



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 Licensing Officer – Fredericton office

We are seeking a dedicated professional to fill a **12-month contract position** to act as a Senior Licensing Officer in the Insurance Division at our Fredericton location of the Commission. The Division licenses individuals who work in the insurance industry. This position is responsible for processing new applications and renewals for applicants and existing licensees in a timely manner, and addressing any inquiries made by licensees, intermediaries and consumers. The goal of all interactions is to provide excellent client service while maintaining the interest of consumer protection. The Senior Licensing Officer also acts as an internal resource for the team to assist with more complex applications and takes on additional responsibilities as directed by management. The position reports to the Deputy Director, Licensing.

This role also provides support related to general administrative functions including:

- Coordinating and administering the Life Licence Qualification Program provincial exam;
- Overseeing the issuance of Insurer licences, and corresponding with company contacts to ensure any updates to Insurer licences are processed;
- Coordinating mail-outs for Insurance Division;
- Providing customer service for incoming calls, email inquiries, and walk-in customers;
- Preparing, proofreading, distribution and tracking of various correspondence;
- Participating or assisting with any special requests or projects related to Insurance Licensing.

Your qualifications include excellent 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,
- 5+ years of experience as an administrative assistant or a combination of related training and experience,
- High proficiency with word processing, spreadsheet and presentation software products,
- 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 an asset,
- 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.