

Job Title: Administrative Assistant

What is the opportunity?

The RBC Dominion Securities branch located in Charlottetown, PE is looking for an Administrative Assistant to provide administrative support to a successful Investment Advisor and team. The successful candidate should have administrative experience, exceptional communication skills, and have a focus on providing outstanding client service.

What will you do?

- Prepare account opening documentation and follow up on documentation as required
- Maintain current knowledge of client accounts by reviewing daily activity online and on an applicable reports
- Maintain all pending plan transfers to ensure proper settlement and delivery
- Prepare client review materials, correspondence and reports
- Utilize contact management system for daily task management and client record-keeping
- Assist in filing and preparing mailings such as seminars, newsletters and information packages.
- Conduct various administrative functions as required including the review of incoming mail and answering telephone calls.

What do you need to succeed?

Must-have

- Administrative experience
- Exceptional communication skills
- Attention to detail
- Ability to work under pressure meeting strict deadlines
- Experience using Microsoft Office
- Exceptional organizational skills

Nice-to-have

- Post-secondary diploma or degree
- Investment industry knowledge
- CSC, CPH or completed within 12 months of employment
- Proficiency in Excel

What's in it for you?

We thrive on the challenge to be our best, progressive thinking to keep growing, and working together to deliver trusted advice to help our clients thrive and communities prosper. We care about each other, reaching our potential, making a difference to our communities, and achieving success that is mutual.

- A comprehensive Total Rewards Program including bonuses and flexible benefits, competitive compensation, commissions, and stock where applicable
- Leaders who support your development through coaching and managing opportunities
- Ability to make a difference and lasting impact
- Work in a dynamic, collaborative, progressive, and high-performing team
- Flexible work/life balance options
- Opportunities to do challenging work
- Opportunities to take on progressively greater accountabilities
- Access to a variety of job opportunities across business

Join our Talent Community

Stay in-the-know about great career opportunities at RBC. Sign up and get customized info on our latest jobs, career tips and Recruitment events that matter to you.

Expand your limits and create a new future together at RBC. Find out how we use our passion and drive to enhance the well-being of our clients and communities at

jobs.rbc.com.

JOB SUMMARY

City: Charlottetown

Address: 134 Kent Street, Suite 602

Work Hours/Week: 37.5

Work Environment: Branch

Employment Type: Permanent

Career Level: Experienced Hire/Professional

Pay Type: Salary + Variable Bonus

Required Travel (%): 0-25

Exempt/Non-Exempt: N/A

People Manager: No

Application Deadline: 01/25/2022

Platform: Wealth Management

Req ID: 442870

Ad Code(s):

To apply for this position, please send your resume and cover letter to Jaime Currie at jaimelynn.currie@rbc.com