

Administration	Administration Assistant (6-12 mths exp)	Administration Assistant (12 mths + exp)	Project Administration Assistant (3 yrs + exp)	Office Manager	Project Co-ordinator
	Typical Salary	Typical Salary	Typical Salary	Typical Salary	Typical Salary
NSW - Sydney	32,000 30,000 - 35,000	38,000 32,000 - 42,000	50,000 45,000 - 55,000	65,000 50,000 - 70,000	55,000 48,000 - 60,000
NSW - Regional	30,000 28,000 - 33,000	35,000 32,000 - 38,000	45,000 42,000 - 48,000	50,000 48,000 - 53,000	48,000 46,000 - 50,000
VIC - Melbourne	34,000 28,000 - 36,000	40,000 34,000 - 44,000	45,000 43,000 - 55,000	60,000 50,000 - 70,000	55,000 50,000 - 60,000
QLD - Brisbane and Gold Coast	32,000 30,000 - 35,000	40,000 40,000 - 45,000	48,000 45,000 - 55,000	55,000 50,000 - 60,000	50,000 45,000 - 60,000
QLD - Regional	30,000 25,000 - 32,000	35,000 30,000 - 45,000	37,000 35,000 - 48,000	50,000 40,000 - 60,000	45,000 35,000 - 50,000
SA - Adelaide	34,000 32,000 - 35,000	38,000 35,000 - 42,000	48,000 45,000 - 52,000	60,000 55,000 - 65,000	48,000 45,000 - 52,000
WA - Perth	35,000 33,000 - 38,000	40,000 35,000 - 50,000	45,000 40,000 - 50,000	70,000 60,000 - 80,000	60,000 55,000 - 75,000
ACT - Canberra	37,000 35,000 - 39,000	45,000 42,000 - 47,000	55,000 52,000 - 60,000	58,000 55,000 - 65,000	60,000 55,000 - 65,000
TAS - Hobart	30,000 29,000 - 32,000	32,000 30,000 - 34,000	36,000 34,000 - 42,000	42,000 38,000 - 50,000	40,000 35,000 - 45,000
NT - Darwin	32,000 28,000 - 34,000	34,000 32,000 - 37,000	45,000 42,000 - 47,000	50,000 48,000 - 55,000	57,000 55,000 - 60,000
NZ - Auckland	34,000 30,000 - 36,000	38,000 32,000 - 45,000	50,000 45,000 - 55,000	65,000 55,000 - 75,000	55,000 45,000 - 65,000
NZ - Christchurch / Wellington	34,000 30,000 - 38,000	38,000 35,000 - 43,000	50,000 45,000 - 55,000	60,000 50,000 - 65,000	65,000 60,000 - 70,000

Administration / Specialists	Data Entry Operator	Sales Coordinator	Records Officer	Medical Secretary
	Typical Salary	Typical Salary	Typical Salary	Typical Salary
NSW - Sydney	38,000 30,000 - 40,000	45,000 40,000 - 50,000	45,000 40,000 - 55,000	50,000 45,000 - 55,000
NSW - Regional	38,000 36,000 - 40,000	40,000 38,000 - 43,000	40,000 38,000 - 43,000	45,000 43,000 - 48,000
VIC - Melbourne	38,000 32,000 - 40,000	42,000 40,000 - 49,000	42,000 32,000 - 50,000	48,000 43,000 - 52,000
QLD - Brisbane and Gold Coast	35,000 30,000 - 40,000	45,000 45,000 - 55,000	40,000 38,000 - 40,000	48,000 40,000 - 53,000
QLD - Regional	33,000 25,000 - 35,000	33,000 30,000 - 35,000	33,000 30,000 - 36,000	38,000 35,000 - 42,000
SA - Adelaide	35,000 33,000 - 36,000	40,000 36,000 - 42,000	40,000 35,000 - 45,000	45,000 42,000 - 50,000
WA - Perth	35,000 30,000 - 36,000	40,000 35,000 - 45,000	50,000 45,000 - 65,000	48,000 40,000 - 52,000
ACT - Canberra	36,000 33,000 - 39,000	35,000 32,000 - 38,000	42,000 40,000 - 44,000	45,000 43,000 - 47,000
TAS - Hobart	32,000 30,000 - 35,000	35,000 32,000 - 38,000	34,000 30,000 - 36,000	40,000 37,000 - 42,000
NT - Darwin	35,000 30,000 - 35,000	40,000 35,000 - 40,000	45,000 42,000 - 50,000	38,000 35,000 - 40,000
NZ - Auckland	38,000 35,000 - 45,000	48,000 42,000 - 58,000	44,000 38,000 - 48,000	50,000 43,000 - 58,000
NZ - Christchurch / Wellington	34,000 30,000 - 40,000	43,000 38,000 - 48,000	40,000 35,000 - 45,000	45,000 38,000 - 50,000

Reception	Switchboard Operator	Receptionist (Up to 12 mths exp)	Receptionist (12 mths + exp)	Receptionist / Administration Assistant (12 mths + exp)
	Typical Salary	Typical Salary	Typical Salary	Typical Salary
NSW - Sydney	40,000 35,000 - 45,000	35,000 30,000 - 40,000	40,000 38,000 - 48,000	45,000 42,000 - 48,000
NSW - Regional	40,000 37,000 - 42,000	38,000 36,000 - 40,000	40,000 38,000 - 42,000	45,000 43,000 - 47,000
VIC - Melbourne	40,000 35,000 - 45,000	38,000 30,000 - 40,000	40,000 35,000 - 45,000	42,000 38,000 - 45,000
QLD - Brisbane and Gold Coast	40,000 35,000 - 45,000	35,000 30,000 - 40,000	40,000 38,000 - 45,000	45,000 40,000 - 50,000
QLD - Regional	28,000 25,000 - 30,000	30,000 25,000 - 32,000	32,000 32,000 - 35,000	35,000 32,000 - 37,000
SA - Adelaide	40,000 38,000 - 44,000	35,000 32,000 - 38,000	40,000 38,000 - 42,000	42,000 38,000 - 45,000
WA - Perth	40,000 35,000 - 45,000	35,000 30,000 - 38,000	40,000 35,000 - 45,000	40,000 38,000 - 50,000
ACT - Canberra	38,000 36,000 - 40,000	36,000 35,000 - 38,000	40,000 38,000 - 42,000	43,000 38,000 - 45,000
TAS - Hobart	32,000 30,000 - 36,000	30,000 28,000 - 35,000	32,000 30,000 - 35,000	35,000 31,000 - 40,000
NT - Darwin	37,000 34,000 - 38,000	35,000 30,000 - 37,000	40,000 38,000 - 42,000	42,000 38,000 - 45,000
NZ - Auckland	40,000 35,000 - 45,000	35,000 28,000 - 38,000	40,000 38,000 - 48,000	43,000 38,000 - 48,000
NZ - Christchurch / Wellington	35,000 32,000 - 40,000	34,000 30,000 - 40,000	38,000 35,000 - 43,000	40,000 35,000 - 45,000

Secretarial	Secretary (Up to 12 mths exp)	Secretary (12 mths + exp)	Team Secretary (3 yrs + exp)	Personal / Team Assistant (Assisting a number of executives)	Executive Assistant (Working for one person)
	Typical Salary	Typical Salary	Typical Salary	Typical Salary	Typical Salary
NSW - Sydney	38,000 30,000 - 40,000	42,000 35,000 - 45,000	50,000 45,000 - 55,000	55,000 45,000 - 60,000	60,000 50,000 - 70,000
NSW - Regional	37,000 34,000 - 40,000	40,000 38,000 - 43,000	50,000 47,000 - 53,000	55,000 53,000 - 57,000	55,000 52,000 - 57,000
VIC - Melbourne	35,000 30,000 - 40,000	46,000 40,000 - 52,000	53,000 45,000 - 60,000	52,000 48,000 - 55,000	55,000 53,000 - 70,000
QLD - Brisbane and Gold Coast	35,000 35,000 - 40,000	40,000 40,000 - 45,000	50,000 45,000 - 55,000	55,000 50,000 - 65,000	60,000 50,000 - 65,000
QLD - Regional	32,000 30,000 - 38,000	40,000 33,000 - 45,000	40,000 33,000 - 43,000	45,000 42,000 - 50,000	50,000 45,000 - 60,000
SA - Adelaide	35,000 33,000 - 38,000	40,000 38,000 - 45,000	50,000 48,000 - 52,000	55,000 48,000 - 60,000	60,000 55,000 - 70,000
WA - Perth	40,000 35,000 - 45,000	50,000 45,000 - 55,000	55,000 50,000 - 60,000	60,000 50,000 - 70,000	65,000 60,000 - 80,000
ACT - Canberra	38,000 35,000 - 40,000	43,000 40,000 - 45,000	52,000 50,000 - 55,000	55,000 52,000 - 57,000	60,000 58,000 - 65,000
TAS - Hobart	33,000 30,000 - 35,000	37,000 34,000 - 38,000	40,000 38,000 - 50,000	45,000 40,000 - 55,000	50,000 40,000 - 60,000
NT - Darwin	35,000 33,000 - 37,000	39,000 37,000 - 42,000	50,000 46,000 - 52,000	55,000 48,000 - 57,000	40,000 35,000 - 45,000
NZ - Auckland	42,000 35,000 - 45,000	46,000 40,000 - 48,000	52,000 48,000 - 56,000	56,000 48,000 - 62,000	62,000 55,000 - 70,000
NZ - Christchurch / Wellington	35,000 30,000 - 40,000	41,000 38,000 - 45,000	45,000 40,000 - 48,000	55,000 45,000 - 60,000	60,000 50,000 - 70,000

Legal Support	Legal Secretary (Up to 2 yrs exp)	Legal Secretary (2 - 4 yrs exp)	Legal Secretary (4 yrs + exp)	Legal Personal Assistant
	Typical Salary	Typical Salary	Typical Salary	Typical Salary
NSW - Sydney	50,000 45,000 - 55,000	55,000 50,000 - 60,000	60,000 55,000 - 65,000	65,000 60,000 - 70,000
NSW - Regional	32,000 28,000 - 35,000	34,000 30,000 - 36,000	45,000 42,000 - 48,000	50,000 45,000 - 55,000
VIC - Melbourne	48,000 35,000 - 50,000	52,000 37,000 - 55,000	55,000 42,000 - 65,000	58,000 50,000 - 65,000
QLD - Brisbane and Gold Coast	44,000 38,000 - 50,000	50,000 42,000 - 54,000	55,000 45,000 - 60,000	60,000 50,000 - 65,000
QLD - Regional	40,000 35,000 - 45,000	48,000 45,000 - 50,000	55,000 50,000 - 60,000	45,000 40,000 - 55,000
SA - Adelaide	42,000 38,000 - 45,000	48,000 44,000 - 52,000	52,000 48,000 - 60,000	55,000 50,000 - 60,000
WA - Perth	45,000 40,000 - 50,000	50,000 45,000 - 55,000	50,000 45,000 - 57,000	51,000 43,000 - 57,000
ACT - Canberra	43,000 41,000 - 46,000	50,000 47,000 - 52,000	55,000 52,000 - 58,000	58,000 55,000 - 60,000
TAS - Hobart	35,000 33,000 - 38,000	40,000 38,000 - 42,000	43,000 40,000 - 48,000	45,000 42,000 - 50,000
NT - Darwin	43,000 40,000 - 45,000	46,000 44,000 - 48,000	55,000 48,000 - 58,000	50,000 45,000 - 52,000
NZ - Auckland	48,000 45,000 - 52,000	54,000 48,000 - 58,000	56,000 50,000 - 60,000	60,000 56,000 - 64,000
NZ - Christchurch / Wellington	45,000 40,000 - 48,000	50,000 45,000 - 55,000	55,000 48,000 - 60,000	55,000 45,000 - 60,000

Banking & Finance Support	Specialist Finance PA	Investment Banking Personal Assistant	Advisor Support
	Typical Salary	Typical Salary	Typical Salary
NSW - Sydney	63,000 55,000 - 65,000	65,000 60,000 - 70,000	58,000 55,000 - 65,000
NSW - Regional	45,000 42,000 - 48,000	50,000 47,000 - 53,000	45,000 40,000 - 50,000
VIC - Melbourne	55,000 48,000 - 60,000	60,000 50,000 - 65,000	50,000 45,000 - 55,000
QLD - Brisbane and Gold Coast	60,000 50,000 - 70,000	60,000 57,000 - 62,000	52,000 40,000 - 55,000
QLD - Regional	42,000 38,000 - 46,000	40,000 35,000 - 45,000	35,000 30,000 - 40,000
SA - Adelaide	52,000 45,000 - 55,000	54,000 45,000 - 60,000	48,000 42,000 - 52,000
WA - Perth	60,000 57,000 - 62,000	60,000 57,000 - 62,000	45,000 40,000 - 47,000
ACT - Canberra	48,000 45,000 - 52,000	48,000 45,000 - 52,000	45,000 40,000 - 47,000
TAS - Hobart	45,000 38,000 - 48,000	43,000 41,000 - 45,000	45,000 42,000 - 48,000
NT - Darwin	50,000 45,000 - 55,000	52,000 45,000 - 55,000	48,000 42,000 - 52,000
NZ - Auckland	62,000 56,000 - 68,000	66,000 58,000 - 70,000	55,000 50,000 - 60,000
NZ - Christchurch / Wellington	50,000 45,000 - 55,000	54,000 48,000 - 60,000	48,000 40,000 - 52,000

Construction & Property Support	Document Controller	Project Secretary / Administrator	Site Secretary / Administrator
	Typical Salary	Typical Salary	Typical Salary
NSW - Sydney	55,000 50,000 - 60,000	50,000 45,000 - 55,000	50,000 45,000 - 55,000
NSW - Regional	45,000 42,000 - 47,000	40,000 35,000 - 45,000	42,000 40,000 - 45,000
VIC - Melbourne	53,000 45,000 - 60,000	50,000 40,000 - 60,000	45,000 42,000 - 55,000
QLD - Brisbane and Gold Coast	60,000 50,000 - 80,000	55,000 48,000 - 65,000	55,000 50,000 - 60,000
QLD - Regional	55,000 50,000 - 70,000	50,000 50,000 - 65,000	65,000 50,000 - 80,000
SA - Adelaide	48,000 42,000 - 52,000	48,000 40,000 - 50,000	52,000 44,000 - 57,000
WA - Perth	60,000 55,000 - 70,000	60,000 55,000 - 65,000	55,000 48,000 - 70,000
ACT - Canberra	45,000 42,000 - 50,000	45,000 42,000 - 48,000	50,000 47,000 - 52,000
TAS - Hobart	40,000 36,000 - 42,000	42,000 37,000 - 45,000	43,000 40,000 - 45,000
NT - Darwin	54,000 48,000 - 60,000	60,000 50,000 - 80,000	60,000 55,000 - 80,000
NZ - Auckland	48,000 43,000 - 52,000	48,000 45,000 - 54,000	50,000 45,000 - 55,000
NZ - Christchurch / Wellington	40,000 37,000 - 43,000	45,000 38,000 - 50,000	48,000 38,000 - 52,000

Construction & Property Support	Facilities Administrator	Contracts Administrator (Residential)
	Typical Salary	Typical Salary
NSW - Sydney	45,000 40,000 - 50,000	50,000 45,000 - 60,000
NSW - Regional	42,000 37,000 - 47,000	45,000 40,000 - 50,000
VIC - Melbourne	45,000 40,000 - 50,000	45,000 35,000 - 55,000
QLD - Brisbane and Gold Coast	40,000 35,000 - 45,000	45,000 30,000 - 50,000
QLD - Regional	38,000 35,000 - 45,000	50,000 40,000 - 55,000
SA - Adelaide	43,000 40,000 - 45,000	45,000 40,000 - 50,000
WA - Perth	38,000 36,000 - 47,000	40,000 36,000 - 45,000
ACT - Canberra	42,000 35,000 - 55,000	45,000 40,000 - 52,000
TAS - Hobart	36,000 34,000 - 40,000	45,000 40,000 - 50,000
NT - Darwin	45,000 40,000 - 48,000	55,000 50,000 - 60,000
NZ - Auckland	45,000 40,000 - 60,000	50,000 45,000 - 60,000
NZ - Christchurch / Wellington	42,000 38,000 - 48,000	46,000 40,000 - 55,000