



Office Support & Administration

2025 Salary Guide, Ireland

Office Support & Administration Market Overview

Salaries in the office support sector remained relatively stable in 2024, with some increases primarily at entry level driven by rising minimum wage levels. With Ireland at near full employment, 2024 has been another challenging year for filling key roles.

Jobs in customer service, accounts administration, and HR support are in high demand, but attracting candidates with the necessary expertise has proven difficult for companies. Positions such as executive assistants, office managers, and senior administrative professionals have also been hard to fill.



61%
of **Office Support** employers
reported **significant
challenges** recruiting talent
due to intense competition for
skilled candidates.

Benefits Beyond Salary for Senior Roles

For more experienced administrative positions, where salary levels have remained relatively stable over the past two to three years, the focus has shifted to company benefits. Candidates are increasingly looking for comprehensive benefits packages that include pension contributions, healthcare, and other perks. These offerings are becoming crucial differentiators for employers seeking to attract senior administrative professionals who are not just looking at the base salary but also the overall value proposition of their employment package.

The top 5 most sought after **company benefits** in this sector are

1. Flexible working hours
2. Hybrid work model
3. Contributory Pension
4. 23+ days annual leave
5. Private Medical Insurance



The top 5 reasons for their **leaving current role** are

- Lack of career progression
- Compensation not satisfactory
- Poor Management
- Work/Life Balance
- Concerns about longevity of sector/company

Shift Towards Long - Term Temp Positions

We've also observed a shift in hiring preferences towards long-term temporary contracts for administrative positions. This approach offers companies greater flexibility in managing staffing levels, especially in response to fluctuating business needs. This trend is particularly relevant for organisations navigating economic uncertainty or those in growth phases, as it allows them to scale their workforce dynamically while still maintaining essential administrative support.

Demand for Hybrid Work Options

From the candidate's perspective, flexibility is a significant driving factor in job choice. Many are willing to accept a slight reduction in salary for roles that offer hybrid work arrangements. Candidates are prioritising positions that align with their personal lives, rather than the traditional model of adapting their lives to fit the job. Companies that do need to bring people back to the office and can't offer hybrid working are really feeling the struggle to attract talent.

Outlook For 2025

Heading into 2025, salary expectations are forecast to remain flat for many roles, despite the growing competition for talent. This stagnation is largely due to economic uncertainties, and companies seeking to control operational costs. While increases tied to inflation are anticipated in the long run, the focus for many companies will shift toward providing non-monetary incentives to remain competitive. The only salaries expected to rise are entry-level positions, in line with increases in minimum wage.

2025 will be another challenging year for the office support sector. The war for talent will persist, driven by near-full employment and continued emigration of skilled professionals. Companies that want to stay ahead of the competition will need to rethink their approach by emphasising workplace flexibility, benefits, and efficient hiring practices. While salary increases may not be significant, those offering strong non-monetary incentives like career progression, professional development, and health benefits will be better positioned to attract and retain top talent.

In summary, while salaries may not see drastic increases, companies must focus on broader employee value propositions and faster hiring processes to keep up with demand in 2025.



of employers are focusing on enhancing non-monetary benefits such as flexible working options, career progression and professional development to attract and retain talent.



of businesses wish to streamline their recruitment processes in 2025 to improve their hiring process efficiency.



of businesses will seek to use more temporary staffing solutions to assist with peak periods.



of candidates are seeking hybrid working.

Office Support & Administration Salary Guide	Salary 1 Years Exp +	Salary 3 Years Exp +	Salary 5 Years Exp +
Permanent			
Executive Assistant	€40K - €45K	€45K - €55K	€55K - €65K
Personal Assistant	€35K - €40K	€40K - €45K	€45K - €50K
Receptionist	€28K - €30K	€30K - €32K	€32K - €35K
Administrator	€28K - €30K	€30K - €32K	€32K - €35K
Medical Secretary	€30K - €32K	€32K - €38K	€38K - €45K
Legal Secretary	€30K - €32K	€32K - €38K	€38K - €45K
Typist	€28K - €32K	€32K - €37K	€37K - €40K
Data Entry	€28K - €30K	€30K - €32K	€32K - €35K
Project Administrator	€28K - €32K	€32K - €37K	€37K - €40K
Sales Administrator	€28K - €30K	€30K - €32K	€32K - €35K
Office Manager	€40K - €45K	€45K - €55K	€55K - €65K
Telesales	€28K - €30K	€30K - €32K	€32K - €35K
Customers Service	€28K - €30K	€30K - €32K	€32K - €35K
Customers Service Team Leader	€35K - €40K	€40K - €45K	€45K - €50K
Customer Service Manager	€40K - €45K	€45K - €55K	€55K - €65K
Accounts Administrator	€30K - €32k	€32K - €38K	€38K - €45K
Accounts Payable	€30K - €35K	€35K - €40K	€40K - €45K
Accounts Receivable	€30K - €35K	€35K - €40K	€40K - €45K
Credit Control	€30K - €35K	€35K - €40K	€40K - €45K
Accounts Assistant	€30K - €40K	€40K - €45K	€45K - €50K
Payroll Specialist	€35K - €40K	€40K - €45K	€45K - €55K
Payroll Admin	€30K - €35K	€35K - €40K	€40K - €45K
Bookkeeper	€35K - €40K	€40K - €45K	€45K - €55K

Office Support & Administration Salary Guide	Salary 1 Years Exp +	Salary 3 Years Exp +	Salary 5 Years Exp +
Temporary			
Executive Assistant	€15 - €20ph	€20 - €25ph	€25 - €30ph
Personal Assistant	€14 - €16ph	€16 - €18ph	€18 - €22ph
Receptionist	€14 - €15ph	€15 - €16ph	€16 - €18ph
Administrator	€14 - €15ph	€15 - €16ph	€16 - €18ph
Medical Secretary	€16 - €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 Adminiatrix	€14 - €15ph	€15 - €16ph	€16 - €18ph
Office Manager	€15 - €20ph	€20 - €25ph	€25 - €30ph
Telesales	€15 - €16ph	€16 - €18ph	€18 - €22ph
Customers Service	€15 - €16ph	€16 - €18ph	€18 - €22ph
Customers Service Team Leader	€15 - €20ph	€20 - €25ph	€25 - €30ph
Customer Service Manager	€18 - €20ph	€20 - €25ph	€25 - €30ph
Accounts Administrator	€15 - €18ph	€18 - €20ph	€20 - €22ph
Accounts Payable	€15 - €18ph	€18 - €20ph	€20 - €25ph
Accounts Receivable	€15 - €18ph	€18 - €20ph	€20 - €25ph
Credit Control	€15 - €18ph	€18 - €20ph	€20 - €25ph
Accounts Assistant	€15 - €18ph	€18 - €20ph	€20 - €25ph
Payroll Specialist	€15 - €18ph	€18 - €20ph	€20 - €25ph
Payroll Admin	€14 - €16ph	€16 - €18ph	€18 - €20ph
Bookkeeper	€15 - €18ph	€18 - €20ph	€20 - €25ph



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