

# 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 \$1,700 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	Digital Archivist
Accounting Clerk - Intermediate	Invoice & Order Checker	Administrative Assistant - Junior
Accounting Clerk - Junior	Order Clerk	Paralegal/Legal Assistant - Senior
Cost Clerk	Import/Export Clerk	Paralegal/Legal Assistant - Junior
Insurance Clerk	Traffic Clerk	Legal Administrative Assistant - Senior
Credit/Collection Clerk	Inventory/Stock Clerk	Legal Administrative Assistant - Junior
Purchasing Clerk	Graphic Designer	Word Processing Operator - Senior
Human Resources Assistant	Desktop Publisher	Word Processing Operator - Junior
Human Resources Records Clerk	Social Media Coordinator	Receptionist
Human Resources Employment Clerk	Customer Service Representative	Switchboard Operator
Recruiting Assistant	Customer Service Clerk	Library Clerk
Training Assistant	Technical Service Representative	Records Management Coordinator
Payroll Officer	Call Centre Attendant - Senior	Records Management Clerk
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 - Junior	Proposal Coordinator	Office Assistant
Data Entry Operator - Senior	Administrative Assistant - Executive	Proofreader
Production Control Clerk	Administrative Assistant - Senior	Mail Clerk
Logistics Clerk	Administrative Assistant - Intermediate	Photocopy Machine Operator
Billing & Shipping Clerk		

\* *Dependent on participation levels.*

**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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## Perks of Participating

**NO PURCHASE REQUIRED**

**WIN A FITBIT OR AN IPAD**

**RECEIVE A COPY OF OUR SALARY INCREASE SURVEY** reporting actual & projected salary increases

## Perks of Purchasing

**RECEIVE A 50% DISCOUNT**

**RECEIVE COMPLIMENTARY ACCESS TO COMPPLUS, WCBC'S ONLINE TOOL**

## Pricing

	Participant Price	Regular Price
<b>CompEssentials</b>		
 <b>Clerical/Administrative Support</b>	<b>\$849</b>	<b>\$1,700</b>
Middle Management & Professional	\$849	\$1,700
Information Technology	\$849	\$1,700
Marketing & Sales	\$849	\$1,700
Engineering & Technical	\$849	\$1,700
Production & Distribution	\$849	\$1,700
Executive Compensation	\$999	\$2,000
Consulting Engineers Compensation, Benefits & Employment Practices	\$2,499	\$5,000
Group Insurance & Retirement Benefits	\$449	\$900
Compensation Policies & Practices	\$449	\$900
<b>CompPlus – WCBC's online data sorting tool</b>	<b>FREE</b>	<b>\$1,700</b>
<b>Salary Increases</b>	<b>FREE</b>	<b>\$1,700</b>
Board of Directors Compensation	—	\$2,000

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