Trade Operations and Settlement Administrator

Requisition	R0000192607
Employer	Phillips, Hager & North Investment Management Ltd.
Canadian locations	Vancouver (Colombie-Britannique, Canada)
Primary address	1025 GEORGIA ST W, VANCOUVER, BC V6E 3N9, Canada
Posted	November 17, 2026
Last day to apply	December 1, 2026
Posted deadline	December 2, 2026
Business area	WEALTH MANAGEMENT
Employment status	Regular
Work schedule	Full time · 37.5 h per week
Pay type	Salaried

The position

The Business and Establishment Administrator will play a key role in ensuring smooth settlement of transactions between asset classes, requiring a strong team player who thrives in an accelerated environment, can manage multiple priorities simultaneously and consistently meet tight deadlines. The ideal candidate will demonstrate the initiative, excellent time management skills and a proactive approach to problem solving.

The role involves working closely with internal teams, external counterparties, and custodians to ensure accurate and timely trade processing and settlement. Proficiency in core in-house applications is essential, and familiarity with systems such as Eagle, Charles River, Bloomberg, and Excel will be highly advantageous.

Responsibilities

Key Responsibilities

- Trade Settlement: Ensure all trades are settled accurately and on time, resolving any discrepancies or issues that arise.
- Trade Matching and Reconciliation: Conduct trade comparisons and reconciliations to ensure alignment between internal and external systems.
- Collaboration: Work closely with internal departments such as portfolio management, compliance and IT, along with external parties such as brokers, custodians and clearing agents.
- System Usage: Use internal applications to process transactions and monitor settlement processes. Use leverage tools such as Eagle, Charles River, Bloomberg and Excel for data analysis and reporting.
- Problem Solving: Investigate and resolve resolution problems, increase as needed, and implement solutions to prevent problems from reoccurring.
- Regulatory Compliance: Ensure that all commercial transactions comply with relevant regulatory requirements and internal policies.
- Process Improvement: Identify opportunities for improving operational effectiveness and contribute to improving trade dispute resolution processes.
- AI and Automation Support: Collaborate with technology teams to evaluate and implement AI-driven tools and automation solutions that enhance settlement accuracy and operational efficiency. Monitor and validate outputs from AI-assisted processes to ensure compliance and data integrity.
- Essential skills: teamwork, multitasking, time management, initiative, attention to detail and communication skills (verbal and written)

Qualifications

Requirements

- Prior experience in trade operations, settlements, or a related financial services role.
- Familiarity with trade lifecycle processes and settlement workflows.

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- Competency in Microsoft Excel, including formulas, pivot tables and data analysis.
- Strong skills in analysis and problem solving.

Assets

- Experience with Eagle, Charles River, Bloomberg or similar financial systems.
- Knowledge of financial instruments such as equities, fixed income, derivatives, and FX.
- Understanding of regulatory requirements related to trade settlements.
- Knowledge of AI applications or automation tools in financial services or transactions.

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.
- Opportunities to do challenging work
- Opportunities for progressively fulfilling greater responsibilities
- Access to a variety of job opportunities across business and geographies

The expected salary range for the above position is $55,000 - $65,000 depending on factors including but not limited to the candidate’s experience, skills, registration status; market conditions; and business needs.

This position may be eligible for discretionary or variable incentive payments.

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

Active Learning, Adaptability, Customer Service, Customer Service Management, Decision Making, Detailed, Group Problem Resolution, Operational Delivery, Process Management, Team Work

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 R0000192607 on the RBC careers portal.

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