Administrative Assistant

Requisition	R0000192981
Employer	RBC Dominion Securities Inc.
Canadian locations	Calgary (Alberta, Canada)
Primary address	335 8 AVE SW, CALGARY, AB T2P 1C9, Canada
Posted	November 19, 2026
Last day to apply	December 2, 2026
Posted deadline	December 3, 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.

RBC Dominion Securities' Calgary branch is looking for a resourceful, empathetic and collaborator who will join our leading wealth management firm as an administrative assistant.

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

- Maintain accounts receivable records and process transactions, ensuring organizational standards are met and timely requests for information are resolved.
- Process account administration tasks, including client boarding, documentation preparation and cash transfers to support advisors and improve client experience.
- Expands complex account issues and client requests to appropriate teams or advisors when resolution exceeds defined parameters.
- Identify opportunities for improving sales administration processes and resolve business issues using established practices and guidelines.
- Routine work and may be subject to non-standard operational or support activities and sales administration assignments, using established methods.
- Makes decisions within its own area of work and defines parameters with limited flexibility, increasing problems as needed.
- Regularly, it generates ideas to improve sales administration tasks, apply creativity in established guidelines, and resolve operational problems through guidelines and practices.
- Promote and maintain effective working relationships with colleagues and stakeholders on the expanded team.

Qualifications

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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 skills in writing and verbal communication in English
- Strong application/business technology skills, including Microsoft Office Suite

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
- Highly developed customer service skills

Pay and benefits

We are working to do our best, to think incrementally to continue growing and to work together to provide reliable advice that can 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.
- An opportunity to work as part of a dynamic, collaborative, progressive and efficient team
- Stimulating work that will help you grow professionally
- Continued opportunities to establish close relationships with clients

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.

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 R0000192981 on the RBC careers portal.

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