

# 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

Accounting Clerk - Intermediate

Accounting Clerk - Junior

Cost Clerk

Insurance Clerk

Credit/Collection Clerk

Purchasing Clerk

Human Resources Assistant

Recruiting Assistant

Human Resources Employment Clerk

Training Assistant

Payroll Officer

Payroll Clerk

Payroll & Benefits Administrator/Coordinator

Data Entry Operator - Senior

Data Entry Operator - Junior

Production Control Clerk

Logistics Clerk

Billing & Shipping Clerk

Shipping & Receiving Clerk

Order 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 - III

Paralegal - II

Paralegal - I

Legal Administrative Assistant - IV

Legal Administrative Assistant - III

Legal Administrative Assistant - II

Legal Administrative Assistant - I

Word Processing Operator - Senior

Word Processing Operator - Junior

Receptionist

Records Management Coordinator

Records Management Clerk

Digital Archivist

Clerk - Senior

Clerk - Intermediate

Clerk - Junior

Office Assistant

Mail Clerk



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

## Need More Info?

Megan Lizee | 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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