

Salary Guide



Salary Guide

	JUNIOR	MID WEIGHT	SENIOR
	Permanent (NZD/000)	Permanent (NZD/000)	Permanent (NZD/000)
Office Administration			
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
Executive Administration			
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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Hudson Auckland
Level 12, Crombie Lockwood Tower, 191 Queen Street, Auckland 1010 | 09 977 9800
nz.hudson.com

Salary Guide

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	Permanent (NZD/000)	Permanent (NZD/000)	Permanent (NZD/000)
Specialised Administration			
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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Contact & Customer Service			
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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Office Administration			
Receptionist	35	55	N/A
Data Entry	35	N/A	45
Administration Assistant	35	45	55
Executive Administration			
Executive Assistant	60	70	80
Personal Assistant	48	55	65
Team Assistant	45	N/A	65
Office Manager	50	N/A	90
Specialised Administration			
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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	Permanent (NZD/000)	Permanent (NZD/000)	Permanent (NZD/000)
Specialised Administration			
Facilities Administrator	45	N/A	55
Finance Administrator	45	N/A	60
Contact & Customer Service			
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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Permanent
(NZD/000)

Office Administration

Receptionist	45 - 55
Data Entry Operator	40 - 47
Administration	45 - 55
Mail Room Clerk	37 - 45

Executive Administration

Executive Assistant	60 - 80
Personal Assistant	55 - 70
Team Administrator	50 - 60
Office Manager	55 - 75

Contact & Customer Service

Service Desk Analyst	45 - 60
Contact Centre Representative	37 - 50

Permanent
(NZD/000)

Specialised Administration

Project Administrator	50 - 65
Project Coordinator	55 - 75
Legal Secretary	45 - 60
Human Resource Administrator	45 - 55
Recruitment Co-ordinator	45 - 65
Marketing Administrator	40 - 55
Events Assistant	47 - 57
Sales Administrator	45 - 55
Facilities Administrator	45 - 60
Finance Administrator	45 - 55
Medical Receptionist	45 - 55

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