Private Client Associate

Requisition	R0000193659
Employer	RBC Phillips, Hager & North Investment Counsel Inc.
Canadian locations	Toronto (Ontario, Canada)
Primary address	600 QUEENS PLATE DR, TORONTO, ON M9W 0A4, Canada
Posted	November 26, 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

As part of a dynamic team, you will be responsible for assisting the investment advisor and other team members in the daily maintenance and administration of the portfolio and the superior service to RBC PH&N Investment Advocate's high net worth clients.

Responsibilities

- Identify, investigate and resolve all client inquiries, administrative errors, etc.
- To be a key support to the team's administrative activities and responsibilities
- Ensure that transactions are processed accurately and in a timely manner
- Manage all aspects of account opening and documentation and maintain cash flows and client balances
- Maintain records and records and attend client meetings when needed.
- Proactively assist client management of scheduled appointments and meetings/calls
- Stay current with all RBC Policies & Procedures
- Assist other team members and continue to strengthen inter-firm working relationships.

Qualifications

Requirements

- University Degree
- CSC (Canadian Securities Courts)
- Minimum of 2 years experience in a similar role in the investment industry
- Advanced MS Office skills (Excel, Word, Powerpoint)
- Drive in a fast environment, manage multiple priorities and tight deadlines

Assets

- Current CFA Registration (Chartered Financial Analyst)

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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.
- Challenging work
- Variety of assignments
- Financial strength and a strong brand
- Prestige
- Management that supports your work and progress

Job Skills

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

$46,000.00 - $70,000.00

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 R0000193659 on the RBC careers portal.

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