



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.

Administrative Support Officer – Fredericton office

We are seeking a motivated administrative professional who will provide administrative support services to the Financial Institutions Division at our Fredericton location. The primary responsibilities of this position will be to provide support to divisional staff by being the first point of contact for enquiries related to co-operatives, credit unions and loans and trusts. This position reports directly to the Senior Compliance Officer.

Other key job functions include:

- Create dashboards, tables and charts to accurately track important regulatory information,
- Prepare, edit, proof-read and format various documents (examination and inspection reports),
- Request and track requests sent for annual return documents,
- Work with internal accounting group to take payments for license renewals,
- Maintain the divisions filing systems, both paper and electronic and create files/records as required,
- Attend and take minutes of various meetings,
- Provide administrative support to members of the Financial Institutions division,
- Provide limited Reception responsibilities.

Your qualifications include excellent verbal and written communication skills in both official languages, extensive computer experience and superior organization skills.

Other qualifications include:

- Completed post-secondary (NBCC, University or other) specialized administrative assistant training,
- 3+ years experience as an administrative assistant, or a combination of related training and experience;
- Excellent attention to detail and requires a person to be able to work under pressure to meet deadlines,
- Professionalism, the ability to communicate politely, concisely, and efficiently,
- Knowledge of government office procedures would be an asset,
- Problem solving skills,

- Knowledge of records management concepts,
- Must be self-motivated, have strong organizational skills, and an ability to prioritize competing deadlines,
- Demonstrate experience working in a position with similar responsibilities in both official languages.

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.