Team Lead, Institutional Portfolio Operations

Requisition	R0000193480
Employer	Phillips, Hager & North Investment Management Ltd.
Canadian locations	Toronto (Ontario, Canada)
Primary address	600 QUEENS PLATE DR, TORONTO, ON M9W 0A4, Canada
Posted	November 24, 2026
Last day to apply	December 8, 2026
Posted deadline	December 9, 2026
Business area	WEALTH MANAGEMENT
Employment status	Regular
Work schedule	Full time · 37.5 h per week
Pay type	Salaried

The position

As a key member of the Institutional Portfolio Operations Team, PH&N Institutional, Global Asset Management (GAM) you will oversee providing leadership and oversight of the team on a daily basis, while identifying areas to improve operational effectiveness and decrease the risk of error. A high level of attention to detail, along with excellent communication and problem solving skills are required. A demonstration of proven leadership skills is a prerequisite.

Responsibilities

- By developing a thorough understanding of the function, responsibilities and systems used by the Institutional Portfolio Operations Team, you will lead by continually demonstrating best practices, requiring standards of timeliness, quality and accuracy to ensure proper process documentation.
- Act as the first point of contact for the team for any questions or issues as they arise, resolving issues at source and escalating when needed.
- Implement action plans to mitigate gaps in processes or knowledge and ensure smooth transitions to new processes or technology applications.
- Encourage positive and productive working relationships with all points of contact (internal and external) and the sharing of resources and knowledge within the Department.
- Ensure that staff are sufficiently programmed to meet operational demands and promote change management.
- Participate in the evaluation of the team's performance by providing feedback and feedback.
- Participate in various IPA team related projects and take ownership for timely completion.
- This will involve managing cash flow and bringing institutional portfolios closer together, which involves processing mutual fund swap notes, proposing and implementing money market requirements and updating internal portfolio business registers.

Qualifications

Must-have·

- Strong strategic thinking and leadership skills
- Self-starting oriented to services and customer solutions
- Excellent writing, communication and documentation skills
- Ability to prioritize and multitasking, using your organizational skills and problem solving
- Extremely detailed with a proven degree of precision in project work
- Advanced MS Excel skills and university degree with at least 5-10 years of industry experience
- Technology and AI skills to improve processes and productivity
- Experience supervising teams of 5+ people

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

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

- Some travel may be necessary

Assets

- Experience with Eagle, Unitrax, Electra

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.

- 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.
- Capacity to make a difference and sustainable impact
- Join a collaborative team that works at a high standard and looks for new ways to improve.
- Flexible work/life balance options
- Opportunities to do challenging work
- Opportunities for progressively fulfilling greater responsibilities
- Access to a variety of job opportunities across business and geographies

Job Skills

Communication, critical thinking, customer service, detailed orientation, industry knowledge, information capture, investment banking, negotiation, product services, teamwork

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

$67,000.00 - $110,000.00

The pay scale provided is that of the principal workplace mentioned in the Additional Employment Details section of this assignment. Pay scales may vary depending on location. If the assignment lists several locations, a recruiter can confirm the availability of the relevant role and pay scale for the additional locations listed. RBC supports pay transparency and we strive to ensure that all pay scales are competitive, fair and equitable.

You have the potential to win RBC's discretionary variable pay program, which gives you the opportunity to increase your total pay, provided that businesses meet their performance targets and achieve your individual goals.

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 R0000193480 on the RBC careers portal.

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

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