

# 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

Accounting Clerk - Intermediate

Accounting Clerk - Junior

Credit/Collection Clerk

Purchasing Clerk

Human Resources Assistant

Recruiting Assistant

Training Assistant

Payroll Officer

Payroll Clerk

Payroll & Benefits Administrator/  
Coordinator

Benefits Clerk

Data Entry Operator - Junior

Production Control Clerk

Logistics Clerk

Shipping & Receiving Clerk

Order Clerk

Inventory/Stock Clerk

Graphic Designer

Social Media Coordinator

Customer Service Representative

Customer Service Clerk

Technical Service Representative

Call Centre Attendant - Junior

Fundraising Coordinator

Business Development  
Representative

Proposal Coordinator

Administrative Assistant - Executive

Administrative Assistant - Senior

Administrative Assistant -  
Intermediate

Administrative Assistant - Junior

Paralegal/Legal Assistant - Senior

Paralegal/Legal Assistant - Junior

Legal Administrative Assistant -  
Senior

Legal Administrative Assistant -  
Junior

Word Processing Operator - Senior

Word Processing Operator - Junior

Receptionist

Switchboard Operator

Library Clerk

Records Management Coordinator

Records Management Clerk

Clerk - Senior

Clerk - Intermediate

Clerk - Junior

Office Assistant

Mail Clerk

Photocopy Machine Operator

**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](http://www.wcbc.ca) | [wcbc@wcbc.ca](mailto:wcbc@wcbc.ca)

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## Timelines



**May 1st**  
Data Collection Opens



**August 31st**  
Data Collection Closes



**Year round**  
Results Available

## Pricing

### CompEssentials



<b>Clerical/Administrative Support</b>	<b>\$1,500</b>
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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