

# Salary Guide



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|                                       | Permanent (AUD/000) |
|---------------------------------------|---------------------|
| <b>Office Administration</b>          |                     |
| Receptionist                          | 40 - 55             |
| Data Entry Operator                   | 40 - 60             |
| <b>Executive Administration</b>       |                     |
| Executive Assistant                   | 70 - 90             |
| Personal Assistant                    | 50 - 70             |
| Team Assistant                        | 45 - 65             |
| Office Manager                        | 55 - 95             |
| <b>Contact &amp; Customer Service</b> |                     |
| Customer Service Manager              | 70 - 100            |
| Customer Service Officer              | 45 - 55             |
| Client Services Manager               | 70 - 100            |
| Client Services Officer               | 45 - 65             |
| Contact Centre Manager                | 70 - 100            |
| Contact Centre Officer                | 45 - 60             |

|                                   | Permanent (AUD/000) |
|-----------------------------------|---------------------|
| <b>Specialised Administration</b> |                     |
| Project Administrator             | 55 - 65             |
| Project Coordinator               | 60 - 70             |
| Human Resources Administrator     | 50 - 60             |
| Marketing Administrator           | 50 - 60             |
| Contracts Administrator           | 65 - 75             |
| Document Controller               | 65 - 75             |
| Senior Document Controller        | 70 - 90             |
| Logistics Coordinator             | 60 - 70             |
| Sales Administrator               | 55 - 65             |
| Facilities Administrator          | 55 - 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.

Get in touch to see  
how we can help