

Office Support Salaries Collated April 2011

	Norfolk		Suffolk		Cambridgeshire	
	Range	Typical	Range	Typical	Range	Typical
Office Manager	£20-30,000	£25,000	£20-28,000	£24,000	£23-30,000	£27,000
PA to Director	£19-25,000	£23,000	£19-25,000	£24,000	£22-26,000	£24,000
Exec PA/Assistant	£22-30,000	£26,000	£24-28,000	£26,000	£25-30,000	£27,000
Receptionist	£13-16,000	£14,000	£13-16,000	£14,000	£16-22,000	£18,500
Audio Typist	£15-18,000	£16,000	£15-18,000	£16,000	£18-21,000	£20,000
Secretary	£15-20,000	£17,000	£16-20,000	£18,000	£17-23,000	£20,000
Junior Administrator	£12-14,000	£13,000	£12-14,000	£14,000	£14-18,000	£16,000
Senior Administrator	£14-18,000	£17,000	£16-22,000	£18,000	£18-23,000	£21,000
Customer Services Advisor	£13-16,000	£15,000	£14-18,000	£16,000	£16-21,000	£18,000
Customer Services Team Leader	£15-18,000	£20,000	£17-23,000	£21,000	£20-25,000	£22,000
Junior Sales Administrator	£14-16,000	£15,000	£15-18,000	£16,000	£16-19,000	£17,000
Senior Sales Administrator	£16-19,000	£18,000	£17-21,000	£20,000	£19-26,000	£22,000

Pure

Resourcing
Solutions

Accountancy
Financial Services
Human Resources
Office

The above information is based on data gathered from our clients and candidates. In certain instances the salary highlighted is within a broad range, this is due to the influence of company size and the dimensions of a role. For specific salary and benefit advice for you or your company please contact us.