Associate

Requisition	R0000189950
Employer	RBC Dominion Securities Inc.
Canadian locations	Newmarket (Ontario, Canada)
Primary address	17770 YONGE ST, NEWMARKET, ON L3Y 8P4, Canada
Posted	November 19, 2026
Date in the description	October 9, 2026
Posted deadline	November 30, 2026
Last day to apply	November 29, 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 a relationship-focused investment and wealth management firm that consistently ranks #1 in Canada. We are proud of our collaborative, supportive culture that enables success at every level and equips us to help our clients achieve their financial goals.

RBC Dominion Securities' Newmarket branch is looking for a resourceful, efficient and collaborative individual to join our leading wealth management company as an investment partner.

By providing ongoing and exceptional service and support to our clients and our team of advisors, you will help our team deepen existing relationships and welcome new clients into the firm. As an invaluable internal and external point of contact, you will play a key role in maintaining accounts receivable, ensuring that the administration and documentation of accounts remain up to date and compliant, and working with an investment advisor in managing client portfolios and opportunities for asset management planning.

Responsibilities

- Maintain existing accounts receivable and identify opportunities to communicate with clients. You will oversee managing key time and dates of accounts to help clients feel supported by our team.
- Respond to client enquiries to understand and demonstrate efficiency over time (account transactions, requests, account documents, account reports, etc.).
- Tap into your superior problem resolution skills to provide proactive client service. Working collaboratively, you will at times liaise with various departments to provide smooth and timely solutions.
- Effectively manage communications received from clients, advisors and other internal and external partners.
- Assist the Advisor team in welcoming and onboarding new clients.
- Use your passion for planning to coordinate and prepare meetings for advisors with their clients/prospects.
- Become well informed in industry internal controls and regulatory requirements, ensuring that client records and other necessary documentation are accurate, up-to-date and compliant.
- Use your social media skills to update the team's communication channels, including websites, LinkedIn, Facebook, brochures, newsletters.
- Follow up on client trades to ensure proper settlement and delivery.
- Support the consulting team and client through the heritage management process and maintain an audit of heritage management activities and priorities.

Qualifications

Requirements

- Canadian Investment Regulatory Review, CIRE

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- Strong application/business technology skills, including Microsoft Office Suite
- High quality time management and organizational skills
- Demonstrated skills to provide world-class customer service that will prove professional, warm and friendly to our customers
- Exceptional skills in verbal and written communication

Assets

- Knowledge of RBC Dominion Securities Systems and Procedures
- Experience in the securities sector is an asset

Pay and benefits

We are working to do our best, to think incrementally to continue growing and to work together to provide reliable advice that can help our clients thrive and communities thrive. We care about each other and we are working collectively hard to realize our potential, make a difference for our communities and achieve mutual success.

- 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
- Join a collaborative team that works at a high standard and looks for new ways to improve.
- The chance to work in a dynamic, collaborative, progressive and efficient team
- 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 R0000189950 on the RBC careers portal.

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