Associate

Requisition	R0000192164
Employer	RBC Dominion Securities Inc.
Canadian locations	Calgary (Alberta, Canada)
Primary address	335 8 AVE SW, CALGARY, AB T2P 1C9, Canada
Posted	November 17, 2026
Last day to apply	November 29, 2026
Posted deadline	November 30, 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 Calgary North branch is looking for a resourceful, efficient and collaborative individual to join our team as a partner.

Responsibilities

- Manage daily trading operations, including timely and accurate transaction execution, as directed by the advisor.
- Generate and manage trading lists of model portfolios and help with the quarterly/annual portfolio rebalancing process.
- Perform various portfolio management reports, including capital gains and losses reports, for tax planning and review.
- Perform and monitor all customer's business to ensure proper settlement, delivery and reporting.
- Support and serve clients by providing them with a professional and highly personalized telephone experience.
- Coordinate heritage planning services and liaise with internal specialists
- Liaise with clients, team members and business partners to find solutions and to see applications until they are completed.

Qualifications

Requirements

- Canadian Investment Regulatory Review, CIRE
- Post-secondary education (college or university)
- Excellent communication, verbal and written skills
- Competence with Microsoft Office Suite
- Relevant experience in the financial services sector
- Meticulous attention to detail and strong organizational skills

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Assets

- Dominion Securities (DS) or Retail Brokerage work experience
- Enthusiastic, committed and entrepreneurial spirit

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

Job Skills

Client Service, Data Input, Data Collection Analysis, Office Tools, Group Problem Solving, Interpersonal Relationships, Knowledge Organization, Team Work, Time Management, Word Processing Software

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 R0000192164 on the RBC careers portal.

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