

# Salary Guide



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	JUNIOR	MID WEIGHT	SENIOR
	Permanent (NZD/000)	Permanent (NZD/000)	Permanent (NZD/000)
<b>Office Administration</b>			
Receptionist	38 - 45	42 - 50	50 - 60
Data Entry Operator	36 - 40	40 - 45	45 - 50
Administration Assistant	38 - 42	42 - 50	50 - 55
Word Processor	38 - 48	48 - 55	55 - 60
<b>Executive Administration</b>			
Executive Assistant	75 - 80	80 - 95	95 - 120
Personal Assistant	60 - 65	65 - 70	70 - 80
Team Assistant	45 - 50	50 - 60	60 - 68
Office Manager	55 - 60	60 - 75	75 - 90

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Get in touch to see  
how we can help

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[nz.hudson.com](http://nz.hudson.com)

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	Permanent (NZD/000)	Permanent (NZD/000)	Permanent (NZD/000)
<b>Specialised Administration</b>			
Project Administration	50 - 55	55 - 60	60 - 65
Project Coordinator	60 - 65	65 - 70	70 - 80
Legal Secretary	50 - 55	55 - 60	60 - 70
HR Administrator	42 - 50	50 - 60	60 - 68
L&D Coordinator	42 - 50	50 - 60	60 - 68
Recruitment Coordinator	45 - 50	50 - 58	58 - 65
Marketing Administrator	42 - 48	48 - 55	55 - 70
Events Assistant	40 - 45	45 - 55	55 - 60
Contracts Administrator	45 - 50	50 - 55	55 - 65
Document Controller	45 - 50	55 - 60	60 - 65
Logistics Coordinator	50 - 58	58 - 65	65 - 75
Sales Administrator	45 - 50	50 - 55	55 - 65
Facilities Administrator	45 - 50	50 - 60	60 - 70
Finance Administrator	45 - 50	50 - 55	55 - 65
IT Support	40 - 45	45 - 55	55 - 60

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	Permanent (NZD/000)	Permanent (NZD/000)	Permanent (NZD/000)
<b>Contact &amp; Customer Service</b>			
Client Services	50 - 55	55 - 65	65 - 80
Outbound Sales	35 - 40	40 - 45	45 - 50
Service Desk	40 - 45	45 - 50	50 - 55
Collections Officer	38 - 42	42 - 47	47 - 52
Queue Analyst/Workforce Manager	60 - 70	70 - 80	80 - 90
Customer Service Manager	70 - 90	90 - 120	120 - 150
Customer Service Officer	40 - 45	45 - 50	50 - 55
Client Services Manager	75 - 85	85 - 95	95 - 110

## Featured role

### Executive Assistant

Permanent salary (NZD/000)  
75-120

#### About the role

An Executive Assistant is tasked with supporting senior leaders within an organisation.

They are the go-to person for the department, acting as a key contact point to enable the leader to navigate their day with ease. High organisational ability in anticipating needs, diary, email and travel management are their core responsibilities.

#### Key skills/attributes

- Professionalism, confidentiality, integrity and discretion
- Strong organisational and time management skills
- Expertise in Word, PowerPoint, Excel, and Outlook
- Excellent written and oral communication skills
- Confidence in managing senior stakeholder relationships both internally / externally

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