Team Operations Lead

Requisition	R0000192880
Employer	RBC Dominion Securities Inc.
Canadian locations	Halifax (Nouvelle-Écosse, Canada)
Primary address	1959 UPPER WATER ST, HALIFAX, NS B3J 3N2, Canada
Posted	November 18, 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

RBC Dominion Securities is a relationship-focused investment and wealth management firm that consistently ranks #1 in Canada. We are proud of our collaborative, supportive culture that enables success at every level and equips us to help our clients achieve their financial goals.

The RBC Dominion Securities Branch in Halifax is looking for a resourceful, efficient and collaborative individual to join our asset management leader as an operational team leader.

By providing exceptional support to a successful private investment management team, you will help manage the activities and operations within the team. You will play a key role in carrying out the activities and contacts with the client according to the portfolio manager's business plan, client service plan and review schedule.

Responsibilities

- Assist the team in the implementation of the client experience management and service plan.
- Manages portfolio manager events and team calendar, client meetings, vacation coverage and team/planning meetings.
- Ensure that all key team processes are reviewed, updated, consistent with implementation and effective with team processes.
- Monitoring of regulatory or corporate initiatives that require the team to be executed.
- The main team of marketing and communication channels while following the brand's guidelines: websites, LinkedIn, Facebook, brochures, newsletters.
- Ensure the cohesion of the team's functions by managing the execution of each member.
- Ensure that team members receive outstanding training through ongoing leadership and keep up to date with the training and development programs offered by the company.
- Support the team and client through the heritage management process and maintain an audit of heritage management activities and priorities.

Qualifications

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Requirements

- 2-4 years of experience in the full service brokerage industry or related services industry
- Canadian Investment Regulatory Review, CIRE
- High quality time management and organizational skills
- Exceptional skills in verbal and written communication

Assets

- Knowledge of RBC Dominion Securities Systems and Procedures and Corporate Technology
- Management experience or Human Resources experiences an asset

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 competitive pay and flexible benefits
- 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 close relationships with clients

Job Skills

Account Management, Client Success, Decision Making, Financial Regulation, Group Problem Resolution, Interpersonal Relationships, Investment Risk Management

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 R0000192880 on the RBC careers portal.

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