Incentive Compensation Delivery Coordinator

Requisition	R0000191863
Employer	Royal Bank of Canada
Canadian locations	Mississauga (Ontario, Canada)
Primary address	1530 DUNDAS ST W, MISSISSAUGA, ON L5C 1E4, Canada
Posted	November 20, 2026
Date in the description	November 13, 2026
Posted deadline	December 4, 2026
Last day to apply	December 3, 2026
Business area	HUMAN RESOURCES & BMCC
Employment status	Regular
Work schedule	Full time · 37.5 h per week
Pay type	Salaried

The position

Search for a coordinator to carry out the audit and control of the compensation program for investment pension planners by ensuring that compensation standards and guidelines are met; reducing risks; and verifying compliance with regulatory requirements.

Responsibilities

- Conduct audits for individual investment transactions to ensure that clearing is properly processed in line with the process and policy.
- Achieve daily process volume objectives while meeting quality expectations for completeness and accuracy.
- Provide exceptional experience in partnering by conducting research and answering questions and questions raised in compensation.
- Acting as a team partner and contributing to continuous improvement, productivity and risk mitigation of process delivery through the creation of ideas and collaboration

What you need to succeed

- Work experience in a service operating environment (achievement of volume objectives while maintaining quality standards)
- Problem-solving capabilities and proven ability to simplify complexity.
- Ability to adapt to changes in processes and programs/policies.
- Ability to foster strong working relationships with internal and external business partners; customer service orientation.
- Operates efficiently within a framework of deadlines, task priorities and adjustments to work schedules to meet business targets.
- Excellent skills in written and verbal communication.

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Assets

- Familiarization with RBC Technology Platforms (IRPCM, DocuNet, IRIS, Sale Platform, etc.)
- Understanding products and types of home equity financing transactions
- Experience in verification and process control

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 collaborative and successful team culture within Wealth Marketing Canada.
- Direct exposure to the digital marketing ecosystem that supports hundreds of web sites of advisors nationally.
- Opportunities to build deep expertise in web content management, SEO, and digital compliance within a regulated financial services environment.
- Clear pathways for growth and the chance to take on progressively greater accountabilities.
- Total competitive compensation package, including discretionary premiums and overall benefits.

Job Skills

Compensation Management, Critical Thinking, Client Service, Detailed Orientation, Human Resources (HR) Software Systems, Human Resources Policies, Incentive Programs, Office Tools, Pay Administration

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 R0000191863 on the RBC careers portal.

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