# Private Client Associate

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| **Requisition** | R0000192804 |
| **Employer** | RBC Phillips, Hager & North Investment Counsel Inc. |
| **Canadian locations** | Vancouver (Colombie-Britannique, Canada) |
| **Primary address** | 1025 GEORGIA ST W, VANCOUVER, BC V6E 3N9, Canada |
| **Posted** | November 16, 2026 |
| **Last day to apply** | December 4, 2026 |
| **Posted deadline** | December 5, 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 oversee assisting the investment advisor and other team members in the day-to-day maintenance and administration of the portfolio and the superior service to RBC PH&N Investment Advocate's high net worth clients.

## Responsibilities

- Identify, investigate and resolve all client inquiries, administrative errors, etc.
- To be a key support to the team's administrative activities and responsibilities
- Ensure that transactions are processed accurately and in a timely manner
- Manage all aspects of account opening and documentation and maintain cash flows and client balances
- Maintain records and records and attend client meetings when needed.
- Proactively assist client management of scheduled appointments and meetings/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 experience in a similar role in the investment industry
- Advanced MS Office skills (Excel, Word, PowerPoint)
- Being able to work under high pressure

## Assets

- CSC
- 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.

- A comprehensive total premium program with competitive remuneration including salary, bonuses, flexible benefits and stock savings program, if applicable
- Managers who coach employees and help them find opportunities to develop.
- Ability to make a difference and lasting impact for clients and employees
- Prestige working for a top firm
- 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

The expected salary range for the above position is $41,000 - 60,000 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

Asset and Liability Management (ALM), Cash Management, Client Counseling, Competitive Markets, Financial Statement Analysis, Investment Management, Investment Risk, Market Risk, New Challenges, Results-Oriented

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 R0000192804 on the RBC careers portal.

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