



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.

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 include office supply ordering, 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 Financial Analyst within the Pensions and Insurance 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 and research skills.

Other qualifications include:

- Post-secondary specialized administrative assistant training or two years university;
- 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.

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 by 11 February 2019 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.