

Clerical/Administrative Support Compensation Survey



Subscribe to our updates
www.wcbc.ca/subscribe

wcbc.ca/published-surveys/clericaladministrative-support/

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

Insurance Clerk

Credit/Collection Clerk

Purchasing Clerk

Human Resources Assistant

Human Resources Records Clerk

Recruiting Assistant

Training Assistant

Payroll Officer

Payroll Clerk

Payroll & Benefits Administrator/
Coordinator

Data Entry Operator - Junior

Production Control Clerk

Logistics Clerk

Shipping & Receiving Clerk

Import/Export Clerk

Traffic Clerk

Inventory/Stock Clerk

Graphic Designer

Desktop Publisher

Social Media Coordinator

Customer Service Representative

Customer Service Clerk

Technical Service Representative

Call Centre Attendant - Senior

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

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 502 - 595 Howe Street
Vancouver, BC V6C 2T5

Need More Info?

Nancy MacLeod | 604 683 9155
www.wcbc.ca | wcbc@wcbc.ca

Clerical/Administrative Support Compensation Survey



Subscribe to our updates
www.wcbc.ca/subscribe

wcbc.ca/published-surveys/clericaladministrative-support/

Timelines



February

Data Collection Opens



July

Data Collection Closes



Year round

Results Available

Pricing

CompEssentials



Clerical/Administrative Support

\$1,700

Middle Management & Professional

\$1,700

Information Technology

\$1,700

Marketing & Sales

\$1,700

Engineering & Technical

\$1,700

Production & Distribution

\$1,700

Executive Compensation

\$2,000

Consulting Engineers Compensation, Benefits & Employment Practices

\$5,000

Group Insurance & Retirement Benefits

\$900

Compensation Policies & Practices

\$900

CompPlus – WCBC's online data sorting tool

\$1,700

Salary Increases

\$1,700

Board of Directors Compensation

\$2,000

WCBC Western Compensation
& Benefits Consultants

Suite 502 - 595 Howe Street
Vancouver, BC V6C 2T5

Need More Info?

Nancy MacLeod | 604 683 9155
www.wcbc.ca | wcbc@wcbc.ca