Associate

Requisition	R0000190100
Employer	RBC Dominion Securities Inc.
Canadian locations	Toronto (Ontario, Canada)
Primary address	170 BLOOR ST W, TORONTO, ON M5S 1T9, Canada
Posted	November 18, 2026
Date in the description	October 22, 2026
Posted deadline	December 2, 2026
Last day to apply	December 1, 2026
Business area	WEALTH MANAGEMENT
Employment status	Temporary
Work schedule	Full time · 37.5 h per week
Pay type	Salaried

The position

As an Associate, you will be a trusted resource to our clients, advisors and branch. Use your administrative and operational skills to help our advisors manage and grow their business. Demonstrate a client first approach as you meet compliance standards, research and resolve problems, onboard new accounts, process and maintain account records, implement technology changes and prepare correspondence in a fast paced, professional and collaborative environment. Success in this role requires intellectual curiosity, sound judgment, precision, initiative, and the ability to anticipate needs before they arise. You will thrive in a collaborative, high-performing environment where continuous learning, accountability, and excellence are at the core of everything we do.

Responsibilities

- Serve as the main point of contact for customers, provide professional and suitable service and ensure a seamless customer experience.
- Schedule management, including priority setting and conflict management; support for the organization of face-to-face meetings, videos and meetings (location of meetings and equipment resources)
- Process accounts receivable transactions, including cash transfers, telegraphic payments and account maintenance, with precision and attention to detail.
- Ensure effective liaison with internal partners and external stakeholders to resolve inquiries, facilitate transactions and ensure timely delivery of client requests.
- Support the integration of new clients by coordinating documentation and ensuring that all regulatory and firm requirements are met.
- Ensure operational excellence by maintaining strong internal controls, proactively identifying pro-productive risks, and supporting compliance with regulatory and firm standards.
- Manage administrative and operational activities, including scheduling management, planning client meetings, processing expenditures, preparing documents and managing follow-up activities.
- Identify and implement process improvements to improve the overall operational effectiveness of internal teams.

Qualifications

Requirements

- CIRE (Review of Canadian Investment Regulations)
- Bachelor’s degree or job-related experience
- Strong verbal and written communication skills, staff, organizational and client service skills
- Be careful about the details and mindset of how you can make advisors more efficient and effective

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- Ability to adapt to a rapidly changing business and technology environment
- Competency in Microsoft Office, including Word, Excel, PowerPoint and Outlook

Assets

- Financial services experience (including internships)

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.
- Opportunities for progressively fulfilling greater responsibilities
- Opportunities for close relationships with clients
- Access to a variety of job opportunities across business

Job Skills

Client Service, Client Service Management, Decision-making, Interpersonal Relationship Management, Investment Management, Investment Performance Measurement

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

$38,000.00- $60,000.00

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

1.5x

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 R0000190100 on the RBC careers portal.

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