



# Example of Associate, RBC Dominion Securities Job Description

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Our growing company is looking to fill the role of associate, RBC dominion securities. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for associate, RBC dominion securities

- Open new accounts, and update existing account information
- Portfolio management & execution (Bulk trading/Rebalancing/PIM Dashboard, Asset allocation management, TAC sheet management, Account and family management, Client communication ,New Issue management, Tax Management, Review preparation
- Support PM with client service on portion of portfolio
- Marketing- (Manage all marketing and BD material, Proposal management and marketing preparation and Website management)
- Administration - Understand all aspects of administration tasks to back up Administrative Assistant, Account openings and reporting
- Primary administrator for marketing asset management website, MyMarketing, including user help support
- Coordinate reprints, updates of marketing assets with key head office partners
- Co-ordinate and maintain promotional programs including relationships with vendors
- Administer day-to-day invoicing and billing, expenses, team name approval lists, vacation and absence management, intranet updates, courier/mail, office supplies, equipment and new hire set-up
- Manage schedules and delivery timelines for tradeshow booths and signage for seminar/events for sales force

- Canadian Securities Course (CSC) is recommended or willingness to obtain
- Completion of Canadian Securities Course and Conduct & Practices Handbook course strongly preferred
- Willingness to complete the Canadian Securities Course (CSC) & Conduct and Practices Handbook Course (CPH)
- Must have Post Secondary Education ( College or University )
- Must have completed the Canadian Securities Course (CSC)
- CSC & CPH completed or willing to complete the exams within 12 months of hire