Associate

Requisition	R0000193342
Employer	RBC Dominion Securities Inc.
Canadian locations	Surrey (Colombie-Britannique, Canada)
Primary address	7956 120 ST, SURREY, BC V3W 3N2, Canada
Posted	November 23, 2026
Last day to apply	December 18, 2026
Posted deadline	December 19, 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 Canada's first comprehensive investment and wealth management company and is supported by a leading financial institution in Canada. We are proud to hire and encourage talented people who share our commitment to helping our clients build and preserve their heritage so that they can achieve the goals that are of greatest interest to them.

RBC Dominion Securities' White Rock branch 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 a portfolio manager to manage client portfolios and asset management planning opportunities.

Responsibilities

- Maintain existing accounts receivable and identify opportunities to communicate with clients. You will oversee managing key time and dates of accounts to help clients feel supported by our team.
- Respond to client enquiries to understand and demonstrate efficiency over time (account transactions, requests, account documents, account reports, etc.).
- Tap into your superior problem resolution skills to provide proactive client service. Working collaboratively, you will at times liaise with various departments to provide smooth and timely solutions.
- Effectively manage communications received from clients, advisors and other internal and external partners.
- Assist the Advisor team in welcoming and onboarding new clients.
- Use your passion for planning to coordinate and prepare meetings for advisors with their clients/prospects.
- Become well informed in industry internal controls and regulatory requirements, ensuring that client records and other necessary documentation are accurate, up-to-date and compliant.
- Follow up on client trades to ensure proper settlement and delivery

Qualifications

Requirements

- Canadian Investment Regulatory Review, CIRE
- 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 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.
- 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

The base salary range for this position is $37,500 - $45,000 based on your experience, skills and registration status, market conditions and business needs.

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

Adaptability, communication, critical thinking, detailed orientation, teamwork, time management, heritage management, written communication

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 R0000193342 on the RBC careers portal.

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