Private Client Associate

Requisition	R0000192588
Employer	RBC Phillips, Hager & North Investment Counsel Inc.
Canadian locations	Mississauga (Ontario, Canada)
Primary address	1530 DUNDAS ST W, MISSISSAUGA, ON L5C 1E4, Canada
Posted	November 18, 2026
Date in the description	November 13, 2026
Posted deadline	November 30, 2026
Last day to apply	November 29, 2026
Business area	WEALTH MANAGEMENT
Employment status	Regular
Work schedule	Full time · 37.5 h per week
Pay type	Salaried

The position

RBC PH&N Investment Counsel (“RBC PH&N IC”) is one of Canada’s leading boutique investment counselling firms with investment professionals nationwide acting exclusively for high-net-worth clients and small business owners. We provide clients with discretionary investment management and privileged access to the expertise of our RBC Wealth Management Services team which includes highly accredited lawyers, accountants, and financial planning specialists. As part of a dynamic team, you will be responsible for assisting the Investment Counsellor and other members of the team in providing daily portfolio maintenance, administration, and superior service to RBC PH&N Investment Counsel high-net-worth Clients. For more information, please visit: RBC Phillips, Hager & North Investment Counsel

Responsibilities

- Identify, investigate and resolve all client inquiries, administrative errors, etc.
- Be a key support to the team's administrative activities and responsibilities
- Ensure trades are processed accurately and on a timely basis
- Manage all aspects of account opening and documentation and maintain cash flows and client balances
- Maintain records and attend client meetings when needed.
- Proactively help with client management of appointments and scheduled meeting/calls
- Stay current with all RBC Policies & Procedures
- Assist other team members and continue to strengthen inter-firm working relationships.

Qualifications

Requirements

- Minimum of 2 years of experience in a similar role in the investment industry
- Experience as a receptionist in a professional and high-level office environment
- Advanced MS Office skills (Excel, Word, PowerPoint)
- Exceptional skills in verbal and written communication

Assets

- CSC (Canadian Securities Court)
- University 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.

- Gaining a great experience and exposure to the WM Global Platform
- Opportunities to take on progressively greater accountabilities
- Opportunities to build close relationships with colleagues and clients RBC's philosophy and compensation principles recognize the importance of a highly skilled global workforce and play a crucial role in attracting, engaging and retaining talent that:
- Drives RBC's High Performance Culture
- Allows the collective achievement of our strategic objectives
- Generates sustainable shareholder returns above market shareholder value

Job Skills

Customer Knowledge, Customer Service, Customer Service Management, Group Problem Resolution, Sales Opportunities Identification, Interpersonal Relationship Management, Oral Communications, Perseverance and Tracking, Product Services, Sales Activities

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

$46,000.00 - $70,000.00

The pay scale provided is that of the principal workplace mentioned in the Additional Employment Details section of this assignment. Pay scales may vary depending on location. If the assignment lists several locations, a recruiter can confirm the availability of the relevant role and pay scale for the additional locations listed. RBC supports pay transparency and we strive to ensure that all pay scales are competitive, fair and equitable.

You have the potential to win RBC's discretionary variable pay program, which gives you the opportunity to increase your total pay, provided that businesses meet their performance targets and achieve your individual goals.

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 R0000192588 on the RBC careers portal.

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