Regional Operations Specialist, Career Sales Force

Requisition	R0000192873
Employer	Royal Bank of Canada
Canadian locations	Vancouver (Colombie-Britannique, Canada)
Primary address	1025 GEORGIA ST W, VANCOUVER, BC V6E 3N9, Canada
Posted	November 18, 2026
Last day to apply	November 27, 2026
Posted deadline	November 28, 2026
Business area	PERSONAL & COMMERCIAL BANKING
Employment status	Regular
Work schedule	Full time · 37.5 h per week
Pay type	Salaried

The position

Provide value added administration/operational support to MIRPs / MMS / MFP in the day-to-day management of the Career Sales Force Team, proactively creating capacity by adapting effective workflow systems & processes in a self-managed environment. Serve as the first point of contact, controlling activities to ensure they are organized and prioritized to maintain the focus on implementation of strategies, processes and disciplines to achieve sustainable earnings and revenue growth

Responsibilities

- Working 1 day at the office and 4 days at home
- Proactive in keeping current with RBC policies and procedures and practices good operational risk mitigation routines during the daily execution of duties
- Adherence to privacy requirements, principles and practices to protect the privacy of clients and employees
- Keeps up to date on all compliance related requirements
- Provides support to Managers (MIRP / MMS / MFP) to enhance operational soundness
- Processes payroll one pay adjustments
- Submits SECAF exception to grid approvals through CB Access for review by centralized Field Operations Support team
- Order fixed requirements as requested by MIRP/MMS/MFP
- Completes and submits CB Access requests
- Coordinate the recovery of equipment for employees who complete their operations and LTD with the NOTL team
- Assists with the annual collection of signed T2200 for retention
- Follow the manager/employee's semi-annual documentation and signature to ensure all sales employees have signed documents on file
- Prepare expenditure reports on behalf of designated managers
- Review My HR and CSF Operations Connect Site on a regular basis for updates

Qualifications

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Requirements

- Strong written and oral capacity; ability to negotiate solutions
- In-depth working knowledge and understanding of CSF operations and administrative support activities, risks, and control requirements
- High degree of interpersonal effectiveness, professionalism, leadership and creativity
- Strong organizational competencies with the ability to manage multiple simultaneous activities
- Strong problem solving skills – Accurately defines problems and identifies relevant factors. Objectively considers alternatives and anticipates impact of possible solutions
- Ability to work in tight time frames, high volumes and quick decision making
- High level of initiative and motivation
- Technology self-sufficient
- Bilingualism may be an asset, but not a necessity.

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.

- 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

Job Skills

Communication, Data Entry, Details, E-mail Services, Office Administration, Presentation Software, Computer Sheet Software, Team Work, Time Management, Word Processing Software

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 R0000192873 on the RBC careers portal.

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