



PA & Secretarial Salary Survey

Ultimate PA Secretarial is a specialist division of Ultimate Recruitment, based out of our London office at Ludgate Circus. We are delighted to bring our first PA Secretarial Salary Survey to your attention. We have collated the latest figures for the range of positions we cover, up to the end of the last financial year, 5th April 2008.

The data and trend analysis is from our experience in working on vacancies over the past 18 months, from feedback from all candidates and clients spoken to, from job adverts in the press and on line in 2008 and from our colleagues in the PA Secretarial Sector.

Trend Analysis

In the last decade there have been significant changes in the roles of office support staff, with advances in technology many of the tasks that were historically perceived as being secretarial are now non-existent or simpler for the individual to carry out themselves. This has meant a real shift in the career opportunities for secretaries and PAs. We are seeing less and less of the traditional 1:1 PA role, there is a shift towards support roles to a number of Directors or a team, these roles require the secretary to be advanced in the MS Office suite, multitasking is more important than ever and they are required to have excellent written and verbal communication skills. In the last few years we have also seen the rise of the Executive Assistant role, required to have all the same skills as a PA or Team Secretary with the addition of some management responsibility and regarded as a credible business professional.

Increased recognition of the value support staff can add to a business has meant these roles are now seen as an attractive career and there has been an increase in post graduates taking secretarial training courses and pursuing this career path.

As organisations recognise the value of support staff they are keener than ever to attract the best candidates in the market. This has led to an increase in salaries over the last 5 years, particularly in industries such as finance where experienced candidates are in very short supply.

As the competition in the market for the best candidates has been fiercer than ever in the last year, clients from industries that have in the past insisted on specific industry experience are now broadening the recruitment brief to include candidates from other sectors, to ensure getting in the best people for their business. Likewise clients from the commercial sector are opening up their search for talent to include those with a strong educational background and excellent office skills.

Candidates

The shortage of highly skilled staff means that top level candidates can afford to be very selective when committing to a new role. Salary is obviously a key factor but more and more the whole benefits package is a major consideration. Pension, bonus, healthcare and flexible working patterns are all taken into consideration by candidates and they expect to be offered a package of these along with a salary. Location is a major concern of candidates and this along with package and career prospects seem to be more important to the candidate than an organisation's brand or the job title. This is obviously an advantage to smaller, less well know organisations, but only if they can offer a competitive package.

In this competitive market for candidates it is essential that the recruitment process is conducted in an efficient and timely manner. Often excellent candidates lose interest in an opportunity if there is a delay in getting feedback from the interviewer or in some instances receiving none at all. The length of time in between interviews and/or offers can also have a bearing as a candidate may be interviewing at more than one organisation and may commit to the one who offers first for fear of losing out all together.

If you would like to discuss your recruitment requirements within the PA & Secretarial field, please speak to your existing consultant or call Ultimate PA Secretarial on **020 7822 0288**. Alternatively email: jo.noakes@ultimate-resourcing.com

Salary Survey

<u>Role</u>	<u>Typical</u>	<u>Range</u>
Executive Assistant	£ 45,000	£ 35,000 - £ 50,000
Office Manager	£ 40,000	£ 30,000 - £ 50,000
PA 1:1	£ 35,000	£ 30,000 - £ 45,000
PA Team	£ 35,000	£ 28,000 - £ 40,000
Senior Secretary	£ 30,000	£ 27,000 - £ 35,000
Team Secretary	£ 28,000	£ 24,000 - £ 35,000
Trading Floor Secretary	£ 35,000	£ 28,000 - £ 45,000
Junior Secretary	£ 23,000	£ 20,000 - £ 26,000
Legal PA	£ 34,000	£ 30,000 - £ 36,000
Legal Team Secretary	£ 32,000	£ 28,000 - £ 34,000
Legal Assistant/Paralegal	£ 25,000	£ 20,000 - £ 35,000
Senior Administrator	£ 34,000	£ 25,000 - £ 40,000
Team Administrator	£ 25,000	£ 18,000 - £ 30,000
Office Assistant	£ 20,000	£ 18,000 - £ 25,000
Reception Manager	£ 30,000	£ 25,000 - £ 35,000
Receptionist	£ 24,000	£ 18,000 - £ 28,000

Figures based across all industry sectors, and exclusive of any bonus or benefits packages. Values are heavily weighted towards London roles.