

# Salary Guide



# Salary Guide

Permanent  
(AUD/000)

## Office Administration

Receptionist	45 - 55
Administration Assistant	45 - 55
Data Entry Operator	45 - 55

## Executive Administration

Executive Assistant	65 - 90
Personal Assistant	60 - 75
Team Assistant	50 - 70
Office Manager	60 - 80

## Contact & Customer Service

Customer Service Manager	70 - 100
Customer Service Officer	45 - 60
Client Services Manager	70 - 100
Client Services Officer	45 - 65
Contact Centre Manager	70 - 100
Contact Centre Officer	45 - 55

Permanent  
(AUD/000)

## Specialised Administration

Project Administrator	55 - 65
Project Coordinator	55 - 65
Human Resources Administrator	50 - 60
Marketing Administrator	50 - 60
Contracts Administrator	50 - 60
Document Controller	50 - 60
Senior Document Controller	60 - 75
Sales Administrator	50 - 60

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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# Salary Guide

	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

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# Salary Guide

	Permanent (AUD/000)
<b>Office Administration</b>	
Receptionist	45 - 60
Administration Assistant	45 - 65
Data Entry Operator	50 - 55
<b>Executive Administration</b>	
Executive Assistant	65 - 110
Personal Assistant	65 - 80
Team Assistant	55 - 75
Office Manager	65 - 90
<b>Specialised Administration</b>	
Contracts Administrator	55 - 75
Sales Administrator	55 - 70
Facilities Administrator	50 - 65
<b>Contact &amp; Customer Service</b>	
Customer Service Manager	65 - 78
Customer Service Officer	55 - 70
Client Services Manager	65 - 78
Client Services Officer	55 - 70
Contact Centre Manager	65 - 78
Contact Centre Officer	50 - 70

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Hudson Canberra  
Level 6, 54 Marcus Clarke Street, Canberra, 2600 | 02 6229 1555  
[au.hudson.com](http://au.hudson.com)

# Salary Guide

	Permanent (AUD/000)
<b>Office Administration</b>	
Receptionist	50 - 70
Administration Assistant	45 - 60
Data Entry Operator	55 - 75
<b>Executive Administration</b>	
Executive Assistant	70 - 130
Personal Assistant	60 - 120
Team Assistant	55 - 75
Office Manager	60 - 90
<b>Specialised Administration</b>	
Project Coordinator	55 - 75
Human Resources Administrator	55 - 75
Marketing Administrator	55 - 75
Sales Administrator	55 - 75
Facilities Administrator	50 - 75
<b>Contact &amp; Customer Service</b>	
Customer Service Manager	80 - 100
Customer Service Officer	52 - 60
Contact Centre Manager	80 - 100
Contact Centre Officer	70 - 95

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# Salary Guide

	Permanent (AUD/000)
<b>Office Administration</b>	
Receptionist	45 - 55
Administration Assistant	40 - 50
Data Entry Operator	45 - 55
<b>Executive Administration</b>	
Executive Assistant	60 - 80
Personal Assistant	55 - 70
Team Assistant	45 - 60
Office Manager	60 - 85
<b>Specialised Administration</b>	
Marketing Administrator	45 - 55
Sales Administrator	45 - 55

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# Salary Guide

Permanent  
(AUD/000)

## Office Administration

Receptionist	52 - 58
Administration Assistant	50 - 55
Data Entry Operator	45 - 55

## Executive Administration

Executive Assistant	90 - 110
Personal Assistant	75 - 100
Team Assistant	58 - 65
Office Manager	75 - 85

## Contact & Customer Service

Customer Service Manager	75 - 85
Customer Service Officer	55 - 65
Contact Centre Manager	80 - 85
Contact Centre Officer	45 - 55

Permanent  
(AUD/000)

## Specialised Administration

Project Administrator	55 - 64
Project Coordinator	58 - 65
Human Resources Administrator	50 - 60
Marketing Administrator	50 - 60
Contracts Administrator	65 - 75
Document Controller	60 - 70
Senior Document Controller	75 - 85
Logistics Coordinator	60 - 70
Sales Administrator	55 - 65
Facilities Administrator	55 - 65

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# Salary Guide

 Permanent  
(AUD/000)

## Office Administration

	Permanent (AUD/000)
Receptionist	50 - 60
Administration Assistant	50 - 60
Data Entry Operator	45 - 55

## Executive Administration

	Permanent (AUD/000)
Executive Assistant	80 - 110
Personal Assistant	65 - 80
Team Assistant	60 - 70
Office Manager	65 - 90

## Contact & Customer Service

	Permanent (AUD/000)
Customer Service Manager	75 - 120
Customer Service Officer	55 - 75
Client Services Manager	75 - 120
Client Services Officer	55 - 70
Contact Centre Manager	75 - 120
Contact Centre Officer	55 - 70

 Permanent  
(AUD/000)

## Specialised Administration

	Permanent (AUD/000)
Project Administrator	60 - 75
Project Coordinator	65 - 80
Human Resources Administrator	55 - 70
Marketing Administrator	55 - 70
Contracts Administrator	60 - 75
Document Controller	60 - 70
Senior Document Controller	75 - 90
Logistics Coordinator	60 - 70
Sales Administrator	55 - 70
Facilities Administrator	60 - 65

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