

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.

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)

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



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

Need More Info?

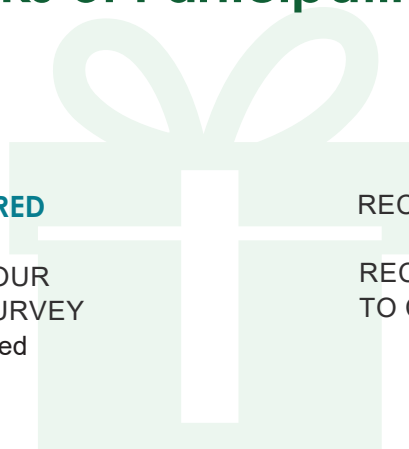
Megan Lizee | 604 683 9155
www.wcbc.ca | wcbc@wcbc.ca
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Perks of Participating



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

CompEssentials



	Participant Price	Non-Participant Price
Clerical/Administrative Support	\$994	\$1,990
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
CompPlus – WCBC's online data sorting tool	FREE	\$1,990
Salary Increases	FREE	\$1,990
Board of Directors Compensation	—	\$2,400



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