

Job Posting: 178004 - Position: S26 2026 Capital Markets, Business & Client Services, Junior Trade Support Analyst (16 Months, Co-op) 178004

Co-op Work Term Posted:	2026 - Summer
App Deadline	02/15/2026 11:59 PM
Application Method:	Through Employer Website
Posting Goes Live:	02/03/2026 03:26 PM
Job Posting Status:	Approved

ORGANIZATION INFORMATION

Organization	RBC (Royal Bank of Canada)
Country	Canada

JOB POSTING INFORMATION

Placement Term	2026 - Summer
 Job Title 	S26 2026 Capital Markets, Business & Client Services, Junior Trade Support Analyst (16 Months, Co-op) 178004
Position Type	Co-op Position
Job Location	Toronto, ON
Country	Canada
Duration	16 months
Work Mode	To be confirmed
Salary Currency	CAD
Salary	Salary Not Available, 37.5 Major List

Job Description

What is the opportunity?

To ensure the efficient and accurate daily processing of all assigned tasks on the OPENLINK system. Completion of tasks including but not limited to retail trade input and validation, certificate issuance and redemption, daily and monthly reporting, and other miscellaneous tasks to support the active and fast moving team in the Commodity Operations group.

What will you do?

- Input daily retail trades and ensure that the rates are captured correctly by the branches.
- Assist in the dispatching of Inventory Delivery and Receipt instructions.
- Responsible for issuing and redeeming Precious Metals Certificates on file.
- Provide quality service by ensuring that all queries received from traders, branch personnel and other stakeholders are responded to promptly.
- Responsible for the reconciliation of metals held at various RBC locations.
- Ensure that there are adequate checks on the accuracy of all rates entered into the system & appropriate sign off.
- Ensure that all procedures, as detailed in the group's procedures and standing orders are strictly observed.
- Prepare reports for internal stakeholders as required. Track sign offs where applicable.
- Proactively identify opportunities to further streamline processes.
- Assist with ad-hoc requests and administrative tasks from Reporting Officer, BO colleagues or other cross functional groups.

Trade Validation / Reconciliation:

- Perform trade validation for Commodities derivatives and physical trades booked into the Openlink booking systems. Analyze the

downstream impact of new deals, amendments, cancellations and actively communicate issues to relevant stakeholders.

- For trade capture errors, monitor results & exceptions, analyze underlying causes and ensure appropriate, corrective action are taken to reduce the frequency of occurrence and minimize loss due to error.
- Liaise with FO and all cross functional teams as Commodity Operations' primary contact for all queries and issues and effectively monitor, track, and escalate any potential risks in a timely manner.
- Work closely with Futures/Clearing teams to identify and resolve trade breaks on a daily basis.

On-going / Administrative / Other:

- Ensure that daily and monthly procedures, as detailed in the group's procedures and standing orders are strictly observed. Maintain and update operational procedures and PRIMA maps related to these functions on an ongoing basis.
- Proactively identify opportunities to further streamline processes. Recommend cost efficient and effective controls for Commodity trade processing with the introduction of new processes, products and systems. Initiate and implement recommendations for automation.
- Perform system troubleshooting and develop technology tools (e.g., VBA macro) as required to support trade validation/reconciliation responsibilities seamlessly

Job Requirements

What do you need to succeed?

Must-have

- Strong academic credentials and currently pursuing an undergraduate degree in Business, Finance, Accounting, Economics,
- Ability to work as an integral part of a team, fostering teamwork and cultivating relationships, as well as work independently or with minimal direction
- High Degree of accuracy, strong organizational and analytical skills
- Self starter, quick learner and problem solver
- Sound technical skills
- Excellent verbal and written communication skills
- Displays initiative in learning new technology and systems

Citizenship Requirement N/A

APPLICATION INFORMATION

Application Procedure Through Employer Website

Special Application Instructions

APPLICATION LINK: <https://jobs.rbc.com/ca/en/job/R-0000158182/2026-Capital-Markets-Business-Client-Services-Junior-Trade-Support-Analyst-16-Months-Co-op>

Please click the "I intend to apply to this position" button on SCOPE and also submit your application via the employer's website.

Applications are accepted on a rolling basis and the posting may be expired at any time by the employer as submissions are received.

Students should submit their applications as soon as they are ready.