

HUDSON BUSINESS SUPPORT

Salary guide

Permanent Roles - Annual base salary 2017 NZD '000

	Auckland	Christchurch	Wellington
Office Administration			
Receptionist	36 - 55	35 - 57	39 - 55
Data Entry Operator	34 - 45	32 - 42	34 - 40
Administration Assistant	37 - 45	35 - 48	38 - 46
Mailroom Clerk	35 - 45	36 - 42	35 - 42
Word Processor	38 - 45	39 - 52	37 - 49
Executive Administration			
Executive Assistant	70 - 120	60 - 80	60 - 80
Personal Assistant	60 - 75	48 - 65	46 - 56
Team Assistant	45 - 60	40 - 55	45 - 55
Office Manager	55 - 85	50 - 75	50 - 75
Specialised Administration			
Project Administrator	50 - 60	45 - 60	55 - 65
Project Coordinator	55 - 85	45 - 70	55 - 65
Legal Secretary	50 - 65	35 - 64	40 - 60
Human Resource Administrator	50 - 65	45 - 60	48 - 56
L&D Coordinator	45 - 60	45 - 60	50 - 60

	Auckland	Christchurch	Wellington
Specialised Administration continued...			
Recruitment Coordinator	50 - 65	40 - 60	50 - 60
Marketing Administrator	40 - 65	40 - 48	45 - 55
Events Assistant	40 - 55	40 - 55	N/A
Contracts Administrator	50 - 65	45 - 52	47 - 60
Document Controller	50 - 65	N/A	50 - 65
Logistics Coordinator	50 - 65	45 - 52	47 - 60
Sales Administrator	50 - 65	38 - 46	42 - 50
Facilities Administrator	45 - 60	48 - 55	45 - 60
Finance Administrator	50 - 65	45 - 50	45 - 55
IT Support	45 - 60	N/A	45 - 60

This salary guide is a compilation of salary and market information provided by Hudson consultants, clients, candidates and other sources across New Zealand. Information was gathered by drawing on the extensive knowledge of our specialist recruitment consultants across Hudson's specialist practice groups. Salary ranges are approximate guides only. They relate to base salaries and exclude superannuation/bonuses/incentive schemes/stock options.

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Contact & Customer Service			
Telesales	37 - 50	39 - 50	35 - 42
Helpdesk Support	40 - 55	40 - 55	40 - 55
Collections Officer	38 - 50	38 - 60	42 - 55
Queue Admin/Workforce Scheduler	60 - 90	50 - 80	65 - 85
Customer Service Manager	70 - 150	58 - 80	65 - 80
Customer Service Officer	45 - 60	35 - 45	45 - 55
Client Services Manager	75 - 110	65 - 85	70 - 105
Client Services Officer	50 - 70	45 - 55	47 - 60
Contact Centre Manager	85 - 150	75 - 140	75 - 140
Contact Centre Team Leader	60 - 85	50 - 70	60 - 80
Contact Centre Representative	37 - 50	38 - 50	40 - 55

Get in touch

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