Example of Associate, RBC Dominion Securities Job Description

Our company is hiring for an associate, RBC dominion securities. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for associate, RBC dominion securities

- Manage the portfolio review process – utilize tools available
- Support Portfolio Manager with best service possible while always considering bottom line profitability
- Responsible for qualifying prospects, referrals, and other opportunities
- Manage the portfolio implementation, trading, quarterly re-balancing process
- Research - Track and monitor all products in portfolio, maintain targets and other technical info on all positions, understand and follow direction of firm
- Lots of paperwork! Help clients open new accounts, and update existing account information
- Interact with clients on a daily basis by phone, email, and in-person
- Liaise with back office contacts to investigate and resolve inquiries related to accounts and account transactions
- Follow-up on client requests and transactions from the previous day to ensure proper settlement and delivery
- Complete various compliance-related projects

Qualifications for associate, RBC dominion securities

- Canadian Securities Course (CSC) and Conduct & Practice Hanbook Course completed (preferred)
- Canadian Securities Course (CSC) or related financial post-secondary education
- 3 years experience in a client management role (or equivalent role

- Excellent client service skills that are viewed by clients as professional, warm and friendly
- A working understanding of capital markets, equities, fixed income and alternatives with a commitment to retail advisory
- Undergraduate degree or an equivalent recognized professional designation (CFP, PFP, CIM)