



## 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.

### **Executive Assistant – Saint John office**

We are seeking an dedicated professional to act as the Executive Assistant in the CEO's office at our Saint John location of the Commission. This position will be responsible for providing senior administrative support to the Chief Executive Officer and Chair of the Commission and provides some office management support for the organization.

You will provide senior administrative support to the Chief Executive Officer (CEO) by ensuring that the CEO has the materials and is properly briefed and prepared for meetings; organize the CEO's calendar, schedule appointments, coordinate arrangements and resolve any scheduling conflicts. You will also take/organize and distribute minutes of various meetings as well as edit and proof documents, arrange travel and prepare expense reports and carry out other administrative tasks for the CEO. You will maintain the Office of the CEO filing systems, both paper and electronic and create files/records as required. You will be expected to gain an understanding of the operations of the organization so as to provide executive support to the CEO as required. This position reports directly to the Chief Executive Officer. You will provide similar support to the Chair of the Commission.

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.

Other qualifications include:

- 5-7 years' experience as an administrative assistant; with 2 - 3 years' experience as executive assistant to senior or executive level management;
- Completed post-secondary specialized administrative assistant training or two years university;
- Exceptional organizational skills and initiative;
- Ability set priorities as well as to anticipate demands;
- Ability to work independently and in a team environment;
- Extensive computer experience;
- Knowledge of the securities/financial industry and its regulatory framework is an asset but not required.

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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](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.