Associate

Requisition	R0000192449
Employer	RBC Dominion Securities Inc.
Canadian locations	Waterloo (Ontario, Canada)
Primary address	652 ERB ST W, WATERLOO, ON N2T 2Z7, Canada
Posted	November 19, 2026
Last day to apply	December 2, 2026
Posted deadline	December 3, 2026
Business area	WEALTH MANAGEMENT
Employment status	Regular
Work schedule	Full time · 37.5 h per week
Pay type	Salaried

The position

The RBC Dominion Securities branch in Waterloo is currently looking for an authorized partner for a growing team. The successful candidate will be passionate about service excellence and thrive in a fast-paced team environment, responsible for the day-to-day administrative needs of clients and will have a unique opportunity to train a mentor and develop his/her skills as part of a support role within the team.

Responsibilities

- Investigate and resolve enquiries and account complaints and consult with the investment advisor, as appropriate
- Follow-up on client trades to ensure proper settlement and delivery
- Maintain current knowledge of accounts receivable by reviewing daily online activities and relevant reports
- Use the contact management system for daily task management
- Providing world-class customer service to our valued customers
- Manage and expand teams during marketing effort

Qualifications

Requirements

- The ideal candidate should have at least 3 years of experience in the field of investment as assistant/associate
- Successful implementation of CIRE
- Outstanding Customer Service Skills and Experience
- Administrative experience

Assets

- Knowledge of RBC Dominion Securities’ systems an asset
- Marketing Experience
- Good understanding of bond markets, preferred shares and shares
- Undergraduate degree

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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 comprehensive total premium program including flexible premiums and benefits, highly competitive remuneration, commissions and inventories, where applicable
- Join a collaborative team that works at a high standard and looks for new ways to improve.
- Financial strength and strong brand

RBC is committed to supporting flexible work arrangements when and where available. Details to be discussed with Hiring Manager.

RBC requires as a condition of employment that all successful candidates in the United States and Canada be fully vaccinated against COVID-19 prior to their start date, and may require proof of the same. Reasonable accommodation is available where required by law.

Job Skills

Account Management, Client Success, Decision Making, Financial Regulation, Group Problem Resolution, Interpersonal Relationships, Investment Risk Management, Organization, Proactive Behaviour, Time Management, Written Communication

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

$37,500.00 - $50,000.00

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

1.0x

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 R0000192449 on the RBC careers portal.

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