

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 (to be updated in October 2017)

| | | |
|--|---|---|
| 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
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Timelines



May 1st
Data Collection Opens



August 31st
Data Collection Closes



Year round
Results Available

Pricing

CompEssentials



| | |
|--|----------------|
| Clerical/Administrative Support | \$1,500 |
| Middle Management & Professional | \$1,500 |
| Information Technology | \$1,500 |
| Marketing & Sales | \$1,500 |
| Engineering & Technical | \$1,500 |
| Production & Distribution | \$1,500 |
| Executive Compensation | \$1,800 |
| Consulting Engineers Compensation, Benefits & Employment Practices | \$5,000 |
| Group Insurance & Retirement Benefits | \$800 |
| Compensation Policies & Practices | \$800 |
| CompPlus – WCBC’s online data sorting tool | \$1,500 |
| Salary Increases | \$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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