Administrative Assistant Wealth Management

Requisition	R0000193348
Employer	RBC
Canadian locations	Surrey (Colombie-Britannique, Canada)
Primary address	2626 CROYDON DR:SURREY
Posted	November 23, 2026
Last day to apply	December 11, 2026
Posted deadline	December 12, 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 located in White Rock, BC is looking for a resourceful, empathetic and collaborative individual to join our leading wealth management firm as an Administrative Assistant.

By providing ongoing, exceptional service and support to our clients and our Advisor team, you will help our team deepen existing relationships and welcome new clients to the firm. Offering efficient internal support, you will be invaluable in ensuring the Advisory team functions fluidly and that each member receives the assistance they need to perform at their best.

Responsibilities

- Impact on customer experience through the execution of client account administration, including account opening, account maintenance and effective client demand resolution.
- 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.
- 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.
- Respond to client enquiries to understand and demonstrate efficiency over time (account transactions, requests, account documents, account reports, etc.).
- 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.
- Apply your superior problem solving skills to provide proactive customer service.
- Effectively manage communications received from clients, advisors and other internal and external partners.
- Use your social media skills to update the team's communication channels, including websites, LinkedIn, Facebook, brochures, newsletters.

Qualifications

Requirements

- Strong skills in working with various business applications/technologies
- 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

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- Exceptional verbal and written communication

Assets

- Canadian Investment Regulatory Review, CIRE
- Knowledge of RBC Dominion Securities' systems and procedures· Experience in the securities industry is an asset

Pay and benefits

We are committed to the challenge of being the best, thinking incrementally to continue growing and working together to provide reliable advice that will 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 to our communities and achieve a mutual success.

You will also benefit from

- 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
- The chance to work in a dynamic, collaborative, progressive and efficient team
- A world-class financial services training programme

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 $38,000 - $47,000.

This position may be eligible for discretionary or variable incentive payments up to 0.5x 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

Client Service, Collaboration, Communication, Office Administration, Team Work, Time Management, Wealth 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 R0000193348 on the RBC careers portal.

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