Associate

Requisition	R0000191347
Employer	RBC Dominion Securities Inc.
Canadian locations	Kamloops (Colombie-Britannique, Canada)
Primary address	186 VICTORIA ST, KAMLOOPS, BC V2C 5R3, Canada
Posted	November 18, 2026
Date in the description	October 27, 2026
Posted deadline	December 5, 2026
Last day to apply	December 4, 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 Kamloops' branch is currently looking for an authorized partner to help an established private investment management (PIM) team. The successful candidate will be passionate about service excellence and thrive in a dynamic and fast team environment.

Responsibilities

- Providing world-class customer service to our valued customers
- Provide proactive client experience, with a focus on problem solving and focus on detail, while coordinating the delivery of these projects with various departments and with the Portfolio Manager/Investor, when needed.
- Follow-up on client trades to ensure proper settlement and delivery
- Maintain current knowledge of accounts receivable by reviewing daily activities through internal reporting and applications
- Use the contact management system for daily task management
- Respond to enquiries about accounts receivable and remain responsible for follow-up, as required
- Communicate proactively with clients to ensure accounts are accurate, up-to-date and compliant
- Support advisory team and client through the wealth management process. Help gather relevant info, documents, and questionnaires. Enter data into specific applications (e.g., myGPS). Track progress and follow-up.
- Maintain the audit of heritage management activities and priorities to inform clients of new opportunities.
- Coordinate activities with asset management and insurance specialists and branch consultants: schedule, progress monitoring, monitoring.
- Liaise with branch management team for updates and progress on heritage management initiatives
- Use your social media skills to update the team's communication channels, including websites, LinkedIn, Facebook, brochures, newsletters.

Qualifications

- Outstanding Customer Service Skills and Experience
- Canadian Investment Regulatory Review, CIRE

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- Administrative experience preferably from another company

Assets

- Knowledge around Dominion Securities systems an asset
- Undergraduate degree
- The ideal candidate should have at least 3 years of experience in the field of investment as assistant/associate

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.

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 - $50,000.

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 R0000191347 on the RBC careers portal.

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