Associate

Requisition	R0000193236
Employer	RBC
Canadian locations	Toronto (Ontario, Canada)
Primary address	2 ST CLAIR AVE W, UNIT 1900:TORONTO
Posted	November 24, 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 Securities is a relationship-focused investment and wealth management firm that consistently ranks #1 in Canada. We are proud of our collaborative, supportive culture that enables success at every level and equips us to help our clients achieve their financial goals.

RBC Dominion Securities' branch in Yonge & St. Clair is looking for a resourceful, efficient and collaborative individual to join our leading heritage management company as a partner.

By providing ongoing and exceptional service and support to our clients and our team of advisors, you will help our team deepen existing relationships and welcome new clients into the firm. As an invaluable internal and external point of contact, you will play a key role in maintaining accounts receivable, ensuring that the administration and documentation of accounts remain up to date and compliant, and working with an investment advisor in managing client portfolios and opportunities for asset management planning.

Responsibilities

- Serve as the main point of contact for customers, provide professional and suitable service and ensure a seamless customer experience.
- Process accounts receivable transactions, including cash transfers, telegraphic payments and account maintenance, with precision and attention to detail.
- Ensure effective liaison with internal partners and external stakeholders to resolve inquiries, facilitate transactions and ensure timely delivery of client requests.
- Support the integration of new clients by coordinating documentation and ensuring that all regulatory and firm requirements are met.
- Ensure operational excellence by maintaining strong internal controls, proactively identifying pro-productive risks, and supporting compliance with regulatory and firm standards.
- Manage administrative and operational activities, including scheduling management, planning client meetings, processing expenditures, preparing documents and managing follow-up activities.
- Identify and implement process improvements to improve the overall operational effectiveness of internal teams.

Qualifications

Requirements

- Regulatory Review of Canadian Investments (CIRE) Completed
- Strong application/business technology skills, including Microsoft Office Suite

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- High quality 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 oral and written communication in English

Assets

- Knowledge of RBC Dominion Securities Systems and Procedures
- Experience in the securities sector is an asset

Pay and benefits

We thrive on the challenge to be our best, to think progressively to keep growing, and to work together to deliver trusted advice that can help our clients thrive and communities prosper. We care about each other and collectively work hard to reach our potential, make a difference to our communities, and achieve success that is mutual.

- A comprehensive total premium program including flexible premiums and benefits, competitive remuneration, commissions and inventories, where applicable
- Managers who coach employees and help them find opportunities to develop.
- An opportunity to make a difference and have a lasting impact on the lives of others
- Join a collaborative team that works at a high standard and looks for new ways to improve.
- The chance to work in a dynamic, collaborative, progressive and efficient team
- A world-class financial services training programme

Job Skills

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

$37,500.00 - $50,000.00

This position includes competitive remuneration, and the overall earnings potential is influenced by a variable incentive structure, earning a multiple salary up to:

1.0x

RBC supports pay transparency and we strive to ensure that all pay scales are competitive, fair and fair.

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 R0000193236 on the RBC careers portal.

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