

# 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. 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

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

**Accounting Clerk - Senior**

**Accounting Clerk - Intermediate**

**Accounting Clerk - Junior**

Cost Clerk

Insurance Clerk

**Credit/Collection Clerk**

**Purchasing Clerk**

**Human Resources Assistant**

**Human Resources Records Clerk**

**Human Resources Employment Clerk**

**Recruiting Assistant**

**Training Assistant**

**Payroll Officer**

**Payroll Clerk**

**Payroll & Benefits Administrator/Coordinator**

**Benefits Clerk**

**Data Entry Operator - Junior**

Data Entry Operator - Senior

**Production Control Clerk**

**Logistics Clerk**

**Billing & Shipping Clerk**

**Shipping & Receiving Clerk**

**Invoice & Order Checker**

**Order 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**

**Digital Archivist**

**Paralegal - I**

**Paralegal - II**

**Paralegal - III**

**Legal Administrative Assistant - I**

**Legal Administrative Assistant - II**

**Legal Administrative Assistant - III**

**Legal Administrative Assistant - IV**

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**

Proofreader

**Mail Clerk**

Photocopy Machine Operator

Bolded positions are contained in the 2021 survey



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

## Need More Info?

Krista Friesen | 604 683 9155  
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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 |
|--|-------------------|-----------------------|
| <b>CompEssentials</b>  |                   |                       |
|  <b>Clerical/Administrative Support</b> | <b>\$949</b>      | <b>\$1,900</b>        |
| 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               |
| <b>CompPlus – WCBC's online data sorting tool</b>  | <b>FREE</b>       | <b>\$1,900</b>        |
| <b>Salary Increases</b>  | <b>FREE</b>       | <b>\$1,900</b>        |
| Board of Directors Compensation  | —                 | \$2,300               |



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