



Example of Associate, RBC Dominion Securities Job Description

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Our innovative and growing company is looking for an associate, RBC dominion securities. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for associate, RBC dominion securities

- Follow-up on client trades and transactions to ensure proper settlement and delivery
- Prepare and make courtesy calls and review client accounts
- Support in wealth management
- Enter trades in a timely and accurate manner
- Assist Investment Advisor in preparing for client meetings
- Prepare client review materials, correspondence and reports
- Investigate and resolve inquiries related to accounts and escalate to the Investment Advisor, Branch Management where appropriate
- In addition will be cross trained in the cage to for backup/vacations
- This position is primarily administrative in focus, with 90% of the work being administrative in nature
- Ensure daily communication with the Investment Advisor team

Qualifications for associate, RBC dominion securities

- Canadian Securities Course (CSC) and Codes & Practices Handbook (CPH) is preferred
- Minimum 2 years Licensed Associate experience required
- Completion of the CSC/CPH is preferred
- 24- 36 months experience in Associate role or equivalent role responsibilities within the industry

- Fluency in reading, speaking and writing French is preferred