Administrative Assistant

Requisition	R0000186647
Employer	RBC Dominion Securities Inc.
Canadian locations	Toronto (Ontario, Canada)
Primary address	600 QUEENS PLATE DR, TORONTO, ON M9W 0A4, Canada
Posted	September 15, 2026
Date in the description	September 1, 2026
Posted deadline	December 31, 2026
Last day to apply	December 30, 2026
Business area	WEALTH MANAGEMENT
Employment status	Regular
Work schedule	Full time · 37.5 h per week
Pay type	Salaried

The position

RBC Dominion Securities is the first investment and wealth management company to offer comprehensive services. We are committed to helping our clients succeed financially through a personalized approach that leverages all of RBC Wealth Management's resources.

We are looking for a resourceful, empathetic and collaborative individual to join our leading wealth management firm as an Administrative Assistant. By providing ongoing, exceptional service and support to our clients and our Advisor team, you will help our team deepen existing relationships and welcome new clients to the firm. Offering efficient internal support, you will be invaluable in ensuring the Advisory team functions fluidly and that each member receives the assistance they need to perform at their best.

Responsibilities

Provide administrative support and coordination activities to a team of people Apply full work and policy/practice experience and professional knowledge to perform a combination of routine and various administrative/operational tasks.

- Answering telephone, taking messages and answering routine questions.
- Maintain the vacation schedule and calendar of staff locations.
- Maintaining master copies of organizational policy and procedure manuals and keeping them up-to-date.
- Typing and distributing memos, meeting minutes and presentations for staff.

Qualifications

Requirements

- Strong skills in working with various business applications/technologies
- High level of time management and organizational skills
- Demonstrated skills to provide world-class customer service that will prove professional, warm and friendly to our customers
- Exceptional verbal and written communication

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Assets

- Nice to Have: Canadian Investment Regulatory Exam, CIRE, CSC, CPH or WME
- Knowledge of RBC Dominion Securities Systems and Procedures
- Experience in the securities sector is an asset

Pay and benefits

We thrive on the challenge to be our best, to think progressively to keep growing, and to work together to deliver trusted advice that will ultimately help our clients thrive and communities prosper. We care about each other and collectively work hard to reach our potential, make a difference to our communities, and

achieve success that is mutual. You will also benefit from

- A total compensation program with competitive pay, bonuses and flexible benefits, plus commissions and stock where applicable.
- Managers who coach employees and help them find opportunities to develop.
- An opportunity to make a difference and have a lasting impact on the lives of others
- The chance to work in a dynamic, collaborative, progressive and efficient team
- A world-class financial services training programme

RBC is presently inviting candidates to apply for future vacancies. Applying to this posting allows you to express your interest in future career opportunities at RBC. Qualified applicants may be contacted to review their resume in more detail.

Job Skills

Client Service, Data Input, Data Collection Analysis, Office Tools, Group Problem Solving, Interpersonal Relationships, Knowledge Organization, Team Work, Time Management, Word Processing Software

RBC accepts applications until 11:59 p.m. on the day before the posted deadline.

Our Employment Opportunities

RBC works as One RBC and follows five shared values: putting clients first, integrity, collaboration, respect and excellence. As one of the world’s largest and most successful banks, it sees inclusion and different perspectives as important to continued growth. RBC supports staff in doing their best work, working together, innovating and developing professionally. Its policies and programs foster respect, belonging and opportunities for everyone to create value for clients and communities.

Talent community

People who join RBC’s talent community can receive new postings, career advice and recruitment event updates tailored to their interests.

RBC’s careers portal shares information about career paths and how its teams contribute to client and community well-being.

Search for requisition R0000186647 on the RBC careers portal.

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