Administrative Assistant, Group Advantage

Requisition	R0000193388
Employer	Royal Bank of Canada
Canadian locations	Vancouver (Colombie-Britannique, Canada)
Primary address	1025 GEORGIA ST W, VANCOUVER, BC V6E 3N9, Canada
Posted	November 23, 2026
Last day to apply	December 6, 2026
Posted deadline	December 7, 2026
Business area	PERSONAL & COMMERCIAL BANKING
Employment status	Regular
Work schedule	Full time · 37.5 h per week
Pay type	Salaried

The position

As the Administrative Assistant supporting Group Advantage, Vice Presidents (VPs) in Alberta & Territories and British Columbia, you will provide in-depth support in day-to-day management of teams in the both provinces. The primary purpose of this role is to help the VPs maximize their time against top priorities in the market, impacting client loyalty, employee engagement, and business results. You will proactively recommend and implement changes to improve efficiency, assist with reporting analyses, and build relationships with internal partners to support the VPs' work.

Responsibilities

- Plan and monitor critical market areas such as operating expenditures, personnel cost budgets, operational unit recognition programs, client and personnel event management, and regional internal communications processes
- Provide support to plan, organize and administer the VP’s calendar and ensures pre-preparation for all bookings
- Prioritize the VP’s time against the highest impact activities
- Actively manage incoming and outgoing correspondence and act as a point of contact between executives and employees/clients
- Support the VP in terms of risk and compliance requirements, transit routines and all market office operations
- Prepare the VP for weekly, monthly and quarterly reviews and routines, including electronic documentation management and disclosure of all information
- Coordinate technical aspects of boarding new employees, including equipment controls and system access configuration
- Uphold a strict level of confidentiality

Qualifications

novijob.com novijob.com novijob.com novijob.com novijob.com novijob.com novijob.com novijob.com

Royal Bank of Canada Website, © 1995-2026 - Tous droits réservés © 2026 - optimisé par novijob™

Requirements

- 3 – 5 years of experience in administrative support at the executive level
- Advanced knowledge of Microsoft Office (Outlook, Word, Excel and Power Point), Adobe Acrobat and social media web platforms
- Provident proactive approaches to problem solving with high decision-making capacity
- Very strong interaction capacity and ability to build relationships with stakeholders, including staff, clients, external partners and donors
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Highly resourceful team player, with the ability to be also extremely effective independently

Assets

- Experience in the Financial Services sector

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.
- Work in a dynamic, collaborative, progressive and efficient team
- Significant exposure to stakeholders in all Canadian banking and other business units
- Access to various programmes, resources and technologies
- A comprehensive total premium program including flexible premiums and benefits, competitive remuneration and premium structure

Job Skills

Communication, Data Entry, Details, E-mail Services, Office Administration, Presentation Software, Computer Sheet Software, Team Work, Time Management, Word Processing Software

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 R0000193388 on the RBC careers portal.

novijob.com novijob.com novijob.com novijob.com novijob.com novijob.com novijob.com novijob.com

Royal Bank of Canada Website, © 1995-2026 - Tous droits réservés © 2026 - optimisé par novijob™