Executive Assistant

Requisition	R0000193591
Employer	RBC
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	CHIEF LEGAL & ADMIN OFFICE GRP
Employment status	Regular
Work schedule	Full time · 37.5 h per week
Pay type	Salaried

The position

As an Executive Assistant, you play a critical role by providing direct support to the senior leadership team within RBC. This role will support the Vice President for Public Policy and Vice President for Head of Canadian Government Affairs. 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 leadership team, follow-up on action items, maintain calendars, coordinate travel arrangements, maintain and organize files, prepare correspondence and other presentation materials, and prepare / act as a pre-verification officer for department expense reports.

Responsibilities

- Act as the key contact for the executives that you will be supporting.
- Calendar management including prioritizing, scheduling, and managing conflicts.
- Monitor a dedicated inbox to help manage meeting proposals, actions and issues to be addressed and delegate inquiries.
- Support the overall objectives of the management team by coordinating meeting planning and equipment, including administrative support, team meetings, support in organizing town hall meetings, etc.
- If necessary, follow the items or outputs on the agenda, including coordination with facilitators and presenters, to provide the documents in a timely manner.
- Coordinate travel and hotel arrangements for the team, when needed.
- Manage the senior executive’s and leadership team’s supplier relations, maintain records and business expenses, and ensure invoices and bills are promptly paid; prepare and approve expenses according to delegated authorities.
- Maintain team vacation schedule and up-to-date records for the executives and their direct reports within the Vacation & Absence Management (VAM) system.
- Organize communication sessions, employee recognition celebrations and other team activities.
- Coordinate employee change and boarding arrangements for new employees, including equipment and accommodation requirements, and follow policies and procedures.
- To raise awareness of the team, invite key business partners, and maintain effective knowledge of all relevant resources and services available within the organization.
- Actively seek opportunities to provide additional value to ensure that all established timelines and commitments are met.

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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 VPs organized
- 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
- Outstanding time management skills associated with a proven ability to rotate/resolve towards changing priorities
- Technically informed; very competent in Microsoft Word, Power Point, Excel, Outlook
- Experience with Concur Expense System, Workday
- 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 R0000193591 on the RBC careers portal.

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