

Clerical/Administrative Support Compensation Survey



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Content

CompEssentials segments the data into the most commonly used breakdowns so you can quickly target salary levels. Results supplied in both excel and pdf formats.

CompPlus, our online tool, enables you to generate customized reports. Participants receive complimentary access to CompPlus (a \$1,500 value). CompEssentials is included with CompPlus.

Geographic Coverage

British Columbia
Alberta
Saskatchewan
Manitoba
Ontario

Data Collected

salary ranges
base salaries
total cash
quality of match
hours of work

Positions

Accounting Clerk - Senior	Shipping & Receiving Clerk	Administrative Assistant - Junior
Accounting Clerk - Intermediate	Invoice & Order Checker	Paralegal/Legal Assistant - Senior
Accounting Clerk - Junior	Order Clerk	Paralegal/Legal Assistant - Junior
Cost Clerk	Import/Export Clerk	Legal Administrative Assistant - Senior
Insurance Clerk	Traffic Clerk	Legal Administrative Assistant - Junior
Credit/Collection Clerk	Inventory/Stock Clerk	Word Processing Operator - Senior
Purchasing Clerk	Graphic Designer	Word Processing Operator - Junior
Human Resources Assistant	Desktop Publisher	Receptionist
Human Resources Records Clerk	Social Media Coordinator	Switchboard Operator
Recruiting Assistant	Customer Service Representative	Library Clerk
Human Resources Employment Clerk	Customer Service Clerk	Records Management Coordinator
Training Assistant	Technical Service Representative	Records Management Clerk
Payroll Officer	Call Centre Attendant - Senior	Digital Archivist
Payroll Clerk	Call Centre Attendant - Junior	Clerk - Senior
Payroll & Benefits Administrator/Coordinator	Fundraising Coordinator	Clerk - Intermediate
Benefits Clerk	Business Development Representative	Clerk - Junior
Data Entry Operator - Senior	Proposal Coordinator	Office Assistant
Data Entry Operator - Junior	Administrative Assistant - Executive	Proofreader
Production Control Clerk	Administrative Assistant - Senior	Mail Clerk
Logistics Clerk	Administrative Assistant - Intermediate	Photocopy Machine Operator
Billing & Shipping Clerk		

WCBC Western Compensation & Benefits Consultants

Suite 2000, 1188 West Georgia Street
Vancouver, BC V6E 4A2

Need More Info?

Nancy MacLeod | 604 683 9155 | 1 800 781 2411
www.wcbc.ca | wcbc@wcbc.ca

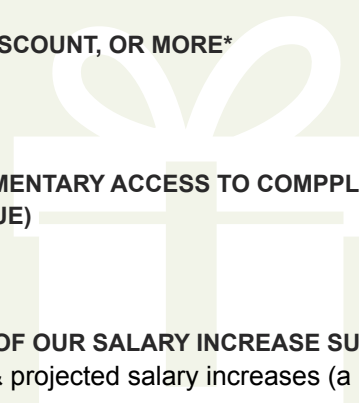
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Perks of Participation



RECEIVE A 50% DISCOUNT, OR MORE*

RECEIVE COMPLIMENTARY ACCESS TO COMPPLUS, WCBC'S ONLINE TOOL (\$1,500 VALUE)

RECEIVE A COPY OF OUR SALARY INCREASE SURVEY
 Reporting actual & projected salary increases (a \$1,500 value)

Pricing

	Participant Price	Regular Price
CompEssentials		
 Clerical/Administrative Support	\$749	\$1,500
Middle Management & Professional	\$749	\$1,500
Information Technology	\$749	\$1,500
Marketing & Sales	\$749	\$1,500
Engineering & Technical	\$749	\$1,500
Production & Distribution	\$749	\$1,500
Executive Compensation	\$899	\$1,800
Consulting Engineers Compensation, Benefits & Employment Practices	\$2,499	\$5,000
Group Insurance & Retirement Benefits	\$399	\$800
Compensation Policies & Practices	\$399	\$800
CompPlus – WCBC's online data sorting tool	FREE	\$1,500
Salary Increases	FREE	\$1,500
Board of Directors Compensation	—	\$1,800

* Members of the Greater Vancouver Board of Trade or the Chambers of Commerce in Victoria, Calgary, Edmonton, Saskatoon or Winnipeg are eligible for an additional 15% discount.

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