



Career Opportunity

The Financial and Consumer Services Commission (the Commission or 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, cooperatives, 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. The Commission operates under the direction of Commission members who act as the board of directors.

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

Senior Administrative Support Officer, Corporate Secretary Office – Saint John

We are seeking a dedicated professional to act as a Senior Administrative Support Officer in the Corporate Secretary's office at our Saint John location.

The position will have the following key job functions:

- Assist the Corporate Secretary in the coordination and administration of key facets of Commission, standing committees of the Commission, and New Brunswick Credit Union Deposit Insurance Corporation (NBCUDIC) meetings,
- Assist the Corporate Secretary in the coordination of various board-related activities and events, including orientation programs and group education sessions for members,
- Assist members with their Commission-related functions,
- Ensure effective corporate governance by providing support and advice to the Corporate Secretary in carrying out duties relating to the effective governance and performance of the board and the Commission, as well as information on governance best practices.

This position reports to the Corporate Secretary and Senior Legal Counsel.

Required qualifications:

- Completion of a post-secondary specialized administrative assistant training,
- 5+ years experience as an administrative assistant or a combination of related training and experience,
- Excellent communication skills in both official languages,
- Ability to organize tasks, set priorities and pay attention to detail,
- Ability to coordinate various board activities and events,
- Ability to work in a team environment as well as to work independently,
- Superior organization and research skills,
- Sound judgment and tact,
- Discretion with confidential information,
- Proficiency with word processing and spreadsheet,
- Knowledge of corporate governance principles would be an asset,
- Knowledge of government office procedures would be an asset,
- Knowledge of records management concepts, guidelines and procedures would be an asset.

If you are interested in being a key part of this team, please forward your résumé and covering letter before 11 July 2022 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.