



## 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.

### Receptionist and Administrative Support Officer – Fredericton office

We are seeking a dedicated professional who will act as a Receptionist and provide administrative and clerical support services to the Commission and Division's in our Fredericton location. The primary responsibilities of this position will be to provide reception support to all Divisions within the Commission. Other administrative duties may include, organization of office business centres, preparing meeting rooms for Board and general staff meetings and follow up on any office maintenance issues. This position reports directly to the Senior Compliance Officer in the Financial Institutions division.

You are a motivated, enthusiastic and energetic individual who enjoys working in a team environment but is not afraid to take on responsibility when needed. You understand and embrace computer technology and use it well.

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

Other qualifications include:

- Post-secondary specialized administrative assistant training or relevant community college program;
- Previous experience in a receptionist or administrative assistant role or a combination of related training and experience;
- Strong attention to detail;
- Ability to organize tasks and set priorities;
- Ability to work independently as well as in a team environment;
- Knowledge of records management concepts, guidelines and procedures would be an asset;
- Knowledge of government office procedures would be an asset.

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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 November 22, 2021 to:

**Financial and Consumer Services Commission**  
**ATTN: Human Resources Officer**  
**Email: [Information@fcnb.ca](mailto:Information@fcnb.ca)**

For more information about this position please visit our website at [www.fcnb.ca](http://www.fcnb.ca) or call the Human Resources Officer at (506) 643-7858.