



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.

Licensing Officer – Fredericton office

We are seeking a dedicated professional to act as a Licensing Officer in the Consumer Affairs Division at our Fredericton location of the Commission. You will be responsible for providing information and delivering services to consumers and businesses, including approving and issuing new and renewal licenses and registrations, under the different pieces of legislation. You will prepare and send correspondence for renewal notices; answer incoming telephone calls and respond to or redirect e-mail and telephone inquiries relating to licensed activities. You will share responsibility for providing back-up duties for the main receptionist. This position reports to the Deputy Director of Licensing for Consumer Affairs.

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

Knowledge of government office procedures would be an asset as well as knowledge of Acts and Regulations.

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;
- Demonstrated experience working in a position with similar responsibilities in both official languages;
- Ability to set priorities as well as to anticipate demands;
- Professionalism and the ability to communicate concisely and efficiently;
- An understanding of legal terminology would be a definite 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 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.