Service Associate, Voluntary Corporate Actions

Requisition	R0000193084
Employer	Royal Bank of Canada
Canadian locations	Toronto (Ontario, Canada)
Primary address	600 QUEENS PLATE DR, TORONTO, ON M9W 0A4, Canada
Posted	November 20, 2026
Last day to apply	December 3, 2026
Posted deadline	December 4, 2026
Business area	WEALTH MANAGEMENT
Employment status	Regular
Work schedule	Full time · 37.5 h per week
Pay type	Salaried

The position

As a Voluntary Corporate Actions Service Associate under Canadian Wealth Management Operations, you will be responsible for reviewing and creating announcements for various corporate events for internal lines of business, including the vetting of primary and secondary external sources to ensure accuracy of all event details. In addition, you will also be receiving instructions for elections on voluntary reorganizations. Your efforts will be focused on the accuracy of capturing details and tendering instructions for voluntary corporate events from various sources, and timeliness of publishing details for consumption by Canadian Wealth Management (CWM) and Capital Markets (CM) business lines.

Responsibilities

- Responsible for accurately collecting details of the company's events from various primary and secondary external sources (depositories, custodians, etc.) to mitigate operational and business risks.
- Actively monitor throughout the life cycle of departmental events to ensure that changes to the details or extension of expiry are captured and communicated promptly to business lines.
- Follow the defined processes to ensure the accuracy and timeliness of publication and reporting of the details of the voluntary business event
- Work effectively with departmental Actions managers to intensify and resolve complex events in the organization
- Election reception for voluntary corporate events through workflow systems and processing of instructions at Broadridge in a timely and efficient manner to mitigate market exposure.

Qualifications

Must haves

- Experience in a high-risk and fast-paced operations environment
- Experience in Wealth Management Canadian Operations workflow processing and processing systems, including ServiceLink, Broadridge Terminal Services
- Completion of Post-Secondary Education
- Strong PC skills, including competence with Excel, Word, PowerPoint

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Assets

- Good understanding of functions of departments within Wealth Management Canada Operations (WMCO), along with Wealth Management and Capital Markets lines of business
- Good understanding and/or experience of the company's events and action processes
- Good practical knowledge of the financial sector and securities
- Completion of Canadian Securities Certification

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.
- Flexible work/life balance options
- Opportunities to do challenging work
- Opportunities for progressively fulfilling greater responsibilities
- Access to a variety of job opportunities across business and geographies

Job Skills

Active learning, communication, critical thinking, customer service, operational delivery, process improvement, time 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 R0000193084 on the RBC careers portal.

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