior organizational skills. You have strong attention to detail and can work independently as well as in a team environment.

Other qualifications include:

- Completion of a post-secondary specialized administrative assistant training,
- 3+ years of experience in an administrative role or a combination of related training and experience,
- Demonstrated experience working in a position with similar responsibilities,
- Exceptional records management skills,
- Ability to set priorities as well as to anticipate demands,
- Written and spoken competence in both official languages is required,
- An understanding of legal terminology and knowledge of Acts, Regulation and government office procedures would be a definite asset.

The Financial and Consumer Services Commission offers a competitive salary 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.