



Example of Associate, RBC Dominion Securities Job Description

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Our company is looking to fill the role of associate, RBC dominion securities. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for associate, RBC dominion securities

- Deal with varying personalities with internal and external clients
- Make recommendations to buy, sell or switch securities only if directed by IA's
- Complete daily requests related to client accounts
- Maintain current knowledge of client accounts and resolve client inquiries
- Manage a small group of clients, under the guidance of the Investment Advisor
- Meet all clearly defined processing deadlines
- Deal with all clients over the phone and in person in a courteous and pleasant manner
- Prepare all daily deposits and deal with incoming and outgoing funds as required
- Support Branch Management with all administrative duties as required, including managing office supplies, scheduling boardrooms, and providing support to the Business Administrator as needed
- General Projects and other duties as assigned

Qualifications for associate, RBC dominion securities

- Must be currently licensed by IIROC as a Registered Representative (RR) or Investment Representative (IR)

- Valid Canadian Securities Course (CSC) required & Conduct and Practice Handbook (CPH) preferred
- Must have strong communication skills in English, and Mandarin (both oral and written)
- Fluency in Korean required (reading and writing)