

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

Geographic Coverage

British Columbia
Alberta
Saskatchewan
Manitoba
Ontario

Data Collected

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

Positions

(Below is a full list of positions we are currently collecting data for)

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

Bolded positions are contained in the 2021 survey



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

Need More Info?

Megan Lizee | 604 683 9155
www.wcbc.ca | wcbc@wcbc.ca

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Perks of Participating




NO PURCHASE REQUIRED

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

RECEIVE A 50% DISCOUNT

RECEIVE COMPLIMENTARY ACCESS TO COMPPLUS, WCBC'S ONLINE TOOL

Pricing

	Participant Price	Non-Participant Price
CompEssentials		
 Clerical/Administrative Support	\$949	\$1,900
Middle Management & Professional	\$949	\$1,900
Information Technology	\$949	\$1,900
Marketing & Sales	\$949	\$1,900
Engineering & Technical	\$949	\$1,900
Production & Distribution	\$949	\$1,900
Executive Compensation	\$1,149	\$2,300
Consulting Engineers Compensation, Benefits & Employment Practices	\$2,749	\$5,500
Group Insurance & Retirement Benefits	\$499	\$1,000
Compensation Policies & Practices	\$499	\$1,000
CompPlus – WCBC's online data sorting tool	FREE	\$1,900
Salary Increases	FREE	\$1,900
Board of Directors Compensation	—	\$2,300



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