



# Business Support – HR, Legal, Admin, IT, Sales, Marketing & Customer Service

## 2019 Salary Guide

We are pleased to release the 2019 Options in Business Salary Guide as a quick and simple way to access top level salary information across a range of the more common job categories, business sizes and experience level. At a glance you get an initial indication of your worth in the market or what your budget is to recruit at any level.

However, we encourage and welcome your call for a more accurate assessment based on all of your specific and unique variables.

Options in Business have a team of senior recruiters, with a wealth of industry knowledge, who will listen to your unique circumstances and provide genuine advice based on current market conditions. With extensive experience recruiting for companies of all types and across all levels of business support including customer service and administration, we can provide advice based on all the variables that need to be taken into consideration.

We welcome your enquiry anytime for a discreet, confidential and current assessment of your role.

**For advice on the market, please contact our business support recruitment director Megan Turner on [03 9226 9622](tel:0392269622)**

## Business Support

Experience	1-3 Years		3-5 Years	
	Min	Max	Min	Max
Office Manager	\$70,000	\$80,000	\$80,000	\$100,000
Executive Assistant	\$70,000	\$85,000	\$80,000	\$110,000
Personal Assistant	\$75,000	\$85,000	\$85,000	\$95,000
Team Assistant	\$55,000	\$65,000	\$70,000	\$80,000
Administration Assistant	\$50,000	\$60,000	\$55,000	\$65,000
Receptionist	\$45,000	\$55,000	\$50,000	\$65,000
Data Entry Officer	\$45,000	\$50,000	\$50,000	\$55,000
Junior Admin Assistant	\$45,000	\$50,000	\$50,000	\$55,000
Contracts Administrator	\$70,000	\$80,000	\$80,000	\$90,000
Projects Coordinator	\$65,000	\$70,000	\$70,000	\$80,000
Projects Administrator	\$60,000	\$70,000	\$65,000	\$75,000
Logistics Coordinator	\$55,000	\$60,000	\$60,000	\$65,000
Facilities Manager	\$70,000	\$80,000	\$80,000	\$90,000
Facilities Coordinator	\$50,000	\$60,000	\$60,000	\$65,000
Mailroom Clerk	\$45,000	\$50,000	\$50,000	\$55,000

## Human Resources

Experience	1-3 Years		3-5 Years	
	Min	Max	Min	Max
Chief People Officer	NA	NA	\$180,000	\$250,000
HR Director	\$150,000	\$180,000	\$160,000	\$220,000
HR Manager	\$100,000	\$120,000	\$120,000	\$150,000
HR Business Partner	\$80,000	\$90,000	\$90,000	\$100,000
HR Adviser	\$60,000	\$70,000	\$70,000	\$80,000

HR Coordinator	\$55,000	\$65,000	\$65,000	\$75,000
HR Assistant	\$50,000	\$60,000	\$55,000	\$65,000

## Sales, Marketing and Account Management

Experience	1-3 Years		3-5 Years	
	Min	Max	Min	Max
Sales Director	\$120,000	\$150,000	\$160,000	\$250,000
Marketing Director	\$120,000	\$150,000	\$160,000	\$250,000
Communications Director	\$120,000	\$150,000	\$160,000	\$250,000
Sales Manager	\$100,000	\$130,000	\$120,000	\$170,000
Marketing Manager	\$100,000	\$120,000	\$120,000	\$160,000
Communications Manager	\$100,000	\$120,000	\$120,000	\$140,000
Product/Brand Manager	\$90,000	\$130,000	\$100,000	\$130,000
Account Manager	\$70,000	\$90,000	\$90,000	\$125,000
Partnerships Manager	\$60,000	\$80,000	\$70,000	\$90,000
Business Development Manager	\$80,000	\$120,000	\$90,000	\$140,000
Digital Marketing Specialist	\$55,000	\$65,000	\$65,000	\$80,000
Sales / Marketing Assistant	\$50,000	\$55,000	\$55,000	\$65,000

## Legal

Experience	1-3 Years		3-5 Years	
	Min	Max	Min	Max
General Counsel	NA	NA	\$200,000	\$250,000
Legal Counsel	\$120,000	\$150,000	\$130,000	\$170,000
Lawyer – 3-5 years	\$110,000	\$120,000	\$130,000	\$165,000
Paralegal	\$55,000	\$75,000	\$80,000	\$110,000
Legal Secretary/Assistant	\$65,000	\$75,000	\$75,000	\$85,000

Patent Assistant	\$65,000	\$75,000	\$75,000	\$85,000
Junior Legal Secretary	\$50,000	\$55,000	\$55,000	\$60,000

## Information Technology

Experience	1-3 Years		3-5 Years	
	Min	Max	Min	Max
Chief Technology Officer	\$150,000	\$200,000	\$180,000	\$250,000
IT/Infrastructure Manager	\$90,000	\$130,000	\$120,000	\$250,000
IT Manager	\$110,000	\$130,000	\$120,000	\$160,000
Delivery Lead	\$120,000	\$140,000	\$130,000	\$150,000
Solution Architect	\$120,000	\$150,000	\$140,000	\$180,000
Project Manager	\$90,000	\$120,000	\$100,000	\$150,000
Business Analyst	\$90,000	\$120,000	\$100,000	\$160,000
UX/CX Designer	\$80,000	\$120,000	\$110,000	\$185,000
Tester/QA	\$90,000	\$120,000	\$120,000	\$150,000
Developer	\$80,000	\$100,000	\$90,000	\$110,000
System Administrator	\$75,000	\$95,000	\$90,000	\$120,000
Helpdesk Support	\$60,000	\$80,000	\$70,000	\$85,000

## Customer Service

Experience	1-3 years		3-5 years	
	Min	Max	Min	Max
Contact Centre Manager	\$80,000	\$100,000	\$10,000	\$120,000
Contact Centre Team Leader	\$60,000	\$75,000	\$65,000	\$80,000
Customer Service Manager	\$55,000	\$65,000	\$65,000	\$75,000
Client Services Manager	\$55,000	\$65,000	\$65,000	\$75,000
Customer Service Officer	\$45,000	\$50,000	\$45,000	\$55,000
Client Services Officer	\$40,000	\$50,000	\$50,000	\$55,000

\* N.B: Estimated Salaries shown reflect annual base salary including superannuation.