



HONEYCOMB

Salary Survey  
**2021**



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## Permanent Salaries

JOB ROLE	1-2 Years Entry	3-5 Years Mid	5+Years Senior
<b>PA &amp; Secretarial</b>			
Executive Assistant	23,000-25,000	25,000-28,000	28,000-35,000
Personal Assistant	23,000-25,000	25,000-28,000	28,000-30,000
Team Secretary	20,000-22,000	22,000-24,000	24,000-26,000
Medical Secretary	18,000 - 19,000	19,000-21,000	21,000-23,000
<b>Business/Operations Support</b>			
Operations Manager	NA1	30,000-40,000	40,000+
Office Manager	23,000-25,000	25,000-30,000	30,000+
Business Support Manager	NA	25,000-28,000	28,000-35,000
Senior Administrator	NA	22,000-24,000	24,000+
Project Co-Ordinator	19,000 - 21,000	22,000 - 25,000	25,000-30,000
Front of House/ Receptionist	18,000 - 19,000	20,000 - 22,000	22,000+
Data Entry Operator	18,000 - 19,000	19,000 - 22,000	NA
Facilities Co-Ordinator	18,000-20,000	20,000-22,000	23,000-25,000
Marketing Administrator	18,000-20,000	20,000-22,000	22,000-24,000
Sales Support	18,000-22,000	22,000-25,000	25,000+
Pricing Analyst	20,000-24,000	24,000-26,000	25,000-28,000
Pricing Administrator	18,000-20,000	20,000-22,000	22,000-24,000
<b>Legal</b>			
Practice Manager	NA	30,000-35,000	35,000-40,000
Paralegal	18,000 - 19,000	19,000-22,000	22,000-26,000
Legal Executive	18,000-19,000	19,000-22,000	22,000-26,000
Legal PA	20,000-22,000	22,000-24,000	24,000-26,000
Legal Secretary	18,000-20,000	20,000 - 23,000	23,000-26,000
Graduate	18,000 - 20,000	NA	NA
Document Reviewer	18,000-20,000	20,000-22,000	22,000-23,000
Audio Typist	18,000 - 20,000	20,000 - 22,000	NA

JOB ROLE	1-2 Years Entry	3-5 Years Mid	5+Years Senior
<b>HR</b>			
HR Administrator	18,000-20,000	20,000-22,000	22,000-25,000
Recruitment Administrator	18,000-20,000	20,000-22,000	22,000+
L&D Administrator	18,000-20,000	20,000-22,000	22,000+
<b>Banking &amp; Financial Services</b>			
Financial Services Admin	18,000-20,000	20,000-23,000	24,000-26,000
Retail Banking Advisor	16,000-18,000	18,000-20,000	20,000-22,000
Operations Admin	18,000-20,000	20,000-22,000	22,000-24,000
Mortgage Admin	18,000-20,000	20,000-22,000	22,000+
Claims Handling	17,000-19,000	19,000-21,000	21,000-23,000
Personal Lines	17,000-19,000	19,000-21,000	21,000-23,000
Business Analyst	20,000-22,000	22,000-24,000	24,000-26,000
AML/KYC Specialist	18,000-20,000	20,000-23,000	23,000-27,000
Business Processor-Insurance	17,000-19,000	19,000-21,000	21,000+
Accounts Admin	18,000-20,000	20,000-22,000	22,000+
Payroll Admin	18,000-20,000	20,000-22,000	22,000-25,000
<b>Real Estate &amp; Property Management</b>			
Branch Manager	N/A	25,000-30,000	30,000-35,000
Sales/Rentals Manager	20,000-22,000	23,000 -25,000	26,000-30,000
Property Manager	18,000-20,000	20,000-22,000	22,000-26,000
Sales/Lettings Negotiator	18,000-20,000	20,000-22,000	23,000-26,000
Sales/Lettings Administrator	18,000-20,000	20,000-22,000	22,000-24,000
Graduate	18,000	N/A	N/A
Corporate Receptionist	18,000-20,000	20,000-22,000	22,000+

JOB ROLE	1-2 Years Entry	3-5 Years Mid	6+ Years Senior
<b>Customer Service</b>			
Customer Service Manager	22,000-24,000	24,000-28,000	28,000+
Contact Centre-Team Leader	20,000-22,000	22,000-24,000	24,000+
Customer Service Advisor	18,000 - 19,000	19,000 - 21,000	22,000 - 25,000
Order Processor	18,000 - 20,000	21,000 - 22,000	22,500 - 24,000
<b>Construction/Built Environment</b>			
Procurement Administrator	18,000-20,000	20,000-23,000	23,000-26,000
Bid/Tender Administrator	20,000 - 22,000	22,000-25,000	25,000 - 32,000
Document Controller	20,000-22,000	23,000 - 28,000	28,000 - 30,000
Health & Safety Administrator	18,000-20,000	20,000-22,000	22,000-25,000
Commercial Assistant	19,000-20,000	21,000 - 25,000	25,000 - 27,500
Project Admin	18,000-20,000	20,000-22,000	22,000-24,000
Technical Admin	19,000-21,000	21,000-23,000	23,000-26,000
<b>Transport/Logistics/FMCG</b>			
Import/Export Administrator	20,000-22,000	23,000 - 25,000	25,000-28,000
Transport Planner	22,000-25,000	25,000-27,000	27,000-38,000
Transport Administrator	20,000 - 22,000	23,000 - 25,000	25,000 - 27,000
Customer Service/Booking Clerk	19,000 - 21,000	22,000 - 25,000	26,000 - 27,000
POD Admin	18,000 - 20,000	20,000 - 22,000	22,000
Production Planner	20,000-22,000	20,000-24,000	25,000-30,000
Inventory Co-ordinator	18,500 - 20,000	21,000 - 22,500	23,000 - 25,000
Trade Assistant	19,000 - 21,000	21,000 - 23,000	23,000 - 28,000

- Customs Administrator - 20,000 - 24,000 25000 - 28000 29,000 - 32,000



## Temporary Salaries

JOB ROLE	Hourly Rates - Temporary
<b>PA &amp; Secretarial</b>	
Executive Assistant	11.00-16.80
Personal Assistant	10.00-14.00
Team Secretary	8.60-11.00
Medical Secretary	8.20-10.50
<b>Business/Operations Support</b>	
Operations Manager	15.00-19.00
Office Manager	10.00-14.50
Business Support Manager	13.00-20.00
Senior Administrator	9.50-12.00
Project Co-Ordinator	9.00-14.40
Front of House/ Receptionist	8.50-10.60
Data Entry Operator	8.50-9.90
Facilities Co-Ordinator	9.00-12.00
Marketing Administrator	9.00-12.00
Sales Support	8.50-12.00
Project Manager (Non-Technical)	16.50-22.50
Research Assistant	12.50-15.00
<b>Legal</b>	
Practice Manager	14.50-19.00
Paralegal	8.20-11.50
Legal Executive	8.50-11.00
Legal PA	9.60-12.50
Legal Secretary	8.50-11.50
Graduate	8.50-9.00
Document Reviewer	8.50-11.50
Audio Typist	8.50-11.00





JOB ROLE	Hourly Rates - Temporary
<b>HR</b>	
HR Administrator	9.00-11.00
Recruitment Administrator	9.00-11.00
L&D Administrator	9.00-11.00
<b>Banking &amp; Financial Services</b>	
Retail Banking Advisor	8.21-11.00
Operations Admin	8.86-12.00
Mortgage Admin	8.86-12.00
Business Analyst	10.00-14.00
AML/KYC Specialist	9.00-15.00
Accounts Admin	8.80-11.00
Payroll Admin	8.80-11.00
<b>Real Estate &amp; Property Management</b>	
Branch Manager	10-17.50
Sales/Rentals Manager	9-15.30
Property Manager	9-12
Sales/Lettings Negotiator	9-12
Sales/Letting Administrator	8.50-11
Graduate	8.50-9.50
Corporate Receptionist	8.50-11

JOB ROLE	Hourly Rates - Temporary
<b>Customer Service</b>	
Customer Service Manager	10.50-13.50
Contact Centre-Team Leader	8.60-11.50
Customer Service Advisor	8.21-10.60
Order Processor	8.50-10.60
<b>Construction/Built Environment</b>	
Procurement Administrator	9.50-12.50
Bid/Tender Administrator	9.50-12.50
Document Controller	9.50-12.50
Health & Safety Administrator	9.50-12.50
Commercial Assistant	9.50-11.50
Project Admin	9.50-11.50
Technical Admin	9.00-12.50
<b>Transport/Logistics/FMCG</b>	
Import/Export Administrator	9.50-12.00
Freight Co-Ordinator	9.50-17.00
Transport Planner	10.50-18.00
Transport Administrator	9.50-12.50
Customer Service/Booking Clerk	8.50-11.00
POD Admin	9.00-11.00
Production Planner	10.00-14.50
Inventory Co-ordinator	10.00-14.50
Trade Assistant	9.00-11.00
Despatch Admin/Operative	9.00-11.00





Thank You