

# Salary Guide



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	JUNIOR	MID WEIGHT	SENIOR
	Permanent (NZD/000)	Permanent (NZD/000)	Permanent (NZD/000)
<b>Office Administration</b>			
Receptionist	35	55	N/A
Data Entry	35	N/A	45
Administration Assistant	35	45	55
<b>Executive Administration</b>			
Executive Assistant	60	70	80
Personal Assistant	48	55	65
Team Assistant	45	N/A	65
Office Manager	50	N/A	90
<b>Specialised Administration</b>			
Project Administrator	45	N/A	60
Project Coordinator	45	N/A	70
Legal Secretary	48	57	70
Human Resource Administrator	45	N/A	60
Learning & Development Coordinator	50	55	65
Recruitment Coordinator	50	N/A	65
Marketing Administrator	45	N/A	55
Events Assistant	45	N/A	60
Contracts Administrator	45	N/A	65
Logistics Coordinator	50	N/A	67
Sales Administrator	45	N/A	55

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Get in touch to see  
how we can help

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<b>Specialised Administration</b>			
Facilities Administrator	45	N/A	55
Finance Administrator	45	N/A	60
<b>Contact &amp; Customer Service</b>			
Customer Service Manager	58	N/A	80
Customer Service	38	N/A	50

Featured role

## Office Manager

**About the role**

Experience in business operations and people management. Experience streamlining and or implementing process and procedures to drive efficiency. Experience in accounting functions including payroll and/or financial analysis and reporting.

**Permanent salary (NZD/000)**

50 - 90

**Key skills/attributes**

- Drive operational efficiencies to ensure the delivery of high-quality patient care
- Oversee financial performance, forecasting and report analysis
- HR – oversee recruitment, weekly performance reporting and rosters
- Conduct regular risk assessments, ensure H&S is adhered to
- Comply with and implement all industry best practice and statutory regulations
- People management

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