

HUDSON BUSINESS SUPPORT

# 2019 Salary Guide



# Discover great talent with Hudson

In this fast-changing world, an organisation's competitive advantage comes from having the best people.

Hudson helps organisations find and develop high performers with the right skills and experience – as well as the right motivational and cultural fit.

**Hudson** helps organisations achieve great performance by discovering talent and helping people realise their potential.

## Find the best talent

In today's market where candidates are more passive than ever before, we use our extensive database of specialised talent pools, networks and multiple sourcing channels to find, engage and nurture outstanding candidates – quickly.

## Rely on deep market knowledge

We understand the intricate needs of our clients and our candidates' niche skillsets, which ensures accuracy in our placements. Our specialist market knowledge of salaries, job titles and hiring trends helps us achieve the best outcome for your organisation at the appropriate remuneration.

## Hire with confidence

Using data-driven and best practice talent profiling and assessment techniques, our solutions minimise the risk in hiring decisions and ensure you select high performers who will stay and grow.

We use rigorous recruitment processes and science-based psychometric assessment tools that give you in-depth insights into the skills, behaviours and motivational drivers of candidates. Which in turn helps you make an informed decision when it comes to the cultural fit, capabilities and potential of your people.

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.

# HUDSON BUSINESS SUPPORT

## Adelaide

### OFFICE ADMINISTRATION

	<b>Permanent (AUD/000)</b>
Receptionist	45 - 55
Administration Assistant	45 - 55
Data Entry Operator	45 - 55

### EXECUTIVE ADMINISTRATION

	<b>Permanent (AUD/000)</b>
Team Assistant	50 - 70
Personal Assistant	60 - 75
Executive Assistant	65 - 90
Office Manager	60 - 90

### SPECIALISED ADMINISTRATION

	<b>Permanent (AUD/000)</b>
Project Administrator	55 - 65
Project Coordinator	55 - 65
Sales Administrator	50 - 60
HR Administrator	50 - 60
Marketing Administrator	50 - 60
Contracts Administrator	50 - 70
Document Controller	50 - 65
Senior Document Controller	60 - 75

### CONTACT AND CUSTOMER SERVICE

	<b>Permanent (AUD/000)</b>
Customer Services Officer	45 - 60
Customer Service Manager	75 - 100
Client Services Officer	50 - 70
Client Services Manager	70 - 80
Contact Centre Officer	45 - 55
Contact Centre Manager	70 - 100

# HUDSON BUSINESS SUPPORT

Adelaide

## FEATURED ROLE

### Executive Assistant

#### Permanent salary range (AUD/000)

65 - 90

#### About the role

The very best Executive Assistants do much more than just provide exceptional high level administrative support to Executives. Often becoming a strategic partner going above and beyond, they are the eyes and ears of an organisation and are able to keep their Executive well informed and ahead of the rest.

#### Key skills/attributes

- Diary management
- Agendas and minute taking
- Travel arrangements
- Excellent negotiation skills
- Ability to multitask and work well under pressure
- Deadline driven with exceptional attention to detail

# HUDSON BUSINESS SUPPORT

## Brisbane

### OFFICE ADMINISTRATION

	<b>Permanent (AUD/000)</b>
Receptionist	40 - 50
Data Entry Operator	40 - 55

### EXECUTIVE ADMINISTRATION

	<b>Permanent (AUD/000)</b>
Executive Assistant	65 - 80
Personal Assistant	55 - 70
Team Assistant	45 - 55
Office Manager	55 - 80

### CONTACT AND CUSTOMER SERVICE

	<b>Permanent (AUD/000)</b>
Customer Service Manager	80 - 120
Customer Service Officer	50 - 60
Client Services Manager	70 - 100
Client Services Officer	50 - 60
Contact Centre Manager	80 - 120
Contact Centre Officer	50 - 60

### SPECIALISED ADMINISTRATION

	<b>Permanent (AUD/000)</b>
Project Administrator	60 - 80
Project Coordinator	60 - 70
Human Resources Administrator	55 - 65
Marketing Administrator	55 - 65
Contracts Administrator	65 - 80
Document Controller	65 - 75
Senior Document Controller	75 - 90
Logistics Coordinator	60 - 70
Sales Administrator	50 - 65
Facilities Administrator	55 - 65

# HUDSON BUSINESS SUPPORT

## Canberra

### OFFICE ADMINISTRATION

	<b>Permanent (AUD/000)</b>	<b>Contracting (AUD/hr)</b>
Administrative Assistant (Junior)	40 - 50	30 - 35
Administrative Assistant (Mid Weight)	50 - 60	35 - 45
Administrative Assistant (Senior)	60 - 75	45 - 50
Receptionist	40 - 50	30 - 40
Data Entry	50 - 55	30 - 35
Team Leader	60 - 70	35 - 45

### EXECUTIVE ADMINISTRATION

	<b>Permanent (AUD/000)</b>	<b>Contracting (AUD/hr)</b>
Executive Assistant (Junior)	50 - 60	35 - 45
Executive Assistant (Mid Weight)	65 - 75	45 - 55
Executive Assistant (Senior)	75 - 90	55 - 70
Secretary (Junior)	45 - 50	30 - 35
Secretary (Mid Weight)	55 - 60	35 - 45
Secretary (Senior)	60 - 80	45 - 55
Personal Assistant (Junior)	50 - 60	35 - 45
Personal Assistant (Mid Weight)	65 - 75	45 - 55
Personal Assistant (Senior)	75 - 90	55 - 70
Office Manager (Junior)	60 - 65	40 - 45
Office Manager (Mid Weight)	70 - 75	45 - 50
Office Manager (Senior)	80 +	50 - 70

### CONTACT AND CUSTOMER SERVICE

	<b>Permanent (AUD/000)</b>	<b>Contracting (AUD/hr)</b>
Customer Support Officer (Junior)	40 - 45	25 - 35
Customer Support Officer (Mid Weight)	50 - 60	35 - 45
Customer Support Officer (Senior)	65 - 75	45 - 55

# HUDSON BUSINESS SUPPORT

## Canberra

### SPECIALISED ADMINISTRATION

	Permanent (AUD/000)	Contracting (AUD/hr)
Team Leader - Administrative (Mid Weight)	75 - 80	45 - 50
Team Leader - Administrative (Senior)	80 - 85	50 - 55
Finance Support (Junior)	45 - 50	30 - 35
Finance Support (Mid Weight)	50 - 60	35 - 40
Finance Support (Senior)	60 - 75	40 - 50
HR Support (Junior)	50 - 55	35 - 40
HR Support (Mid Weight)	55 - 65	40 - 50
HR Support (Senior)	65 - 80	50 - 60
Legal Assistant (Junior)	50 - 55	35 - 40
Legal Assistant (Mid Weight)	55 - 60	40 - 50
Legal Assistant (Senior)	60 - 75	50 - 55
Legal Secretary	60 - 80	55 - 65
Project Support Officer (Junior)	45 - 50	35 - 40
Project Support Officer (Mid Weight)	55 - 65	40 - 50
Project Support Officer (Senior)	65 - 85	50 - 65

#### FEATURED ROLE

### Legal Secretary

#### Permanent salary range (AUD/000)

60 - 80

#### About the role

A quality Legal Secretary provides high quality legal support to various Partners and Solicitors which includes writing legal documents, conducting legal research, secretarial duties. A Legal Secretary is the first line of communication between the Solicitor and clients.

#### Key skills/attributes

- Qualifications in Legal studies are desirable
- Punctuation skills
- Attention to detail
- Time management
- Organised and able to multi-task
- Adaptive to fast paced environments
- Works efficiently under pressure

# HUDSON BUSINESS SUPPORT

## Melbourne

### EXECUTIVE ADMINISTRATION

	<b>Permanent (AUD/000)</b>	<b>Contracting (AUD/hr)</b>
Executive Assistant (Junior)	75	30 - 35
Executive Assistant (Mid Weight)	80 - 90	35 - 40
Executive Assistant (Senior)	90	40 +
Team Assistant (Junior)	50 - 60	25 - 30
Team Assistant (Senior)	65+	30 -35
Personal Assistant (Junior)	60 - 70	25 - 35
Personal Assistant (Mid Weight)	70 - 80	30 - 40
Personal Assistant (Senior)	80 +	40 +
Office Manager (Junior)	65	30 - 35
Office Manager (Mid Weight)	75 - 85	35 - 40
Office Manager (Senior)	90 +	40 +

### OFFICE ADMINISTRATION

	<b>Permanent (AUD/000)</b>	<b>Contracting (AUD/hr)</b>
Administrative Assistant (Junior)	40 - 50	25 - 30
Administrative Assistant (Mid Weight)	50 - 60	30 - 35
Administrative Assistant (Senior)	60 - 75	30 - 40
Receptionist	40 - 50	25 - 30
Data Entry	45 - 55	25 -3 0

### CONTACT AND CUSTOMER SERVICE

	<b>Permanent (AUD/000)</b>	<b>Contracting (AUD/hr)</b>
Customer Support Officer (Junior)	40 - 45	25 - 30
Customer Support Officer (Mid Weight)	50 - 55	30 - 35
Customer Support Officer (Senior)	60 - 70	30 - 40



# HUDSON BUSINESS SUPPORT

## Melbourne

### SPECIALISED ADMINISTRATION

	Permanent (AUD/000)	Contracting (AUD/hr)
Team Leader - Administrative (Mid Weight)	65 - 70	35 - 40
Team Leader - Administrative (Senior)	70 +	40 +
Marketing Support (Junior)	45 - 50	25 - 35
Marketing Support (Mid Weight)	50 - 60	30 - 40
Marketing Support (Senior)	60 - 75	40 +
HR Support (Junior)	55 - 60	30 - 35
HR Support (Mid Weight)	60 - 65	35 - 40
HR Support (Senior)	65 - 80	40 +
Legal Assistant (Junior)	50 - 55	25 - 35
Legal Assistant (Mid Weight)	55 - 60	30 - 40
Legal Assistant (Senior)	60 - 75	40 +
Project Support Officer (Junior)	45 - 55	25 - 35
Project Support Officer (Mid Weight)	55 - 65	30 - 40
Project Support Officer (Senior)	65 - 85	40 +

#### FEATURED ROLE

### Project Support Officer

#### Permanent salary range (AUD/000)

65 - 72

#### About the role

The Project Support Officer provides administration assistance to the wider project team to monitor, coordinate and deliver the project. A multifaceted role which encompasses document control, records management, stakeholder management, compliance and monitoring work stream process.

#### Key skills/attributes

- Experience in coordinating and participating in a wide range of project activities and a solid understanding of project methodologies
- Strong internal and external stakeholder, contract and vendor management experience
- Strong communication and interpersonal skills
- A focus on internal customer service and relationship building skills
- Exceptionally deadline driven, with high attention to detail and strong time/priority management

# HUDSON BUSINESS SUPPORT

## Newcastle

### OFFICE ADMINISTRATION

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

### EXECUTIVE ADMINISTRATION

	<b>Permanent (AUD/000)</b>
Executive Assistant	60 - 80
Personal Assistant	55 - 75
Team Assistant	45 - 60
Office Manager	60 - 85

### SPECIALISED ADMINISTRATION

	<b>Permanent (AUD/000)</b>
Marketing Administrator	45 - 55
Sales Administrator	45 - 55

# HUDSON BUSINESS SUPPORT

## Perth

### OFFICE ADMINISTRATION

	<b>Permanent (AUD/000)</b>	<b>Contracting (AUD/hr)</b>
Administrator	50 - 60	28 - 29
Senior Administrator	60 - 65	29 - 32
Data Entry Operator	50 - 55	27 - 28

### EXECUTIVE ADMINISTRATION

	<b>Permanent (AUD/000)</b>	<b>Contracting (AUD/hr)</b>
Personal Assistant	70 - 80	35 - 38
Executive Assistant	80 - 95	40 - 45

### CONTACT AND CUSTOMER SERVICE

	<b>Permanent (AUD/000)</b>	<b>Contracting (AUD/hr)</b>
Customer Services Officer	50 - 55	27 - 28
Customer Service Manager	80 - 110	35 - 45
Client Services Officer	50 - 55	28 - 32
Client Services Manager	80 - 100	32 - 38
Contact Centre Officer	45 - 55	29 - 32
Contact Centre Manager	70 - 100	32 - 38

### SPECIALISED ADMINISTRATION

	<b>Permanent (AUD/000)</b>	<b>Contracting (AUD/hr)</b>
Project Administrator	65 - 75	32 - 35
Project Coordinator	70 - 75	34 - 38
Sales Administrator	65 - 75	32 - 35
Site Administrator	80 - 85	40 - 50
Contracts Administrator	80 - 90	42 - 52
Document Controller	60 - 70	30 - 35
Senior Document Controller	80 - 110	35 - 45

# HUDSON BUSINESS SUPPORT

Perth

## FEATURED ROLE

### Administration Coordinator

**Permanent salary range (AUD/000)**

55 - 65

#### About the role

More often we are seeing Administrators step up in to the role of Coordinator in organisations. A traditional administration role has been enhanced with extra responsibilities and an increased amount of tasks and challenges. Leading qualities and mentoring skills are important in this role as well as impeccable IT skills.

#### Key skills/attributes

- Exceptional organisational skills
- Experience within a CRM database
- Coaching

# HUDSON BUSINESS SUPPORT

## Sydney

### OFFICE ADMINISTRATION

	<b>Permanent (AUD/000)</b>	<b>Contracting (AUD/hr)</b>
Receptionist	50 - 60	28 - 30
Data Entry Operator	50 - 60	28 - 30
Administration Assistant	50 - 60	28 - 30
Mailroom Clerk	50 - 55	28 - 30

### EXECUTIVE ADMINISTRATION

	<b>Permanent (AUD/000)</b>	<b>Contracting (AUD/hr)</b>
Executive Assistant	85 - 120	35 - 55
Personal Assistant	70 - 85	30 - 40
Team Assistant	60 - 70	28 - 35
Office Manager	70 - 110	30 - 50

### SPECIALISED ADMINISTRATION

	<b>Permanent (AUD/000)</b>	<b>Contracting (AUD/hr)</b>
Project Administrator	60 - 75	28 - 35
Project Coordinator	65 - 80	30 - 40
Human Resource Administrator	55 - 70	28 - 30
Marketing Administrator	55 - 70	28 - 30
Contracts Administrator	60 - 75	28 - 30
Document Controller	60 - 70	30 - 40
Senior Document Controller	75 - 90	35 - 50
Logistics Coordinator	60 - 70	30 - 35
Sales Administrator	55 - 70	28 - 30
Facilities Administrator	60 - 65	30 - 35
IT Support	55 - 65	28 - 35

# HUDSON BUSINESS SUPPORT

## Sydney

### CONTACT AND CUSTOMER SERVICE

	Permanent (AUD/000)	Contracting (AUD/hr)
Customer Service Manager	80 - 120	40 - 60
Customer Service Officer	55 - 70	28 - 30
Client Services Manager	80 - 120	28 - 30
Client Services Officer	55 - 75	28 - 35
Contact Centre Manager	80 - 120	40 - 60
Contact Centre Officer	55 - 70	28 - 30

#### FEATURED ROLE

### Executive Assistant

#### Permanent salary range (AUD/000)

80 - 120

#### About the role

An Executive Assistant provides administration support to Senior Executives and the broader team members. You will be able to remain calm under pressure, and have the ability to meet tight deadlines. You will need to be resilient, maintain the highest level of confidentiality, forge and maintain excellent relationships with all levels of the organisation and be able to think on your feet. You must enjoy providing superior support and thrive on responsibility. Strong communication and interpersonal skills are essential for this role. You will need intermediate to strong MS Office skills, a proactive and flexible approach, and excellent written and verbal communication skills.

#### Key skills/attributes

- Provide secretarial and administrative support to Senior Executives and the broader team members
- Extensive diary and expense management
- Arranging international and domestic travel
- Stakeholder management
- Reporting, presentations, agendas and minutes
- Be the gatekeeper for the Executive
- Ad-hoc project and event coordination

Hudson's specialist recruitment consultants have the in-depth market knowledge of salaries, job titles and hiring trends to ensure you achieve the best outcome for your organisation at the appropriate remuneration.

We build highly nurtured and engaged pools of select talent so you can find the right person quickly. This means greater speed and precision in placements, and higher satisfaction for both clients and candidates.

Our proprietary assessment tools and techniques will help you find candidates with the right technical skills and capabilities for the role and for your team, so you can achieve.

## Get in touch to see how we can help

### AUSTRALIA

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# Hudson

Great people. Great performance.