

# 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 list of positions contained in our 2023 survey report)

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



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

## Need More Info?

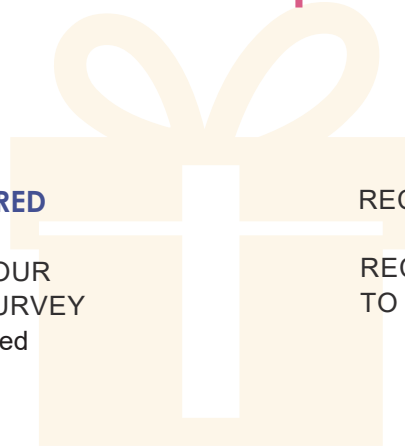
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## Perks of Participating




### 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>\$994</b>	<b>\$1,990</b>
Middle Management & Professional	\$994	\$1,990
Information Technology	\$994	\$1,990
Marketing & Sales	\$994	\$1,990
Engineering & Technical	\$994	\$1,990
Production & Distribution	\$994	\$1,990
Executive Compensation	\$1,199	\$2,400
Consulting Engineers Compensation, Benefits & Employment Practices	\$2,874	\$5,750
Group Insurance & Retirement Benefits	\$519	\$1,040
Compensation Policies & Practices	\$519	\$1,040
<b>CompPlus – WCBC's online data sorting tool</b>	<b>FREE</b>	<b>\$1,990</b>
<b>Salary Increases</b>	<b>FREE</b>	<b>\$1,990</b>
Board of Directors Compensation	—	\$2,400



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