



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.

Senior Administrative Support Officer

We have an opportunity for a Senior Administrative Support Officer in the Legal Services division of the Commission. The successful candidate will provide administrative, procurement and policy support services to the legal counsel staff within the division.

This position reports directly to the Director, Legal Services.

Key responsibilities include:

- Senior Administrative Support
 - Assists with legal intake requests, contract management, Right to Information Requests, and divisional records management,
 - Provides general administrative support for the division.
- Procurement Support
 - Ensures that the Commission's policy related documents remain current,
 - Coordinates the legal and financial review of procurement requests for goods and services,
 - Ensures compliance with procurement policies, directives and procedures.
- Corporate Policy Support
 - Manages the planning, development, implementation and maintenance of the corporate policy framework.

Your qualifications include excellent verbal and written communication skills, extensive computer experience with high proficiency in word processing, spreadsheet and presentation software. You have a strong attention to detail and are able to work independently as well as in a team environment.

Other qualifications include:

- Completion of a post-secondary specialized administrative assistant training program,
- Minimum 5 years experience as an administrative assistant in a law firm or legal department or a combination of related training and experience,
- Ability to organize tasks and set priorities,
- Superior organization and research skills,
- A knowledge of government office procedures would be helpful as well as exposure to contract management,
- Knowledge of legal terminology and legal document formats would be an asset,
- Bilingualism (French and English) would be an asset,
- Knowledge of records management concepts, guidelines and procedures would be 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 before 18 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.