Assistant Branch Operations Manager

Requisition	R0000186909
Employer	RBC Dominion Securities Inc.
Canadian locations	Toronto (Ontario, Canada)
Primary address	600 QUEENS PLATE DR, TORONTO, ON M9W 0A4, Canada
Posted	September 3, 2026
Last day to apply	December 30, 2026
Posted deadline	December 31, 2026
Business area	WEALTH MANAGEMENT
Employment status	Regular
Work schedule	Full time · 37.5 h per week
Pay type	Salaried

The position

The RBC Dominion Securities Management team located in Toronto is looking for an Assistant Branch Operations Manager to join their team! The Assistant Branch Operations Manager fulfils a leadership role in the branch by providing operational and administrative support to the Branch Management Team and Advisor teams. In addition to managing client account activities and ensuring compliance standards are met, the Assistant Branch Operations Manager fulfils a diverse role which includes liaising with internal departments, providing software and process-related training, and managing the branch facilities and equipment.

Responsibilities

- The branch's daily administrative operations management tool, including: approval of incoming and outgoing daily transactions, verification and request for action by sales support staff, documentation verification and approval of account openings, etc.
- Help with training new Branch support staff and coordinate ongoing training initiatives for Branch staff.
- Ensure compliance with compliance and internal control requirements.
- Access to branch technology, configuration and troubleshooting.

Qualifications

Requirements

- Attention to details and excellent time management skills
- A professional approach to all situations to create a positive working environment
- Ability to perform tasks independently by seeking answers and solutions of its own

Assets

- Canadian Investment Regulatory Review, CIRE
- Knowledge of RBC Dominion Securities Systems and Procedures, an asset
- Experience in the securities sector is an asset

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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

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

Conflict Management, Client Service, Client Service Administration, Client Service Management, Interpersonal Relationship Management, Online Client Service, Oral Communications, Problem Management, Service Request Management, Time Management

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 R0000186909 on the RBC careers portal.

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