Assistant Branch Operations Manager

Requisition	R0000193129
Employer	RBC Dominion Securities Inc.
Canadian locations	Vancouver (Colombie-Britannique, Canada)
Primary address	745 THURLOW ST, VANCOUVER, BC V6E 3V5, Canada
Posted	November 19, 2026
Last day to apply	December 6, 2026
Posted deadline	December 7, 2026
Business area	WEALTH MANAGEMENT
Employment status	Regular
Work schedule	Full time · 37.5 h per week
Pay type	Salaried

The position

RBC Dominion's securities management team, located in Vancouver, is looking for an assistant branch operations manager to join its team! The Branch's Assistant Operations Manager plays a leadership role in the Branch by providing operational and administrative support to the Branch's management team and the consulting teams.

In addition to managing client account operations and ensuring compliance standards are met, the Assistant Branch Operations Manager has a diverse role, including liaising with internal departments, providing process-related software and training, and managing Branch facilities and equipment.

Responsibilities

- The branch's daily administrative operations management tool, including: approval of incoming and outgoing daily transactions, verification and request for action by sales support staff, documentation verification and approval of account openings, etc.
- Help with training new Branch support staff and coordinate ongoing training initiatives for Branch staff.
- Ensure compliance with compliance and internal control requirements.
- Access to branch technology, configuration and troubleshooting.

Qualifications

Requirements

- Attention to details and excellent time management skills
- Exceptional skills in written and verbal communication
- 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

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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

The expected base salary range for the above position is $55,000 - 65,000 depending on factors including but not limited to the candidate’s experience, skills, registration status; market conditions; and business needs.

This position may be eligible for discretionary or variable incentive payments.

RBC recognizes the importance of a highly skilled global workforce and plays a key role in attracting, mobilizing and maintaining talent that:

- Drives RBC High Performance Culture
- To enable the collective achievement of our strategic objectives
- Generates sustainable shareholder returns above market shareholder value

Job Skills

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 R0000193129 on the RBC careers portal.

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