# Investment Associate

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| **Requisition** | R0000186897 |
| **Employer** | RBC Dominion Securities Inc. |
| **Canadian locations** | Ottawa (Ontario, Canada) |
| **Primary address** | 90 SPARKS ST, OTTAWA, ON K1P 5B4, Canada |
| **Posted** | November 23, 2026 |
| **Date in the description** | September 4, 2026 |
| **Posted deadline** | December 7, 2026 |
| **Last day to apply** | December 6, 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 Canada's first comprehensive investment and wealth management company and is supported by a leading financial institution in Canada. We are proud to hire and encourage talented people who share our commitment to helping our clients build and preserve their heritage so that they can achieve the goals that are of greatest interest to them.

RBC Dominion Securities' Ottawa branch is looking for an investment partner to provide specialized support in investment and fund management activities to a senior advisory team.

## Responsibilities

- Execute trades and rebalance portfolios.
- Follow up on client trades to ensure proper settlement and delivery
- Coordinate and prepare advisor meetings with clients/prospects.
- Provide proactive client service with a focus on problem resolution and attention to details. Liaise with various departments for execution, where necessary.
- Respond to client enquiries (account transactions, tax receipt requests, account return, etc.).
- Assist the team of advisors on board the client.
- Help with managing incoming communications from clients, advisors and other internal and external partners.
- Maintain existing accounts receivable and identify opportunities to communicate with clients: manage key accounts schedules and dates

**Qualifications**

## Requirements

- Canadian Securities Course (CSC) and the Driving and Practice Manual (CPH) course
- Strong Skills of Microsoft Office Suite
- Attention to details and excellent time management skills
- Minimum of 2 years of experience in the securities sector

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## Assets

- Knowledge of RBC Dominion Securities Systems and Procedures, an asset

## Pay and benefits

RBC teams aim to grow by working together, thinking ahead and giving dependable advice that helps clients and communities prosper. They support one another, develop their potential and strive for outcomes that benefit the communities they serve as well as the bank.

- 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.
- Capacity to make a difference and sustainable impact
- Join a collaborative team that works at a high standard and looks for new ways to improve.
- A world-class financial services training programme

## Job Skills

Account Management, Client Success, Decision Making, Financial Regulation, Group Problem Resolution, Interpersonal Relationships, Investment Risk Management

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

Compensation for this position (including salary and discretionary/variable payments) will be determined by factors, including but not limited to candidate's experience, skills, registration status, performance, individual goals, market conditions, and business needs.

**Pay Range**

## The expected pay range for this position is

$37,500.00 - $50,000.00

This position includes competitive remuneration, and the overall earnings potential is influenced by a variable incentive structure, earning a multiple salary up to:

1.0x

RBC supports pay transparency and we strive to ensure that all pay scales are competitive, fair and fair.

## 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.

RBC is accepting applications for an existing vacancy. Qualified applicants may hear from the recruitment team for a more detailed review of their résumé.

Search for requisition R0000186897 on the RBC careers portal.

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