Associate

Requisition	R0000191313
Employer	RBC Dominion Securities Inc.
Canadian locations	West Vancouver (Colombie-Britannique, Canada)
Primary address	1705 MARINE DR, WEST VANCOUVER, BC V7V 1J5, Canada
Posted	November 18, 2026
Date in the description	October 27, 2026
Posted deadline	December 3, 2026
Last day to apply	December 2, 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' branch in Vancouver West is looking for a partner to provide administrative support to a successful advisory team.

You will provide quality customer service and help to deepen relationships with existing clients by providing ongoing and effective support to both clients and the consulting team.

Responsibilities

- Review the daily execution of private banking operations to ensure their quality and efficiency.
- Monitor the performance of private banking companies and market conditions when setting up new private banking services.
- Presents products and services to customers with high net worth.
- Establish relationships with internal and external clients through the use of appropriate tools or technologies.
- 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.
- 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.
- 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

- 2 to 3 years of experience in the securities sector

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- Canadian Investment Regulatory Exam (CIRE) and/or Canadian Securities Course (CSC) and Conduct and Practices Handbook Course (CPH) completion
- 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 oral and written communication in English

Assets

- Knowledge of RBC Dominion Securities Systems and Procedures

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

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

The base salary range for this position is $38,000 - $48,000.

This position may be eligible to receive discretionary or variable incentive payments up to 1.0x base salary.

RBC recognizes the importance of a highly skilled global workforce and plays a key role in attracting, mobilizing and maintaining talent that:

- Drives RBC High Performance Culture
- To enable the collective achievement of our strategic objectives
- Generates sustainable shareholder returns above market shareholder value

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.

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 R0000191313 on the RBC careers portal.

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