



## Career Opportunity

The Financial and Consumer Services Commission (FCNB) is the regulator for insurance, consumer affairs, credit unions, co-operatives, loans and trust companies, pensions and securities. Consumers have one regulator responsible to assist them with their financial protection and a source of information that promotes understanding of financial decisions and how to be an informed consumer. The FCNB is an independent crown corporation funded by the regulatory fees paid by industry.

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

### **Administrative Support Officer – Fredericton office**

We are seeking an 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 coordinating translation requests, preparing NBCUDIC (New Brunswick Credit Union Deposit Insurance Corporation) board packages as well as arranging logistics of board meetings. Other duties include proofreading and formatting of documents in both official languages; organizing and maintaining divisional records, preparing daily deposits and monthly reports. This position is designated as the back-up for the Receptionist, when required. This position reports directly to the Director of Financial Institutions.

Your qualifications include excellent verbal and written communication skills in both official languages, extensive computer experience and superior organization skills. You have a strong attention to detail and are able to work independently as well as in a team environment.

Other qualifications include:

- Completed post-secondary specialized administrative assistant training or two years university;
- 3 - 5 years experience as an administrative assistant, or a combination of related training and experience;
- Ability to prioritize competing deadlines at all times;
- Advanced Excel skills;
- Superior organization and research skills;
- 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 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](http://www.fcnb.ca) or call the Human Resources Officer at (506) 643-7858.