Executive Assistant - Chief Data Officer

Requisition	R0000193438
Employer	Royal Bank of Canada
Canadian locations	Toronto (Ontario, Canada)
Primary address	600 QUEENS PLATE DR, TORONTO, ON M9W 0A4, Canada
Posted	November 25, 2026
Last day to apply	December 8, 2026
Posted deadline	December 9, 2026
Business area	CHIEF LEGAL & ADMIN OFFICE GRP
Employment status	Regular
Work schedule	Full time · 37.5 h per week
Pay type	Salaried

The position

In this role, you will play a critical role by providing direct support to the SVP, Chief Data Officer. You will be accountable for managing schedules, departmental events and executive correspondence to ensure the effectiveness of the executive leadership team. In addition, you will liaise with RBC Leadership and business partners on behalf of the SVP, follow-up on action items, maintain calendars, coordinate travel arrangements, maintain and organize files, prepare correspondence and other presentation materials.

Responsibilities

- Act as a key contact for the framework you will support.
- Calendar management including prioritizing, scheduling, and managing conflicts.
- Prepare and modify correspondence, communications, presentations and other documents
- Prepare and provide administrative support to the Executive Committee
- Acting as a liaison between the executives you support and internal/external stakeholders
- Treat confidential and sensitive information with utmost discretion
- Process monthly expense reports and maintain vacation schedules and senior management files and their direct reports on the workday.
- Validate expense reports before SVP approval, when needed. Proactively seek opportunities to provide additional value to ensure all established deadlines/commitments are met
- Managing special projects and initiatives as required by the managers you support
- Work closely with other administrative assistants in the organization to effectively plan meetings, and events and manage calendar series. Provide administrative back-up to other executive assistants during vacation and other absences
- Facilitate and support operational aspects such as asset and inventory management, floor management, boarding support for new recruits and transfers
- Support the team in its activities to encourage greater employee participation (i.e., team social events, chat sessions, focus groups and other opportunities)
- Continue to adapt our way of working, support the overall objectives of the senior management team (agility display, use new tools and skills (virtual capabilities), and proactively encourage and identify and deliver efficiencies).

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Qualifications

Requirements

- 5 years and more experience in support of senior executives in large companies
- Proactive approach to keeping calendars and SVP organized
- Technically informed; very competent in Microsoft Word, Power Point, Excel, Outlook
- Experience with Concur Expense System, Workday
- Excellent verbal and written communication skills; excellent interpersonal skills, diplomacy, tact, positive candour attitude
- Superior organizational skills specifically around calendar management, scheduling, ability to organize, plan, and schedule activities
- Strong interpersonal skills to work effectively with various levels of staff, including senior management and senior management
- Exceptional time management and proven ability to rotate/set to changing priorities
- Ability to thrive in an independent workplace and do not hesitate to share innovative ideas and practices
- Demonstrate initiative, positive and useful attitude when treating others in a professional way

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 R0000193438 on the RBC careers portal.

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