Executive Assistant

Requisition	R0000193488
Employer	RBC Global Asset Management Inc.
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 9, 2026
Posted deadline	December 10, 2026
Business area	WEALTH MANAGEMENT
Employment status	Regular
Work schedule	Full time · 37.5 h per week
Pay type	Salaried

The position

In the role of Executive Assistant, you will provide Senior level administrative support to the Global Chief Operating Officer of RBC GAM and the associated leadership team. RBC Global Asset Management (RBC GAM) is a global asset manager with offices in Canada, U.S., EMEA and APAC delivering industry leading investment management capabilities. RBC GAM manages approximately C$700 billion in assets worldwide on behalf of institutional and individual investors through mutual funds, pooled funds, hedge funds, segregated accounts and specialty investment strategies. For more information, please visit:

Responsibilities

- Maintain outlook schedules and manage coordination and logistics of internal and external meetings for the team.
- Help organize and execute events for executive team and external onsite meetings
- Arrange and coordinate domestic and international travel agendas
- Assists in the implementation of HR responsibilities, including: processing expenditure reports, assisting in the pre-expenditure approval process, and ensuring that all policies are followed with the support of new team members, assisting in responding to technology requests, procurement orders, and various inquiries
- Acting as a team expert on matters relating to the management of travel and expenses and other policies and procedures
- Ensure senior management is well prepared for meetings and events
- Create and modify spreadsheets and presentations for internal and external meetings
- Handle regular activities without prompting, and advise in advance of issues or delays
- Collaborate with other members of the team in a positive partnership to support and provide comprehensive coverage and relief support
- Adapt quickly to changing priorities and make appeals for judgement in ambiguous situations
- Direct and coordinate special projects, as requested

Qualifications

Requirements

- 5-7+ years supporting senior executives within the finance industry
- Bachelor’s degree or equivalent
- High skill in Microsoft applications - Outlook, Word, Excel, PowerPoint
- Excellent interpersonal, communication and written skills
- Savvy Tech – AI to improve efficiency and willingness to learn different video conferencing platforms (WebEx, zoom, teams).

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- High level of professionalism and discretion.

Assets

- Knowledge of the financial industry and investment
- Project management experience
- Ability to work effectively with staff at all levels

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.
- Opportunities to do challenging work
- Opportunities for progressively fulfilling greater responsibilities
- Access to a variety of job opportunities across business and geographies

Job Skills

Adaptability, Calendar Management, Confidentiality, Data Collection Analysis, Interpersonal Relationships, Office Administration, Presentation Software, Time Management, Word Processing Software

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

$55,000.00 - $90,000.00

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 R0000193488 on the RBC careers portal.

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