



excel recruitment

OFFICE SUPPORT SALARY GUIDE

2024

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Ciara Connolly
Director of Commercial
Recruitment

2024

OFFICE SUPPORT TRENDS

2023 was yet another busy and competitive year in the Office Support sector, seeing significant increases in the number of long-term temporary roles available. Salaries have remained relatively the same in 2023 but will see increases into 2024, with the increase in minimum wage. Recruitment has been a challenge for companies this year due to skills shortages, record-level employment in Ireland and a huge increase in talent moving abroad. A lot of companies have been working on trying to get staff back to the office throughout 2023 and have seen an increase in leavers due to this. The most in demand roles in 2023 have been Office Administration and Clerical roles.

WHAT CAN EMPLOYERS DO?

Like the previous 2 years, hybrid working is hugely important to the majority of candidates and is a key factor when deciding on whether or not to change jobs. Fully office-based jobs can take 4 times as long to fill as jobs that offer hybrid or fully remote working. If a company can't offer hybrid working, they should look at other options to attract and retain talent, such as flexible start and finish times or condensed weeks to remain competitive in this candidate-driven market. Companies need to work on time to hire, with a limited talent pool it is important to have a fast and efficient recruitment process to ensure you don't miss out on talent. Other prevalent benefits that employees are seeking include:

- Increased Annual Leave Days & Flexible Working Hours
- Health Insurance
- Bonus Schemes
- Pension
- Income Protection
- Continual Learning Opportunities

A key factor for employers retaining staff is to have clear progression paths, over 60% of candidates surveyed were looking for a move as they didn't feel they could progress in their current role.

WHAT'S NEXT?

2024 will be an exciting but challenging year in the Office Support sector. The number of roles available will increase in 2024 as we see a sense of normality return in the global economy. With the shortage of skilled talent due to near-full employment in Ireland and the brain drain to overseas becoming more of an issue, competition for the best talent will remain the biggest challenge for 2024. Employers will have to continue to ensure they are not only offering the right salary, but the right benefits package, company culture, and clear progression paths. Companies will have to adapt to a fast hiring process to ensure that they don't miss out on top talent.

Role	1+ Years	3+ Years	5+ Years
Office Support Salaries			
Executive Assistant	€40-€45K	€45-€55K	€55-€65K
Personal Assistant	€35-€40K	€40-€45K	€45-€50K
Receptionist	€26-€28K	€28-€32K	€32-€35K
Administrator	€26-€28K	€28-€32K	€32-€35K
Secretary	€35-€40K	€40-€45K	€45-€50K
Medical Secretary	€30-€32K	€32-€38K	€38-€45K
Legal Secretary	€30-€32k	€32-€38K	€38-€45K
Typist	€28-€32K	€32-€37K	€37-€40K
Data Entry	€26-€28K	€28-€32K	€32-€35K
Project Administrator	€28-€32K	€32-€37K	€37-€40K
Sales Administrator	€26-€28K	€28-€32K	€32-€35K
Accounts Administrator	€30-€32K	€32-€38K	€38-€45K
Office Manager	€40-€45K	€45-€55K	€55-€65K
Telesales	€26-€28K	€28-€32K	€32-€35K
Customer Service	€26-€28K	€28-€32K	€32-€35K
Customer Service Team Leader	€35-€40K	€40-€45K	€45-€50K
Customer Service Manager	€40-€45K	€45-€55K	€55-€65K
Temporary			
Executive Assistant	€15-€20ph	€20-€25ph	€25-€30ph
Personal Assistant	€14-€15ph	€15-€16ph	€16-€18ph
Receptionist	€14-€15ph	€15-€16ph	€16-€18ph
Administrator	€14-€15ph	€15-€16ph	€16-€18ph
Secretary	€14-€15ph	€15-€16ph	€16-€18ph
Medical Secretary	€15-€18ph	€18-€20ph	€20-€25ph
Legal Secretary	€15-€18ph	€18-€20ph	€20-€25ph
Typist	€14-€15ph	€15-€16ph	€16-€18ph
Data Entry	€14-€15ph	€15-€16ph	€16-€18ph
Project Administrator	€14-€15ph	€15-€16ph	€16-€18ph
Sales Administrator	€14-€15ph	€15-€16ph	€16-€18ph
Accounts Administrator	€15-€18ph	€18-€20ph	€20-€22ph
Office Manager	€15-€20ph	€20-€25ph	€25-€30ph
Telesales	€14-€15ph	€15-€16ph	€16-€18ph
Customer Service	€14-€15ph	€15-€16ph	€16-€18ph
Customer Service Team Leader	€15-€20ph	€20-€25ph	€25-€30ph
Customer Service Manager	€18-€20ph	€20-€25ph	€25-€30ph

Get In Touch...

You can contact Ciara Connolly, Director of Commercial Recruitment at:
ciara@excelrecruitment.com or call Ciara on
087 363 9464.



Contact the office at:

 www.excelrecruitment.com

 info@excelrecruitment.com

 01 871 7676

 The Capel Building, Mary's Abbey, Dublin 7, D07 DH99