

**CONFIDENTIAL**

# 2025 CLERICAL/ADMINISTRATIVE SUPPORT SURVEY REPORT



# WCBC Published Surveys

## Report Highlights



### Reports Available

- Clerical/Administrative Support
- Middle Management & Professional
- Information Technology
- Marketing & Sales
- Engineering & Technical
- Production & Distribution
- Group Insurance & Retirement Benefits
- Compensation Policies & Practices
- Executive
- Board of Directors
- Consulting Engineers Compensation, Benefits & Employment Practices Survey

### More than 500 Positions

- Operations/Administration
- Finance & Accounting
- Human Resources
- Information Technology
- Marketing, Sales & Communications
- Engineering, Scientific & Technical
- Logistics, Manufacturing & Distribution
- Legal & Regulatory Affairs



Western Compensation  
& Benefits Consultants

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Vancouver, BC V6C 2T5

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## SAMPLE POSITION

### Closeness of Match (% Of Inc.)

Close Match	97%
Smaller in Scope	2%
Larger in Scope	2%

### Hours per Week (% Of Inc.)

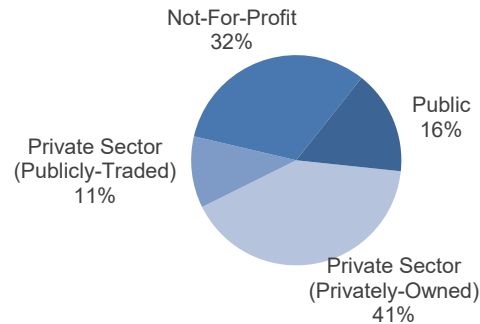
35.0	34%
37.5	29%
40.0	32%
Other	5%

	# of Orgs	# of Incumbents	Company Weighted (\$000's)											Incumbent Weighted (\$000's)							
			Salary Range		Base Salary				Salary Plus Short-Term Incentives					Base Salary				Salary Plus Short-Term Incentives			
			Orgs with Range	Min Avg	Max Avg	Avg	P25	P50	P75	Avg	P25	P50	P75	Avg	P25	P50	P75	Avg	P25	P50	P75
<b>All Organizations</b>	103	234	66	64.0	84.4	78.3	70.0	78.3	86.0	80.1	70.2	79.0	89.3	78.0	69.5	77.2	84.9	79.9	69.9	77.4	86.8
Privately-Owned	26	60	9	65.8	93.7	82.7	75.4	81.3	92.2	86.5	76.2	84.1	97.5	85.1	78.8	84.2	91.4	90.0	80.0	87.3	98.4
Publicly-Traded	5	14	5	65.6	96.2	83.8		85.1		91.1		88.9		85.1	78.6	84.4	91.1	91.4	83.9	88.4	98.2
Public Sector	29	97	20	66.8	81.9	77.5	70.0	73.0	82.1	77.5	70.0	73.0	82.1	74.2	69.0	74.3	78.0	74.2	69.0	74.3	78.0
Not-For-Profit	43	63	32	61.4	81.5	75.5	65.8	73.0	81.6	76.7	66.0	74.8	81.8	75.3	67.3	74.0	80.4	76.6	67.7	74.0	81.8
<\$50M Rev	44	58	26	61.7	80.2	75.0	65.3	72.4	79.9	76.4	65.5	73.1	80.5	76.2	70.2	74.0	80.0	77.5	70.2	74.4	81.3
\$50-\$100M Rev	19	20	13	65.5	83.4	78.3	70.4	78.8	85.5	79.3	70.4	78.8	85.9	77.6	67.1	78.6	84.9	78.6	67.1	78.6	85.5
>\$100M Rev	40	156	27	65.4	88.9	81.9	72.4	82.1	90.0	84.6	72.9	84.1	95.9	78.7	69.4	77.4	85.1	81.0	69.8	77.4	88.1
<100 Employees	37	37	20	59.3	76.2	73.2	65.0	71.1	78.2	74.8	65.2	71.1	79.0	73.2	65.0	71.1	78.2	74.8	65.2	71.1	79.0
100-500 Employees	37	57	24	67.5	86.8	79.7	72.7	79.5	87.8	80.7	73.0	79.7	87.9	79.6	74.0	79.3	86.8	80.6	74.0	79.7	87.9
>500 Employees	29	140	22	64.4	89.2	82.9	73.0	82.6	89.9	86.1	81.0	85.7	98.4	78.6	69.4	77.4	85.0	81.0	69.4	77.4	87.6
Prof. Services	15	46	5	65.8	97.2	87.2	79.7	85.1	93.9	90.7	80.6	86.1	100.5	88.3	80.2	86.8	92.8	91.5	80.8	87.7	98.7
Education	8	52	7	59.6	77.1	69.5	62.4	66.5	73.8	69.6	63.0	66.7	73.8	71.1	66.1	70.7	77.4	71.1	66.1	70.7	77.4
Finance/Ins	3	11	3	54.6	75.3	67.3		67.5		68.5		67.5		67.5	66.2	68.2	68.9	68.5	66.2	68.9	68.9
Assoc./Regulatory	19	31	15	65.2	85.8	80.8	74.0	79.3	85.0	82.6	76.3	80.2	86.0	80.5	74.0	79.3	84.9	82.1	74.0	80.3	86.9
Ag./Forestry	7	18	6	68.4	96.6	81.9		82.6		90.9		88.9		82.4	77.2	82.5	86.9	94.3	86.0	94.6	100.3
<b>British Columbia</b>	65	119	40	66.0	85.8	78.6	70.1	79.3	85.1	80.5	70.5	79.9	87.9	78.8	70.4	78.0	84.9	81.5	70.7	80.3	87.2
Metro Vancouver	44	90	25	65.3	85.3	79.9	70.4	79.4	87.1	81.6	72.2	80.1	89.3	79.2	70.2	78.0	85.0	81.0	70.6	78.8	85.4
Privately-Owned	13	21	2	62.9	89.3	83.3	75.0	83.3	92.3	86.1	75.1	85.0	92.3	86.7	78.0	85.0	92.3	90.3	81.0	85.2	98.2
Publicly-Traded	3	7	2	58.7	88.0	87.5		85.6		97.1		98.4		86.4		84.9		96.5		96.4	
Public Sector	11	35	8	69.8	86.2	81.8	72.8	78.4	88.8	81.8	72.8	78.4	88.8	77.5	71.0	76.5	81.0	77.5	71.0	76.5	81.0
Not-For-Profit	17	27	13	63.9	83.6	74.7	65.0	76.5	80.9	75.4	65.5	76.5	81.3	73.8	66.2	73.0	79.6	74.5	66.2	73.0	81.1
<\$50M Rev	15	20	9	62.7	79.7	76.4	65.0	79.3	81.3	77.3	65.3	79.5	81.8	77.2	69.2	79.3	81.3	78.1	69.3	80.1	82.4
\$50-\$100M Rev	9	9	7	66.9	86.8	76.6	73.0	78.0	78.8	77.5	73.0	78.0	78.8	76.6	73.0	78.0	78.8	77.5	73.0	78.0	78.8
>\$100M Rev	20	61	9	66.7	89.6	83.9	72.9	84.1	92.7	86.7	74.6	85.1	98.7	80.3	70.1	77.5	85.3	82.5	70.8	80.8	87.2
<100 Employees	12	12	6	59.0	73.8	73.6	64.4	69.3	80.5	74.5	64.6	69.3	80.5	73.6	64.4	69.3	80.5	74.5	64.6	69.3	80.5
100-500 Employees	20	28	12	69.7	90.1	80.3	74.5	79.4	87.1	81.5	75.1	79.9	87.1	79.4	74.9	79.1	83.8	80.4	75.1	79.6	84.7
>500 Employees	12	50	7	63.2	86.9	85.4	75.7	85.1	93.8	89.0	79.6	87.1	100.7	80.5	70.3	77.4	85.2	83.0	70.3	81.0	87.1
Prof. Services	6	13	2	62.9	89.3	88.7		86.5		91.3		86.5		91.8	81.1	87.2	94.6	95.3	83.6	87.2	111.6
Education	4	4	3	54.8	71.4	62.5		62.4		62.7		62.8		62.5		62.4		62.7		62.8	
Assoc./Regulatory	8	12	7	68.6	85.5	79.9	77.7	80.1	81.3	81.2	78.2	80.6	81.5	79.7	78.3	79.3	81.3	81.1	78.7	80.9	82.4
Ag./Forestry	4	9	2	58.7	88.0	84.8		85.3		94.2		93.6		84.2	77.5	84.0	92.0	94.0	85.4	94.5	98.8
Vancouver Island	6	7	4	65.7	84.2	76.2		76.5		78.1		76.5		75.1		75.0		77.2		80.0	
Public Sector	4	4	3	66.1	80.1	75.0		76.5		75.1		76.5		75.0		76.5		75.1		76.5	
<\$50M Rev	3	3	2	62.2	85.8	74.2		72.1		77.3		72.1		74.2		72.1		77.3		72.1	
>\$100M Rev	2	3	1			75.0				76.2				73.0		75.0		74.7		80.0	
100-500 Employees	3	3	3	66.0	85.3	78.3		84.3		81.4		84.3		78.3		84.3		81.4		84.3	
>500 Employees	2	3	1			75.0				76.2				73.0		75.0		74.7		80.0	
Education	2	2	2	62.4	78.1	71.9				72.1				71.9				72.1			
Other BC	17	22	11	67.8	87.7	77.9	70.3	79.5	82.6	80.6	70.3	82.1	87.9	78.4	71.4	79.3	83.9	84.8	72.1	85.4	94.2
<b>Alberta</b>	27	41	17	60.6	80.2	77.5	68.9	75.0	89.5	79.4	70.1	77.7	90.9	79.1	70.2	74.0	90.8	81.3	71.6	76.6	95.4
Calgary	11	14	4	63.6	89.1	80.8	70.1	87.6	91.0	82.9	70.1	91.0	95.1	82.5	70.5	87.3	91.9	85.0	70.6	90.4	96.9
Privately-Owned	3	4				92.1		92.1		93.2		92.1		91.0		91.7		92.6		94.3	

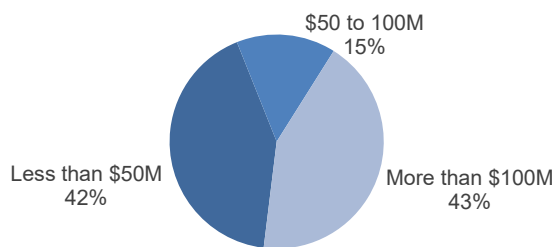
## SECTION 4: SURVEY PARTICIPANTS

A total of 221 organizations provided compensation data for this survey. The participants are broken down below by economic sector, annual revenues, number of employees and type of business.

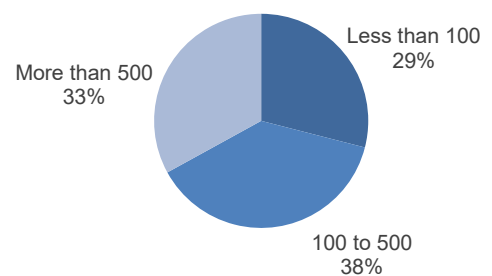
**Sector of Economy**



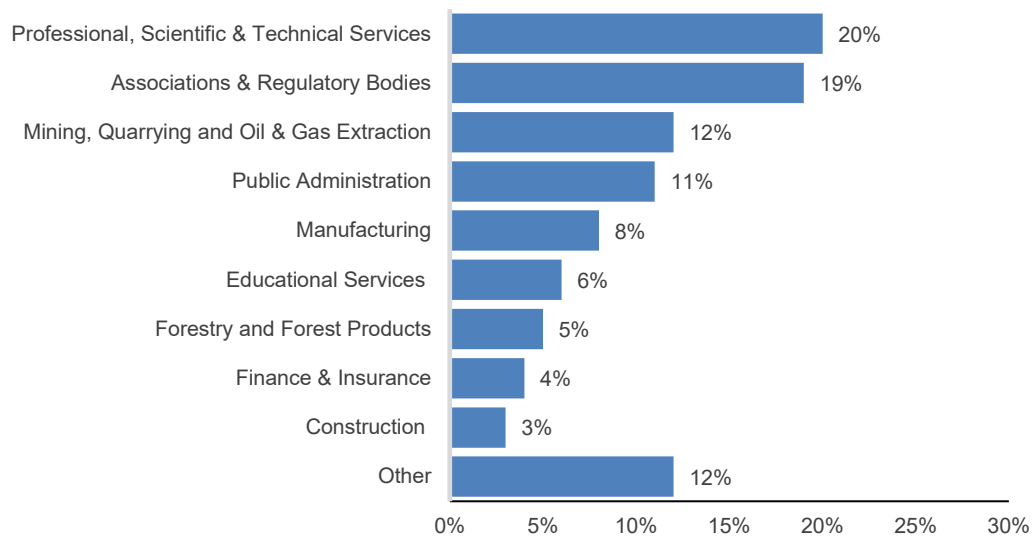
**Annual Revenues (in \$Million)**



**Total Number of Employees**



**Business Classification**



## List of Participants

360 Engineering & Environmental Consulting Ltd. -  
Canada

4AG Robotics Inc.

Aarcomm Systems Inc.  
ACFC West - The Association of Canadian Film  
Craftspeople, Local 2020 Unifor  
AKITA Drilling Ltd.  
Alberta Blue Cross  
Alberta College of Pharmacy  
Alberta College of Social Workers  
Alberta Insurance Council  
Alberta Medical Association  
Alberta Motor Association  
Alberta Newsprint Company  
Alberta Real Estate Association  
Allnorth Consultants Limited  
Al-Terra Group Ltd.  
Ambrose University  
AMGAS Service Inc.  
Apex Distribution Inc.  
Associated Engineering Group Ltd.

Bantrel  
BC Assessment Authority  
BC College of Nurses & Midwives  
BC College of Oral Health Professionals  
BC Financial Services Authority  
BC Housing Management Commission  
BC Hydro and Power Authority  
BC Institute of Technology  
BC Lottery Corporation  
BC Pavilion Corporation  
BC Public Service Agency  
BC Real Estate Association  
BC Securities Commission  
BC Transit Corporation  
BCL Engineering Ltd.  
BCNET  
Beacon Community Services  
Beverage Container Management Board  
Binnie  
BKL Consultants Ltd.  
Bravo Target Safety GP Ltd.  
BrettYoung Seeds Limited  
Brown and Caldwell Inc.  
Bylands Nurseries Ltd.

Calfrac Well Services Ltd.  
Calgary Co-operative Association Limited  
Calgary Real Estate Board  
Camosun College  
Canadian Centre for Professional Legal Education  
Canadian Light Source Inc.  
Canadian Media Producers Association  
Canfor Corporation  
Canfor Pulp Products Ltd.  
Canterbury Coffee Corporation  
Capilano University  
Cariboo Regional District  
Catterall & Wright Consulting Engineers  
ChampionX Corporation  
Chartered Professional Accountants of BC

CIMA+  
Citadel Drilling  
City of Abbotsford  
City of Coquitlam  
City of Fort St. John  
City of Langford  
City of Maple Ridge  
City of Mission  
City of Nelson  
City of New Westminster  
City of North Vancouver  
City of Pitt Meadows  
City of Prince George  
City of Prince Rupert  
City of Richmond  
City of Salmon Arm  
City of Vancouver  
Clifton Engineering Group Inc.  
Coast Mountain College  
College of Dental Surgeons of Alberta  
College of New Caledonia  
College of Nurses of Ontario  
College of Physicians & Surgeons of Alberta  
College of Physicians & Surgeons of BC  
College of Psychologists of Ontario  
College of Registered Nurses of Manitoba  
College of Registered Nurses of Saskatchewan  
College of the Rockies  
Columbia Basin Trust  
Consumer Protection BC  
Continuing Legal Education Society of BC  
Corix Group of Companies  
Covenant House Vancouver  
Crandall University  
Creative Energy  
Crosier Kilgour & Partners Ltd.  
CTQ Consultants Ltd.

Daiya Foods Inc.  
Destination Vancouver  
DIALOG  
Directors Guild of Canada BC Council  
Directors Guild of Canada ON Council  
Directors Guild of Canada, Quebec  
DLH Group  
Domtar Corporation  
Douglas College

EggSolutions - Vanderpols Inc.  
Emily Carr University of Art & Design  
Energera International Inc.  
ENGCOMP Engineering & Computing Professionals Inc.  
Engineers & Geoscientists British Columbia  
Ensign Energy Services Inc.  
Exchanger Industries Ltd.

Falkirk Environmental Consultants Ltd.  
Federated Co-operatives Limited  
First Nations Health Authority  
FLINT Corp.  
Forestry Innovation Investment Ltd.  
FPI Fireplace Products International Ltd.

Gateway Tubulars Inc.  
Glotman-Simpson Consulting Engineers  
Greater Vancouver Realtors  
Greater Victoria Harbour Authority  
Groupe BBA Inc.

H.H. Angus & Associates Limited  
Halliburton Company  
Hedgehog Technologies Inc.  
HTEC

Interfor Corporation  
ISL Engineering and Land Services Ltd.  
IWA Forest Industry Pension & LTD Plans

JRS Engineering Ltd.

Kerr Wood Leidal Associates Ltd.  
KGS Group  
Kinetic Construction Ltd.

Land Title and Survey Authority of BC  
Law Society of Alberta  
Law Society of BC  
Law Society of Manitoba  
Law Society of Ontario  
Layfield Group of Companies  
Levare Canada Ltd.  
Liberty Energy, Inc.  
Lifting Solutions Inc.

McElhanney Consulting Services Ltd.  
Mercer International Inc.  
Metercor  
Millar Western Forest Products Ltd.  
Miller Titerle Law Corporation  
Northern Savings Credit Union

NOV Canada ULC  
Novacom Building Partners Ltd.

Olympic International Sales Ltd.  
Ontario College of Pharmacists  
Ontario Real Estate Association

Pacesetter Directional Drilling Limited Partnership  
PBX Engineering Ltd.  
Penta Completions Supply & Services Ltd.  
Pinchin Ltd.  
Precision Drilling Corporation  
Propell (Alberta) Ltd.

Qualico Developments West Ltd.

R.V. Anderson Associates Limited  
RAM Consulting Group  
RDH Building Science Inc.  
RJC Engineers  
Robinson Consultants Inc.  
Rocky Mountaineer Ltd.  
Roska DBO Inc.  
Royal College of Dental Surgeons of Ontario  
RTR Terra Contracting Ltd.

Sandbox Mutual Insurance Company  
Sanjel Energy Services Inc.  
Saskatchewan Blue Cross

Saskatchewan First Nations Family & Community  
Institute Inc.  
Saskatchewan Government Insurance  
Sasuchan Development Corporation  
Schlumberger Limited  
Science World BC  
Secure Waste Infrastructure Corp.  
Singleton Urquhart Reynolds Vogel LLP  
Squamish Nation  
Stahl Peterbilt Inc.  
Steelhaus Technologies Inc.  
STEP Energy Services Ltd.  
Straiton Engineering Ltd.  
Stream-Flo Industries Ltd.  
Strike Group Limited Partnership

Technical Safety BC  
TerraLink Horticulture Inc.  
Tetra Tech Canada Inc.  
The Great Little Box Company Ltd.  
The Jim Pattison Group  
The Mutual Fire Insurance Company of BC  
Thurber Engineering Ltd.  
Tiger Calcium Services Inc.  
Tolko Industries Ltd.  
Toronto Real Estate Board  
TransLink  
Trican Well Services Ltd.  
Trillium Mutual Insurance Company  
Triton Environmental Consultants Ltd.  
TYCROP Manufacturing Ltd.

Union Gospel Mission Foundation  
University Neighbourhoods Association  
University of Manitoba  
Urban Systems Ltd.

Vehicles Sales Authority of BC  
Village of Pemberton  
VMAC Global Technology Inc.

Weatherford Canada Ltd.  
West Fraser Timber Co. Ltd.  
Western Forest Products Inc.  
Western Transportation Advisory Council  
Westmar Advisors Inc.  
Westview Primary Care Network  
Weyerhaeuser Company Limited  
Whitewater Management Limited Partnership  
Williams Engineering Canada Inc.  
WorkSafeBC  
WSP Canada Inc.

YMCA BC  
YWCA Metro Vancouver





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# Price List



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	Participant Price	Non- Participant Price
Clerical/Administrative Support	\$999	\$2,000
Middle Management & Professional	\$999	\$2,000
Information Technology	\$999	\$2,000
Marketing & Sales	\$999	\$2,000
Engineering & Technical	\$999	\$2,000
Production & Distribution	\$999	\$2,000
Executive Compensation	\$1,249	\$2,500
Consulting Engineers Compensation, Benefits & Employment Practices	\$2,900	\$5,800
Group Insurance & Retirement Benefits	\$524	\$1,050
Compensation Policies & Practices	\$524	\$1,050
CompPlus – WCBC’s online data sorting tool	FREE	\$2,000
Salary Increases	FREE	\$2,000
Board of Directors Compensation	—	\$2,500



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