

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 (a \$1,700 value). 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)

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

Bolded positions are contained in the 2020 survey



Suite 502, 595 Howe Street
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Need More Info?

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Perks of Participating

NO PURCHASE REQUIRED


WIN A \$1,000 VISA GIFT CARD

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
CompEssentials		
 Clerical/Administrative Support	\$849	\$1,700
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
CompPlus – WCBC's online data sorting tool	FREE	\$1,700
Salary Increases	FREE	\$1,700
Board of Directors Compensation	—	\$2,000



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