



honeycomb

Salary Survey 2023

**For Admin / Business Support
Professionals in Northern Ireland**



Contents

About Us	Page 1
Permanent Salaries	Pages 2 - 5
Temporary Salaries	Pages 6 - 9



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About Us

A natural honeycomb in a beehive is rendered a bit pointless without hard working bees to fill it up. That's why our structure has been created specifically with support services staff in mind.

We specialise in sourcing essential business support employees for a wide range of business sectors including Legal & Compliance, IT & Fintech, Manufacturing, Charity & 3rd Sector, Public Sector, Sales & Marketing and Executive Support/ Senior Appointments.

These are just some of the wonderful clients that we were with.

ANDOR

afbi
AGRI-FOOD
& BIOPROCESSES
INSTITUTE

IBDO

Bryson
Charitable Group

CATHEDRAL
EYE CLINIC

COWEN
GROUP

DAVID
MEADE

Danske Bank

enèrgia
Switched on

EY

FAITHFUL+GOULD

Hughes
Insurance

Learning
SPACE

NORTHERN
IRELAND
OPERA

northern ireland
water
Delivering what matters

OUTSOURCE

Praxis
Care
Housed across
the network of

PROGRESSIVE
BUILDING SOCIETY

pwc

SHS

SS&C

Translink

URBANHQ

100
York Street



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Permanent Salaries

Job Role	1-2 Years (Entry)	3-5 Years (Mid)	5+ Years (Senior)
PA & Secretarial	£	£	£
Executive Assistant	26,000 - 28,000	28,000 - 35,000	35,000 - 45,000
Personal Assistant	25,000	26,000 - 28,000	28,000 - 32,000
Team Secretary	23,000 - 24,000	24,000 - 26,000	26,000 - 28,000
Medical Secretary	20,000 - 22,000	22,000 - 24,000	24,000 - 26,000
Business/Operations Support	£	£	£
Operations Manager	NA	30,000 - 45,000	50,000+
Office Manager	25,000 - 28,000	28,000 - 32,000	32,000+
Business Support Manager	NA	25,000 - 30,000	30,000 - 40,000
Senior Administrator	NA	22,000 - 25,000	25,000+
Project Co-Ordinator	11,000 - 24,000	24,000 - 26,000	26,000 - 30,000
Front of House/ Receptionist	22,000 - 23,000	23,000 - 24,000	25,000+
Data Entry Operator	20,000 - 22,000	22,000 - 24,000	25,000 - 27,000
Facilities Co-Ordinator	22,000 - 24,000	25,000 - 27,000	27,000
Marketing Administrator	21,000 - 23,000	23,000 - 25,000	26,000+
Sales Support	22,000 - 24,000	24,000 - 26,000	26,000 - 30,000
Pricing Analyst	22,000 - 24,000	24,000 - 26,000	26,000 - 30,000
Pricing Administrator	22,000 - 24,000	24,000 - 26,000	26,000
Legal	£	£	£
Practice Manager	32,000 - 35,000	35,000 - 38,000	38,000 -40,000+
Paralegal	24000-26000	26,000 - 28,000	28,000+
Legal Executive	25,000-27,000	27,000 - 29,000	30,000+
Legal PA	23,000-26,000	26,000 - 29,000	29,000+
Legal Secretary	23,000-26000	26,000 - 28,000	28,000+
Graduate	23,000-26,000	NA	NA
Document Reviewer	23,000-24,000	24,000-27,000	NA
Audio Typist	23000 - 25,000	25,000-26,000	26,000+

Job Role	1-2 Years (Entry)	3-5 Years (Mid)	5+ Years (Senior)
HR	£	£	£
HR Administrator	21,000 - 23,000	23,000 - 25,000	25,000+
Recruitment Administrator	21,000 - 23,000	23,000 - 25,000	25,000+
L&D Administrator	21,000 - 23,000	23,000 - 25,000	25,000+
Banking & Financial Services	£	£	£
Financial Services Admin	21,000 - 22,000	22,000 - 24,000	25,000 - 28,000
Retail Banking Advisor	19,000 - 21,000	21,000 - 23,000	24,000 - 25,000
Operations Admin	21,000 - 22,000	22,000 - 24,000	24,000 - 26,000
Mortgage Admin	22,000 - 23,000	23,000 - 24,000	24,000 - 26,000
Claims Handling	21,000 - 22,000	22,000 - 25,000	25,000+
Personal Lines	21,000 - 22,000	22,000 - 24,000	24,000+
Business Analyst	22,000 - 24,000	24,000 - 25,000	25,000 - 28,000
AML/KYC Specialist	21,000 - 22,000	23,000 - 25,000	26,000 - 40,000
Business Processor-Insurance	21,000 - 22,000	22,000 - 24,000	25,000+
Accounts Admin	22,000 - 23,000	23,000 - 24,000	24,000+
Payroll Admin	21,000 - 23,000	23,000 - 25,000	26,000 - 28,000
Real Estate & Property Management	£	£	£
Branch Manager	20,000 - 25,000	28,000 - 32,000	32,000 - 40,000
Sales/Rentals Manager	20,000 - 25,000	25,000 - 30,000	30,000+
Property Manager	21,000 - 23,000	25,000 - 30,000	30,000+
Sales/Lettings Negotiator	21,000 - 22,000	23,000 - 24,000	25,000 - 28,000
Sales/Lettings Administrator	20,000 - 22,000	22,000 - 24,000	24,000 - 26,000
Graduate	23,000-24,000	N/A	NA
Corporate Receptionist	23,000-24,000	25,000-27,000	24,000+

Job Role	1-2 Years (Entry)	3-5 Years (Mid)	5+ Years (Senior)
Customer Service	£	£	£
Customer Service Manager	28,000 - 30,000	30,000 - 35,000	35,000+
Contact Centre-Team Leader	25,000 - 26,000	26,000 - 28,000	28,000 - 35,000
Customer Service Advisor	21,000 - 24,000	24,000 - 26,000	36,000+
Order Processor	20,000 - 22,000	22,000 - 24,000	24,000 - 25,000
Transport/Logistics/FMCG	£	£	£
Import/Export Administrator	23,000 - 25,000	25,000 - 28,000	28,000+
Transport Planner	25,000 - 27,000	27,000 - 30,000	30,000 - 50,000
Transport Administrator	21,000 - 22,000	23,000 - 25,000	25,000 - 27,000
Customer Service/Booking Clerk	22,000 - 24,000	24,000 - 25,000	25,000 - 30,000
POD Admin	22,000 - 23,000	23,000 - 24,000	24,000+
Production Planner	25,000 - 27,000	27,000 - 30,000	30,000+
Inventory Co-ordinator	21,000 - 23,000	23,000 - 25,000	25,000+
Trade Assistant	20,000 - 25,000	25,000 - 28,000	28,000+
Customs Administrator	24,000 - 24,000	25,000 - 28,000	29,000 - 32,000



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Temporary Salaries



Job Role	Hourly Rates - Temporary
PA & Secretarial	£
Executive Assistant	12.00 - 16.00
Personal Assistant	12.00 - 14.00
Team Secretary	11.00 - 13.00
Medical Secretary	10.50 - 12.00
Business/Operations Support	£
Operations Manager	16.00 - 22.00
Office Manager	16.00 - 18.00
Business Support Manager	16.00 - 18.00
Senior Administrator	12.00 - 15.00
Project Co-Ordinator	12.00 - 16.00
Front of House/Receptionist	10.50 - 13.00
Data Entry Operator	10.50 - 13.00
Facilities Co-Ordinator	10.50 - 13.00
Marketing Administrator	10.50 - 13.00
Sales Support	10.50 - 13.00
Project Manager (Non-Technical)	18.00 - 25.00
Research Assistant	12.50 - 16.00
Legal	£
Practice Manager	18.00 - 25.00
Paralegal	11.00 - 12.00
Legal Executive	12.00 - 16.00
Legal PA	11.00 - 14.00
Legal Secretary	11.00 - 14.00
Graduate	11.00 - 14.00
Document Reviewer	12.00 - 14.00
Audio Typist	11.00 - 14.00



Job Role	Hourly Rates - Temporary
HR	£
HR Administrator	10.50 - 13.00
Recruitment Administrator	10.50 -13.00
L&D Administrator	10.50 -13.00
Banking & Financial Services	£
Retail Banking Advisor	11.11 - 13.00
Operations Admin	11.11 - 13.00
Mortgage Admin	11.11 - 15.00
Business Analyst	15.00 - 18.00
AML/KYC Specialist	14.00 - 18.00
Accounts Admin	11.11 - 13.00
Payroll Admin	11.11 - 13.00
Brancg Manager	15.00 - 20.00
Real Estate & Property Management	£
Sales/Rentals Manager	12.00 -14.00
Property Manager	12.00 - 14.00
Sales/Lettings Negotiator	10.50 - 12.00
Sales/Letting Administrator	10.50 - 11.00
Graduate	10.00 - 11.00
Corporate Receptionist	10.50 - 11.00

Job Role	Hourly Rates - Temporary
Customer Service	£
Customer Service Manager	14.00 - 18.00
Contact Centre-Team Leader	13.00 - 15.00
Customer Service Advisor	10.50 - 13.00
Order Processor	10.50 - 13.00
Construction/Built Environment	£
Procurement Administrator	12.00 - 14.00
Bid/Tender Administrator	11.00 - 12.50
Document Controller	12.00 - 14.00
Health & Safety Administrator	12.00 - 14.00
Commercial Assistant	12.00 - 14.00
Project Admin	12.00 - 14.00
Technical Admin	12.00 - 14.00
Transport/Logistics/FMCG	
Import/Export Administrator	12.00 - 14.00
Freight Co-Ordinator	12.00 - 14.00
Transport Planner	10.50 - 18.00
Transport Administrator	11.00 - 13.00
Customer Service/Booking Clerk	11.00 - 13.00
POD Admin	11.00 - 13.00
Production Planner	12.00 - 16.00
Inventory Co-ordinator	10.00 - 14.50
Trade Assistant	11.00 - 14.00
Despatch Admin/Operative	11.00 - 14.00



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Thank You!

