Associate

Requisition	R0000193210
Employer	RBC Dominion Securities Inc.
Canadian locations	Vancouver (Colombie-Britannique, Canada)
Primary address	745 THURLOW ST, VANCOUVER, BC V6E 3V5, Canada
Posted	November 20, 2026
Last day to apply	December 4, 2026
Posted deadline	December 5, 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.

The RBC Dominion Securities branch in downtown Vancouver is looking for a bilingual partner (mandarin) to provide administrative support at the concierge level to a growing advisory team.

You will provide quality customer service and help to deepen relationships with existing clients by providing ongoing and effective support to both clients and the consulting team.

Responsibilities

- Daily administrative support to the adviser
- Coordinate and prepare your advisor's meetings with their clients/prospects.
- Provide proactive client service with a focus on problem resolution and attention to details. Liaise with various departments for execution, where necessary.
- Respond to client enquiries (account transactions, account document requests, account reports, etc.).
- Coordinate steps and processes for new clients on board.
- Help manage incoming communications from clients.
- Ensure accurate and timely updates of all necessary documentation in compliance with internal controls and industry regulatory requirements. Maintain complete and up-to-date client files within appropriate systems.
- Support for the communication channels team: websites, LinkedIn, Facebook, brochures, newsletters.
- All other administrative tasks, when needed

Qualifications

Requirements

- Exceptional oral and written communication in English and Mandarin
- Completion of the regulatory review of Canadian investments, CIRE
- 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
- Strong Skills of Microsoft Office Suite

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- Comfortable performing administrative duties in a fast-paced environment

Assets

- Knowledge of RBC Dominion Securities Systems and Procedures
- 1-3 years of experience in the securities sector is an asset

Pay and benefits

We are committed to the challenge of being the best, continue to learn how to grow and work together to provide reliable advice to help our clients thrive. We care about each other, reach our potential, make a difference to our communities and succeed each other.

- A comprehensive total premium program that includes competitive pay and flexible benefits
- Managers who coach employees and help them find opportunities to develop.
- 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

Compensation for this position (including salary and discretionary/variable incentive payments) will be determined by factors, including but not limited to the candidate's experience, skills, registration status, performance, individual goals; market conditions; and business needs.

The base salary range for this position is $40,000 - $50,000.

This position may be eligible to receive discretionary or variable incentive payments up to 1.0x base salary.

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

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 R0000193210 on the RBC careers portal.

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