

OFFICETEAM®

Specialised Administrative Staffing

OfficeTeam is a leading provider of specialised administrative personnel on a temporary and temporary-to-permanent basis. A division of Robert Half, OfficeTeam has the specialised expertise, leadership standing and network to attract the most highly skilled professionals and offer them the most rewarding assignments.

For more information about OfficeTeam or to search job vacancies online, please visit www.officeteam.com.au.

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SALARY GUIDE 2009

OFFICETEAM®

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2009 Administration Salaries

Job title	1-3 years	3-5 years	5-10 years
RECEPTION			
Receptionist	37,000-40,000	40,000-45,000	43,000-50,000
Switchboard Receptionist	37,000-44,000	43,000-48,000	46,000-52,000
Corporate Receptionist	40,000-44,000	44,000-49,000	47,000-57,000
Receptionist/Administrator	37,000-42,000	42,000-48,000	48,000-55,000
OFFICE SERVICES			
Office Assistant	37,000-42,000	40,000-47,000	45,000-50,000
Filing Clerk	35,000-38,000	38,000-45,000	42,000-45,000
Mail Room Clerk	37,000-39,000	38,000-40,000	40,000-46,000
Data Entry Clerk	35,000-38,000	36,000-40,000	40,000-45,000
Facilities/Office Coordinator	39,000-44,000	43,000-49,000	48,000-55,000
SECRETARIAL			
Secretary	40,000-44,000	43,000-50,000	50,000-60,000
Legal Secretary	40,000-44,000	43,000-50,000	50,000-65,000
Team Secretary/Assistant	40,000-45,000	45,000-53,000	53,000-65,000
Personal Assistant	45,000-53,000	53,000-60,000	60,000-85,000
Executive Assistant	50,000-60,000	60,000-70,000	70,000-95,000
ADMINISTRATION			
Administrative Assistant	40,000-44,000	43,000-48,000	48,000-55,000
Administrative Coordinator	40,000-45,000	45,000-50,000	50,000-60,000
Project Administration Assistant	45,000-50,000	48,000-56,000	55,000-70,000
Project Coordinator	55,000-65,000	65,000-75,000	75,000-95,000
Superannuation Administrator	42,000-50,000	50,000-55,000	55,000-60,000
Claims Administrator	38,000-42,000	42,000-48,000	48,000-60,000
Office Manager	50,000-58,000	58,000-65,000	65,000-85,000
Human Resources Administrator	42,000-46,000	46,000-55,000	55,000-70,000
Marketing Assistant	40,000-45,000	45,000-48,000	48,000-63,000
CUSTOMER SERVICE			
Customer Service Representative	40,000-43,000	43,000-46,000	46,000-52,000
Call Centre Operator	38,000-43,000	43,000-47,000	46,000-51,000
Call Centre Supervisor	50,000-55,000	55,000-63,000	60,000-70,000
Team Leader	55,000-65,000	65,000-80,000	75,000+

*Salaries quoted are in Australian dollars and represent average base salaries excluding superannuation and bonuses.