

honeycomb

2026 Salary Guide

Business Support & Admin Roles

Northern Ireland | Republic of Ireland

www.honeycomb.jobs

Contents

Introduction (Page 1)

Market Predictions for 2026 (Page 2-3)

Key Employment Changes for 2026 for NI Employers (Page 4)

Northern Ireland Salary Rates

Professional Services (Pages 5-13)

- Banking & Financial Services
- Insurance
- Legal
- Real Estate & Property
- Sales & Marketing
- Human Resources
- Business Operations Support
- Executive Support

Industry (Pages 14-17)

- Construction & Built Environment
- Manufacturing & FMCG
- Transport, Logistics & Supply Chain

Public & 3rd Sector (Pages 18-20)

- Charity & 3rd Sector
- Public Sector & Local Government

Republic of Ireland Salary Rates

(Pages 21-24)

- Banking & Financial Services
- Insurance
- Legal

Introduction

Welcome to our annual Salary Guide, 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.



Market Predictions for 2026

The recruitment market for Administration and Business Support professionals across continues to evolve rapidly. In 2025, demand for skilled talent remained high, and expectations around flexibility, career progression, and the broader value of these roles continued to shift.

Candidates are increasingly looking for meaningful responsibilities, opportunities to grow, and supportive environments where their contributions are recognised. At the same time, employers face pressure to act decisively, offer competitive salaries, and provide clear pathways for development. The lesson for 2026 is clear: attracting and retaining top talent requires a balance between meeting employee expectations and achieving organisational goals.

A clear trend that we are seeing is the rising expectation of multi-skilled business support professionals. Administrators are increasingly operating as coordinators, analysts, brand champions, and tech experts – often simultaneously. This evolution is impacting hiring budgets and retention strategies: job scopes are expanding, and salaries are rising to reflect this. Organisations that fail to recognise this shift risk high turnover, reduced productivity, and overstretched teams.

Market Predictions for 2026

The pace of technological change is also transforming these roles. AI and automation are enhancing capabilities rather than replacing them. By reducing repetitive tasks, business support professionals can focus on higher-value, strategic work, adding insight, improving processes, and supporting organisational efficiency. This transformation increases the demand for multi-skilled, digitally capable professionals and highlights the importance of investing in upskilling, career development, and adaptable work structures.

For organisations, the priorities in 2026 are clear. Invest in digital and process-driven skills, provide structured career progression, and maintain competitive reward packages to attract and retain talent. The organisations successfully navigating this market respond quickly to opportunities, communicate the value of their roles, and foster supportive, forward-thinking environments. Conversely, slow decision-making, narrow job briefs, and underestimating the strategic contribution of business support teams remain common pitfalls. Looking ahead, administrative and business support roles will continue to become increasingly strategic and tech-enabled. Recognising and supporting these teams is no longer optional – it is central to long-term business success.

We hope this guide provides useful insight into salary trends, market expectations, and the evolving role of business support professionals. For organisations looking to review their teams, understand current market positioning, or recruit exceptional talent in 2026, our team is ready to provide expert support and guidance.

Key Employment Cost Changes for NI Employers

National Minimum Wage (April 2026)

Tax Year	21 and over	18-20 year olds
2025/2026	£12.21	£10
2026/2027	£12.71	£10.85

Employer National Insurance Changes

15% employer rate remains. The annual threshold at which employers start paying NICs is frozen at £5,000 per year until April 2028.

Pension Auto-Enrolment

Employer minimum remains at 3% (employee minimum remains at 5%). However, significant changes to salary sacrifice pension contributions: from April 2029, a £2,000 annual cap will apply

Statutory Sick Pay (SSP)

Paid from day one of illness (removing the current "three waiting days", no minimum earnings requirement.



Northern Ireland Professional Services



Louise Quinn



louise.q@honeycomb.jobs



028 9620 7050

Banking & Financial Services

Job Title	Salary Range
Business Analyst	£27,000 - £32,000
AML/KYC Specialist	£27,000 - £40,000
Financial Services Administrator	£28,000 - £32,000
IFA Practice Manager	£40,000 - £60,000
Retail Banking Advisor	£26,000 - £28,000
Operations Administrator	£27,000 - £30,000
Contact Centre / Customer Service Specialist	£26,000 - £30,000
Client Relationship Manager	£28,000 - £34,000
Mortgage Administrator	£26,000 - £30,000
Project Manager	£35,000 - £45,000
Credit Analyst	£30,000 - £40,000

Insurance

Job Title	Salary Range
Personal Lines Advisor	£27,000 - £33,000
Commercial Lines Advisor	£30,000 - £40,000
Business Processor	£26,000 - £30,000
Insurance Portfolio Handler	£28,000 - £35,000
Claims Handler	£28,000 - £33,000
Underwriter	£26,000 - £30,000

Legal

8.

Job Title	Salary Range
Practice Manager	£35,000 - £55,000
Paralegal	£24,000 - £34,000
Legal Executive	£26,000 - £32,000
Legal PA	£28,000 - £35,000
Legal Secretary	£26,000 - £32,000
Graduate	£24,000 - £26,000
Document Reviewer	£26,000 - £33,000
Audio Typist	£26,000 - £29,000
Team Secretary	£25,000 - £28,000

Real Estate & Property

Job Title	Salary Range
Branch Manager	£34,000 - £40,000
Property Manager	£28,000 - £35,000
Sales & Lettings Negotiator	£25,000 - £30,000
Corporate Receptionist	£26,000 - £30,000

Sales & Marketing

Job Title	Salary Range
Customer Service Manager	£30,000 - £47,000
Contact Centre Team Leader	£27,000 - £32,000
Customer Service Advisor	£25,000 - £28,000
Order Processor	£25,000 - £28,000
Marketing Administrator	£26,000 - £30,000
Sales Support	£26,000 - £30,000
Pricing Analyst	£28,000 - £45,000
Pricing Administrator	£26,000 - £30,000

Human Resources

Job Title	Salary Range
HR Administrator	£26,000- £30,000
Recruitment Administrator	£26,000- £30,000
L&D Administrator	£26,000- £30,000
Payroll Administrator	£26,000 - £30,000

Business Operations Support

Job Title	Salary Range
Operations Manager	£40,000 - £70,000
Office Manager	£30,000 - £50,000
Business Support Manager	£30,000 - £45,000
Project Co-Ordinator	£27,000 - £32,000
Front of House/ Receptionist	£24,000 - £27,000

Executive Support

Job Title	Salary Range
Executive Assistant	£32,000 - £50,000
Personal Assistant	£28,000 - £38,000
Head of Business Support / Office Manager	£35,000 - £50,000



Northern Ireland Industry



Erin Butler



erin.b@honeycomb.jobs



028 9620 7050

Construction & Built Environment

Job Title	Salary Range	Job Title	Salary Range
Procurement Administrator	£26,000 - £30,000	Project Administrator	£26,000 - £30,000
Bid/Tender Administrator	£26,000 - £30,000	Technical Administrator	£26,000 - £30,000
Document Controller	£26,000 - £32,000	Travel Coordinator	£26,000 - £28,000
Health & Safety Administrator	£26,000 - £30,000	Planner	£27,000 - £31,000
Helpdesk Administrator	£25,000 - £30,000	Helpdesk Manager	£32,000 - £42,000
Commercial Assistant	£25,000 - £30,000	Facilities Co-Ordinator	£27,000 - £35,000

Manufacturing & FMCG

Job Title	Salary Range
Production Planner	£28,000 - £35,000
Demand Planner	£28,000 - £40,000
Production Administrator	£25,000 - £30,000
Sales Administrator	£25,000 - £32,000
Sales Coordinator	£28,000 - £36,000
Procurement Administrator	£26,000 - £28,000
Operations Manager	£40,000 - £60,000
Technical Administrator	£27,000 - £30,000
Dispatch Administrator	£27,000 - £29,000
Customer Service Advisor	£25,000 - £27,000

Transport, Logistics & Supply Chain

17.

Job Title	Salary Range
Import/Export Administrator	£28,000 - £36,000
Transport Planner	£28,000 - £60,000
Transport Administrator	£25,000 - £28,000
Customer Service/Booking Clerk	£25,000 - £28,000
Proof of Delivery (POD) Administrator	£25,000 - £28,000
Supply Chain Coordinator	£30,000 - £40,000
Inventory Co-ordinator	£25,000 - £30,000
Trade Assistant	£25,000 - £30,000
Customs Administrator	£27,000 - £35,000
Freight Forwarder	£28,000 - £40,000

18.



Northern Ireland Public & 3rd Sector



Zeena Jackson



zeena.m@honeycomb.jobs



028 9620 7050

Charity & 3RD Sector

Job Title	Salary Range
Fundraising Officer	£25,000 - £30,000
Fundraising Manager	£35,000 - £50,000
Grants Officer	£30,000 - £35,000
Grants Manager	£39,000 - £45,000
Partnerships & Development Officer	£30,000 - £35,000
Community & Engagement Officer	£28,000 - £35,000
Volunteer Coordinator	£28,000 - £35,000

Job Title	Salary Range
Programme Coordinator	£26,000 - £30,000
Programme Officer	£28,000 - £35,000
Programme Manager	£35,000 - £50,000
Project Co-Ordinator	£28,000 - £32,000
Project Support Officer	£30,000 - £40,000
Service Manager	£30,000 - £40,000
Head of Service / Function	£45,000 - £55,000

Public Sector & Local Government

20.

Job Title	Salary Range
Admin Assistant	£25,796
Admin Officer	£26,500 - £28,000
Executive Officer II	£30,500 - £31,100
Executive Officer I	£33,500 - £34,200
Staff Officer	£37,500 - £39,000
Deputy Principal	£47,300 - £49,500
Grade 7	£61,600 - £64,500
Grade 6	£73,500 - £77,900

Business Services Organisation (BSO)	
Band	Hourly rate
Band 2	£12.21
Band 3	£12.31
Band 4	£13.57
Band 5	£15.33



Republic of Ireland

Legal

22.

Job Title	Salary Range (Dublin rates)
Legal PA	€45,000 - €58,000
Legal Secretary	€45,000 - €50,000
Paralegal / Legal Executive	€35,000 - €45,000
Legal Administrator	€36,000 - €42,000
Audio Typist	€35,000 - €38,000
Legal Receptionist	€35,000 - €40,000

Banking & Financial Services

Job Title	Salary Range (Dublin rates)
AML/ KYC Analyst	€35,000 - €45,000
Mortgage Administrator	€30,000 - €45,000
Investment Administrator	€39,000 - €71,000
Fund Administrator	€52,000 - €71,000
Customer Services Representative	€35,000 - €40,000
New Business Administrator	€32,000 - €40,000
Compliance Officer	€55,000 - €70,000

Job Title	Salary Range (Dublin rates)
Retail Banking Customer Service Advisor	€30,000 - €38,000
Banking Administrator	€30,000 - €38,000
Corporate Banking Associate	€38,000 - €45,000
Loans Administrator	€35,000 - €45,000
Branch Manager	€75,000 - €85,000

Insurance

Job Title	Salary Range (Dublin rates)
Insurance Customer Service	€28,000 - €35,000
Personal Lines Executive	€32,000 - €40,000
Personal Lines Team Leader	€40,000 - €50,000
Personal Lines Underwriter	€35,000 - €45,000
Claims Assessor	€45,000 - €55,000
Claims Handler	€45,000 - €55,000
Pension Administrator	€36,000 - €42,000

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



honeycomb

