

# Clerical/Administrative Support Compensation Survey

[wcbc.ca/published-surveys/](http://wcbc.ca/published-surveys/)

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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)

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

Bolded positions are contained in the 2020 survey



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>\$849</b>	<b>\$1,700</b>
Middle Management & Professional	\$849	\$1,700
Information Technology	\$849	\$1,700
Marketing & Sales	\$849	\$1,700
Engineering & Technical	\$849	\$1,700
Production & Distribution	\$849	\$1,700
Executive Compensation	\$999	\$2,000
Consulting Engineers Compensation, Benefits & Employment Practices	\$2,499	\$5,000
Group Insurance & Retirement Benefits	\$449	\$900
Compensation Policies & Practices	\$449	\$900
<b>CompPlus – WCBC's online data sorting tool</b>	<b>FREE</b>	<b>\$1,700</b>
<b>Salary Increases</b>	<b>FREE</b>	<b>\$1,700</b>
Board of Directors Compensation	—	\$2,000



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