

honeycomb

Salary Survey

Business Support / Admin Professionals
2025

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Introduction

Welcome to our annual Salary Survey Report, designed to provide valuable insights into current salary benchmarks across the various sectors we serve.

As one of the UK and Ireland's only dedicated business support recruitment agencies, business support is not just one of the areas we cover, it's our expertise.

This report offers comprehensive salary ranges for a variety of business support/ admin roles. Whether you're benchmarking salaries, planning your next career move, or building a recruitment strategy, this report serves as a reliable source to navigate the evolving market with confidence.





Northern Ireland

PA & Secretarial

Job Title	Min-Max Salary (Permanent)	Hourly Rate (Contract/Temp)
Executive Assistant	£32,000 - £50,000	£14.50 - £18.00
Personal Assistant	£28,000 - £35,000	£13.00 - £16.00
Team Secretary	£25,000 - £28,000	£13.00 - £15.00
Medical Secretary	£25,000 - £27,000	£12.50 - £22.00

Business/ Operations Support

Job Title	Min-Max Salary (Permanent)	Hourly Rate (Contract/Temp)
Operations Manager	£40,000 - £60,000	£16.00 - £30.00
Office Manager	£30,000 - £50,000	£14.50 - £20.00
Business Support Manager	£30,000 - £45,000	£14.50 - £20.00
Senior Administrator	£27,000 - £30,000	£13.50 - £14.50
Project Co-Ordinator	£25,500 - £30,000	£13.00 - £15.50
Front of House/ Receptionist	£24,000 - £27,000	£12.50 - £13.50

Business/ Operations Support

Job Title	Min-Max Salary (Permanent)	Hourly Rate (Contract/Temp)
Data Entry Operator	£23,500 - £25,500	£12.50 - £13.00
Facilities Co-Ordinator	£28,000 - £35,000	£13.50 - £15.75
Marketing Administrator	£24,000 - £26,000	£13.00 - £13.50
Sales Support Administrator	£24,000 - £30,000	£13.00 - £15.00
Pricing Analyst	£26,000 - £45,000	£16.50 - £20.00
Pricing Administrator	£25,000 - £30,000	£12.50 - £14.50



Legal Support

Job Title	Min-Max Salary (Permanent)	Hourly Rate (Contract/Temp)
Practice Manager	£35,000 - £50,000	£18.00 - £25.00
Paralegal	£26,000 - £34,000	£13.00 - £16.00
Legal Executive	£26,000 - £32,000	£12.50 - £14.50
Legal PA	£26,000 - £35,000	£13.50 - £14.50
Legal Secretary	£26,000 - £32,000	£12.50 - £13.50
Graduate	£25,000 - £26,500	£12.50 - £14.00
Document Reviewer	£26,000 - £33,000	£12.50 - £15.00
Audio Typist	£26,000 - £29,000	£13.50 - £16.00

Human Resources

Job Title	Min-Max Salary (Permanent)	Hourly Rate (Contract /Temp)
HR Administrator	£25,500 - £28,000	£12.50 - £14.50
Recruitment Administrator	£25,500 - £28,000	£12.50 - £14.50
L&D Administrator	£26,500 - £28,500	£12.50 - £14.50

Charity & 3rd Sector

Job Title	Min-Max Salary (Permanent)	Hourly Rate (Contract/Temp)
Programme Manager	£39,000 - £45,000	£18.75
Project Coordinator	£28,000 - £32,000	£14.00 - £15.00
Project Support Officer	£30,000 - £40,000	£11.50 - £15.00
Grants Manager	£39,000 - £45,000	£18.75
Head of Service / Function	£45,000 - £55,000	£22.95
Service Administrator	£24,000 - £28,000	£11.50
Service Manager	£30,000 - £40,000	£14.50 - £18.50

Job Title	Min-Max Salary (Permanent)	Hourly Rate (Contract/Temp)
Fundraising Officer	£24,000 - £29,000	£14.20
Fundraising Manager	£28,000 - £50,000	£18.75
Grants Officer	£27,000 - £34,000	£15.50
Partnerships & Development Officer	£27,000 - £34,000	£14.20
Community & Engagement Officer	£27,000 - £34,000	£14.20
Volunteer Coordinator	£27,000 - £34,000	£15.50
Programme Officer	£28,000 - £34,000	£15.50

Banking & Financial Services

Job Title	Min-Max Salary (Permanent)	Hourly Rate (Contract/Temp)
Personal Lines Advisor	£24,000 - £27,000	£12.25 - £13.50
Business Analyst	£27,000 - £32,000	£14.00 - £22.00
AML/KYC Specialist	£25,000 - £35,000	£14.50 - £18.00
Business Processor - Insurance	£25,000 - £27,000	£12.25 - £15.00
Accounts Administrator	£25,000 - £27,000	£12.50 - £15.00
Payroll Administrator	£25,000 - £30,000	£12.50 - £15.00

Banking & Financial Services

Job Title	Min-Max Salary (Permanent)	Hourly Rate (Contract/Temp)
Financial Services Administrator	£26,000 - £33,000	£12.50 - £16.00
Retail Banking Advisor	£24,000 - £26,500	£12.30 - £13.50
Operations Administrator	£24,000 - £27,000	£12.30 - £14.00
Mortgage Administrator	£24,000 - £27,000	£12.30 - £14.00
Claims Handler	£24,000 - £32,000	£12.30 - £16.00
Personal Lines Advisor	£24,000 - £27,000	£12.30 - £14.00

Customer Service

Job Title	Min-Max Salary (Permanent)	Hourly Rate (Contract/Temp)
Customer Service Manager	£30,000 - £47,000	£15.00 - £18.50
Contact Centre-Team Leader	£27,000 - £32,000	£14.00 - £16.00
Customer Service Advisor	£24,000 - £26,500	£12.30 - £14.00
Order Processor	£24,000 - £26,500	£12.30 - £13.50

Transport/ Logistics/ FMCG

Job Title	Min-Max Salary (Permanent)	Hourly Rate (Contract/Temp)
Import/Export Administrator	£28,000 - £36,000	£13.00 - £18.00
Transport Planner	£28,000 - £60,000	£14.00 - £24.00
Transport Administrator	£24,000 - £28,000	£12.50 - £14.00
Customer Service/ Booking Clerk	£24,000 - £27,000	£12.50 - £13.50
Proof of Delivery (POD) Administrator	£25,000 - £26,000	£12.50 - £13.50
Production Planner	£28,000 - £38,000	£13.00 - £18.00
Inventory Co-ordinator	£25,000 - £30,000	£13.00 - £15.00
Trade Assistant	£25,000 - £28,000	£12.50 - £14.50
Customs Administrator	£27,000 - £35,000	£13.00 - £16.00

Real Estate & Property

Job Title	Min-Max Salary (Permanent)	Hourly Rate (Contract/Temp)
Branch Manager	£34,000 - £40,000	£15.00 - £20.00
Property Manager	£28,000 - £36,000	£14.00 - £18.00
Sales and Lettings Negotiator	£25,000 - £28,000	£12.50 - £14.00
Graduate	£25,000 - £27,000	£12.50 - £13.00
Corporate Receptionist	£24,000 - £27,000	£12.50 - £14.00

Construction/ Built Environment

Job Title	Min-Max Salary (Permanent)	Hourly Rate (Contract/Temp)
Procurement Administrator	£23,500 - £26,500	£12.50 - £13.50
Bid/Tender Administrator	£23,500 - £26,000	£12.50 - £13.00
Document Controller	£26,000 - £30,000	£13.50 - £15.50
Health & Safety Administrator	£25,000 - £27,000	£13.00 - £14.00
Helpdesk Administrator	£23,500 - £26,000	£12.50 - £13.50
Commercial Assistant	£24,000 - £27,000	£12.50 - £14.00
Project Administrator	£24,000 - £27,000	£12.50 - £14.00
Technical Administrator	£24,500 - £26,500	£12.50 - £13.50

Public Sector (NICS/ Arms Length)

Job Title	Min-Max (Permanent)	Hourly Rate (Contract/Temp)
Administrative Officer	£24,225	£12.59
Executive Officer II	£27,897	£14.49
Executive Officer I	£30,721	£15.96
Staff Officer	£34,524	£17.94
Deputy Principal	£42,315	£21.99
Grade 7	£55,207	£28.69

*Hourly Rates pending review in April 2025

Local Government

Job Title	Min-Max (Permanent)	Hourly Rate (Contract/Temp)
Scale 4	£25,992	£13.88
Scale 5	£28,163	£15.04
Scale 6	£31,586	£16.87
Senior Officer 1	£34,314	£18.33
Senior Officer 2	£37,035	£19.78
Principal Officer 1	£38,626	£20.63
Principal Officer 2	£39,513	£21.10
Principal Officer 3	£42,708	£22.81



Republic of Ireland

Legal Support

Job Title	Min-Max (Permanent)
Legal PA	€45,000 - €60,000
Legal Secretary	€45,000 - €50,000
Legal Executive	€35,000 - €45,000
Legal Administrator	€36,000 - €42,000
Audio Typist	€35,000 - €38,000
Legal Receptionist	€36,000 - €42,000

Banking & Financial Services

Job Title	Min-Max (Permanent)
Retail Banking Customer Service	€32,000 - €38,000
Banking Administrator	€32,000 - €40,000
Corporate Banking Associate	€38,000 - €45,000
Loans Administrator	€35,000 - €45,000
Branch Manager	€75,000 - €85,000

Job Title	Min-Max (Permanent)
AML/ KYC Analyst	€36,000 - €46,000
Mortgage Administrator	€32,000 - €40,000
Investment Administrator	€32,000 - €40,000
Fund Administrator	€32,000 - €40,000
Client Services Administrator	€35,000 - €45,000
New Business Administrator	€32,000 - €40,000
Compliance Officer	€55,000 - €70,000
FS Customer Service	€32,000 - €38,000

Insurance & Wealth Management

Job Title	Min-Max (Permanent)
Insurance Customer Service	€32,000 - €38,000
Personal Lines Executive	€35,000 - €45,000
Personal Lines Team Leader	€40,000 - €50,000
Personal Lines Underwriter Analyst	€35,000 - €40,000
Claims Assessor	€45,000 - €55,000
Claims Handler	€45,000 - €55,000
Pension Administrator	€36,000 - €45,000

Sales Support

Job Title	Min-Max (Permanent)
Sales Administrator	€38,000 - €45,000
Contracts Administrator	€35,000 - €40,000
Sales Order Processor	€35,000 - €40,000

Customer Service

Job Title	Min-Max (Permanent)
Customer Service Operations Manager	€55,000 - €65,000
Customer Service Manager	€50,000 - €55,000
Customer Service Team Lead	€45,000 - €50,000
Customer Service Representative	€35,000 - €40,000

Human Resources

Job Title	Min-Max (Permanent)
HR Administrator	€38,000 - €43,000
Talent Acquisition Administrator	€38,000 - €43,000
Payroll Administrator	€40,000 - €45,000

Project Support

Job Title	Min-Max (Permanent)
Project Administrator	€35,000 - €40,000
Project Coordinator	€40,000 - €45,000

Business Support

Job Title	Min-Max (Permanent)
Operations Manager	€90,000 - €100,000
Office Manager	€50,000 - €60,000
Administrator	€35,000 - €40,000
Data Entry Clerk	€30,000 - €35,000
Facilities Coordinator	€40,000 - €45,000
Clerical Officer	€32,000 - €37,000

PA/Secretarial

Job Title	Min-Max (Permanent)
Executive Assistant	€55,000 - €70,000
Personal Assistant	€45,000 - €65,000
Medical Secretary	€40,000 - €45,000
Receptionist	€35,000 - €40,000

Belfast Office

5th Floor, The Linenhall
32-38 Linenhall Street
Belfast
BT2 8BG

Dublin Office

Fitzwilliam Hall,
Fitzwilliam Place
Dublin,
DO2 T292

Website

www.honeycomb.jobs

Belfast

028 9620 7050

Dublin

+353 1 6994538



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