# Administrative Assistant

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| **Requisition** | R0000192710 |
| **Employer** | RBC Dominion Securities Inc. |
| **Canadian locations** | Richmond Hill (Ontario, Canada) |
| **Primary address** | 365 HIGH TECH RD, RICHMOND HILL, ON L4B 4V9, Canada |
| **Posted** | November 13, 2026 |
| **Last day to apply** | November 26, 2026 |
| **Posted deadline** | November 27, 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 the first investment and wealth management company to offer comprehensive services. We are committed to helping our clients succeed financially through a personalized approach that leverages all of RBC Wealth Management's resources.

By providing ongoing, exceptional service and support to our clients and our Advisor team, you will help our team deepen existing relationships and welcome new clients to the firm. Offering efficient internal support, you will be invaluable in ensuring the Advisory team functions fluidly and that each member receives the assistance they need to perform at their best.

## Responsibilities

- Impact on customer experience through the execution of client account administration, including account opening, account maintenance and effective client demand resolution.
- Become well informed in industry internal controls and regulatory requirements, ensuring that client records and other necessary documentation are accurate, up-to-date and compliant.
- Respond to client enquiries to understand and demonstrate efficiency over time (account transactions, requests, account documents, account reports, etc.).
- Assist the Advisor team in welcoming and onboarding new clients.

### Qualifications

## Requirements

- Strong skills in working with various business applications/technologies
- High level of time management and organizational skills
- Demonstrated skills to provide world-class customer service that will prove professional, warm and friendly to our customers
- Exceptional oral and written communication in English

## Assets

- Nice to Have: Canadian Investment Regulatory Exam, CIRE
- Knowledge of RBC Dominion Securities Systems and Procedures
- Experience in the securities sector is an asset

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## Pay and benefits

We are facing our challenge of being our best, of thinking incrementally to continue growing and of working together to provide reliable advice that will help our clients thrive and communities thrive. We care about each other and we are working collectively hard to realize our potential, make a difference for our communities and achieve mutual success.

- 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.
- An opportunity to make a difference and have a lasting impact on the lives of others
- The chance to work in a dynamic, collaborative, progressive and efficient team
- 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.

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

$35,000.00 - $47,000.00

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

0.5x

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 R0000192710 on the RBC careers portal.

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