

# HUDSON BUSINESS SUPPORT

## Salary guide

### Permanent Roles - Annual base salary 2017 AUD '000

	Sydney	Newcastle	Canberra	Brisbane	Melbourne	Adelaide	Perth
<b>Office Administration</b>							
Receptionist	45 - 60	45 - 55	45 - 55	40 - 55	50 - 55	45 - 58	45 - 50
Data Entry Operator	45 - 55	45 - 55	45 - 55	40 - 45	40 - 50	45 - 58	45 - 50
Administration Assistant	45 - 55	45 - 55	45 - 60	40 - 60	50 - 55	55 - 68	55 - 60
Mailroom Clerk	40 - 50	N/A	40 - 50	40 - 45	40 - 45	45 - 58	40 - 45
<b>Executive Administration</b>							
Executive Assistant	80 - 110	60 - 85	80 - 110	70 - 90	60 - 90	65 - 95	75 - 90
Personal Assistant	65 - 80	55 - 65	65 - 80	50 - 70	60 - 80	65 - 95	70 - 75
Team Assistant	50 - 70	45 - 60	50 - 70	45 - 60	50 - 60	55 - 75	55 - 60
Office Manager	65 - 90	60 - 85	65 - 90	55 - 80	60 - 90	75 - 95	75 - 85
Systems Accountant	70 - 100	60 - 80	85 - 115	80 - 100	80 - 120	60 - 80	85 - 115
<b>Specialised Administration</b>							
Project Administrator	60 - 75	55 - 75	55 - 70	50 - 70	60 - 75	55 - 75	65 - 85
Project Coordinator	65 - 80	60 - 80	60 - 75	60 - 80	65 - 80	55 - 75	65 - 80
Legal Secretary	60 - 75	55 - 75	65 - 85	50 - 70	55 - 60	65 - 85	65 - 75
Paralegal	65 - 85	N/A	65 - 85	50 - 70	60 - 75	60 - 85	55 - 60
Human Resource Administrator	50 - 70	45 - 55	55 - 70	50 - 60	55 - 65	60 - 90	60 - 65

This salary guide is a compilation of salary and market information provided by Hudson consultants, clients, candidates and other sources across Australia. Information was gathered by drawing on the extensive knowledge of our specialist recruitment consultants across Hudson's specialist practice groups. Salary ranges are approximate guides only. They relate to base salaries and exclude superannuation/bonuses/incentive schemes/stock options.

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<b>Specialised Administration continued...</b>							
Marketing Administrator	55 - 70	45 - 55	55 - 70	50 - 65	50 - 60	55 - 70	60 - 65
Contracts Administrator	60 - 75	N/A	60 - 75	50 - 70	N/A	55 - 70	65 - 70
Document Controller	55 - 70	60 - 80	55 - 70	50 - 80	60 - 80	N/A	65 - 85
Senior Document Controller	70 - 90	70 - 95	65 - 80	70 - 90	80 - 100	N/A	85 - 90
Logistics Coordinator	60 - 65	N/A	45 - 65	50 - 70	N/A	N/A	65 - 75
Sales Administrator	50 - 65	45 - 65	50 - 65	50 - 70	50 - 65	55 - 75	55 - 65
Facilities Administrator	55 - 65	45 - 55	50 - 60	50 - 60	50 - 65	70 - 75	50 - 60
Finance Administrator	55 - 65	45 - 55	45 - 65	50 - 60	50 - 65	N/A	55 - 65
IT Support	55 - 65	N/A	55 - 70	55 - 65	50 - 65	N/A	60 - 65
<b>Contact &amp; Customer Service</b>							
Customer Service Manager	70 - 120	N/A	80 - 120	90 - 110	55 - 75	N/A	85 - 95
Customer Service Officer	50 - 65	N/A	50 - 65	45 - 55	40 - 55	N/A	50 - 55
Client Services Manager	70 - 120	N/A	80 - 120	90 - 100	55 - 75	N/A	65 - 75
Client Services Officer	55 - 75	N/A	65 - 75	45 - 50	40 - 55	N/A	60 - 65
Contact Centre Manager	70 - 120	N/A	80 - 120	90 - 120	80 - 120	65 - 95	85 - 100
Contact Centre Team Leader	70 - 90	N/A	70 - 90	50 - 70	60 - 80	N/A	70 - 75

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Contact & Customer Service continued...							
Contact Centre Officer	50 - 65	N/A	50 - 65	45 - 50	40 - 55	N/A	60 - 65
Customer Service Team Leader	55 - 85	N/A	65 - 85	55 - 80	60 - 70	N/A	75 - 85
Customer Service Representative	45 - 60	N/A	45 - 60	45 - 55	45 - 55	N/A	50 - 55

### Get in touch

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