Branch Operations Assistant

Requisition	R0000192966
Employer	RBC Dominion Securities Inc.
Canadian locations	Toronto (Ontario, Canada)
Primary address	2300 YONGE ST, TORONTO, ON M4P 1E4, 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

The RBC Dominion Securities Management team located in Toronto is looking for a Branch Operations Assistant to join their team! You will provide superior service along with administrative and operational support to clients and employees.

Responsibilities

- Help with managing incoming communications from clients, advisors and other internal and external partners.
- Provide attentive and accurate service to clients and meet their needs.
- Complete administrative tasks to assist the management team: manage office stationery orders, plan conference rooms and provide support to the Branch Operations Manager when needed.
- Complete administrative and operational tasks to support the teams of advisors: process funds received and outgoing, process accounting opening and maintenance documents, etc.

Qualifications

Requirements

- Attention to details and excellent time management skills
- Exceptional skills in written and verbal communication
- Strong Microsoft Office expertise
- A professional approach to all situations to create a positive working environment
- Ability to perform tasks independently by seeking answers and solutions of its own

Assets

- Canadian Investment Regulatory Review, CIRE
- Knowledge of RBC Dominion Securities Systems and Procedures, an asset
- Experience in the securities sector is an asset

novijob.com novijob.com novijob.com novijob.com novijob.com novijob.com novijob.com novijob.com

Royal Bank of Canada Website, © 1995-2026 - Tous droits réservés © 2026 - optimisé par novijob™

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 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.
- 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.
- A world-class financial services training programme

Job Skills

Client Interactions, Client Service, Client Service Administration, Client Support Operations, Tracking, Interpersonal Relationships, Office Tools, Problem Management, Self-Service and Virtual Call Centres, Team Work

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

$40,000.00 - $55,000.00

The pay scale provided is that of the principal workplace mentioned in the Additional Employment Details section of this assignment. Pay scales may vary depending on location. If the assignment lists several locations, a recruiter can confirm the availability of the relevant role and pay scale for the additional locations listed. RBC supports pay transparency and we strive to ensure that all pay scales are competitive, fair and equitable.

You have the potential to win RBC's discretionary variable pay program, which gives you the opportunity to increase your total pay, provided that businesses meet their performance targets and achieve your individual goals.

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 R0000192966 on the RBC careers portal.

novijob.com novijob.com novijob.com novijob.com novijob.com novijob.com novijob.com novijob.com

Royal Bank of Canada Website, © 1995-2026 - Tous droits réservés © 2026 - optimisé par novijob™