

# Office Support Salaries Collated April 2010

Cambridgeshire		Norfolk		Suffolk	
Range	Typical	Range	Typical	Range	Typical

<b>Office Manager</b>	£25-35,000	£30,000	£19-26,000	£22,000	£20-28,000	£22,000
<b>PA to Director</b>	£22-27,000	£24,500	£18-25,000	£21,000	£22-26,000	£24,000
<b>Exec PA/Assistant</b>	£27-35,000	£31,000	£21-30,000	£25,000	£24-28,000	£25,000
<b>Receptionist</b>	£16-21,000	£18,500	£12-14,000	£13,000	£12-16,000	£13,000
<b>Audio Typist</b>	£18-21,000	£19,500	£13-16,000	£14,000	£15-18,000	£14,000
<b>Secretary</b>	£17-25,000	£21,000	£15-17,000	£16,000	£16-22,000	£17,000
<b>Junior Administrator</b>	£14-19,000	£16,500	£10-12,000	£12,000	£12-15,000	£13,000
<b>Snr Administrator</b>	£19-25,000	£22,000	£14-18,000	£16,000	£16-20,000	£16,000
<b>Customer Services Advisor</b>	£17-20,000	£18,500	£12-14,000	£13,500	£14-18,000	£15,000
<b>Customer Services Team Mgr</b>	£22-31,000	£26,500	£19-25,000	£22,000	£20-26,000	£22,000
<b>Junior Sales Administrator</b>	£16-20,000	£18,000	£12-15,000	£14,000	£16-20,000	£15,000
<b>Senior Sales Administrator</b>	£20-25,000	£22,500	£15-18,000	£16,000	£17-24,000	£18,000

Pure

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For further advice on salaries and benefits, please contact us on  
01223 209899 or visit our website [www.prs.uk.com](http://www.prs.uk.com)