Trade Support Analyst, Canadian Mortgage Investment Group

Requisition	R0000192621
Employer	Royal Bank of Canada
Canadian locations	Toronto (Ontario, Canada)
Primary address	600 QUEENS PLATE DR, TORONTO, ON M9W 0A4, Canada
Posted	November 16, 2026
Last day to apply	November 30, 2026
Posted deadline	December 1, 2026
Business area	CAPITAL MARKETS
Employment status	Regular
Work schedule	Full time · 37.5 h per week
Pay type	Salaried

The position

The Market Business Service under RBC Capital Markets is looking to hire a Trade Support Analyst to join its Canadian Mortgage Investment group (CMIG) in Capital Market, Market Business Service. The incumbent’s primary responsibility is to provide operational support to Mortgage and MBS activities, settlements and reconciliations to provide high quality operational support.

Responsibilities

- As part of our daily support to the mortgage trading company, approve assigned service providers, files downloaded from the shared reader in the mortgage center system (mHUB)
- As part of the NHA program, coordinate CMHC's form processing and securitization process to ensure that the securitization process is completed in a timely manner.
- Quickly resolve problems related to daily mortgage settlements.
- Investigate and resolve 3-way-reconciliation discrepancies in a timely manner. Reconcile Journal Posting position to system generated Activity Summary report for un-securitized Mortgages positions to Servicers’ report.
- Continuous exchanges on the mHUB system and mortgage office tasks to maintain a 3-person coverage.
- Review daily and monthly GL (General Ledger) reconciliation results performed by CMRG (Capital Markets Reconciliation Group) to ensure all discrepancies for positions/balances in various processing systems are thoroughly investigated and resolved.
- Complete the monthly GL account statement within the prescribed time limits.
- If necessary, prepare the respective SLIM/eGL accounting entries for all Murex book-runners.
- Ensure that office procedures, controls and best practices are up-to-date and well documented, and, if necessary, participate in user acceptance testing for new products and system improvements.
- Support all mid-month activities facing CMHC and CHT including 3rd party and DS related settlements and ensure all payments are released in a timely manner and bank accounts are balanced

Qualifications

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Requirements

- Bachelor's degree or equivalent (BBA / BComm / BMath / BSc) with 2 years of experience in the financial sector
- High precision, attention to detail, ability to learn quickly and problem solving.
- Work efficiently and reliably under pressure with minimal supervision; team player.
- Strong organizational, interpersonal and communication skills.
- Solid PC (Microsoft Excel, Word) and analytical skills

Assets

- Knowledge of the mortgage security process
- Experience/work knowledge in mortgage/MBS & derivatives and processing procedures
- Work knowledge of different systems: MHUB, Slim, People Soft, Infinity/Murex, OBI, IRIS etc.
- Work with intermediate knowledge of certain programming languages such as VBA, SQL, etc.

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, competitive pay
- Managers who coach employees and help them find opportunities to develop.
- Join a collaborative team that works at a high standard and looks for new ways to improve.
- Opportunities to do challenging work
- Flexible work/life balance options

Job Skills

Active Learning, Adaptability, Business Assessments, Critical Thought, Customer Service, Decision-making, Effectiveness Measurement, Business Delivery, Process Improvements

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 R0000192621 on the RBC careers portal.

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