



Office Support & Administration

2026 Salary Guide, Ireland

Office Support & Administration Market Overview

The Office Support landscape in Ireland continues to evolve as organisations balance digital innovation while maintaining strong human support functions. While salary growth across the sector has been steady rather than dramatic, increases in the minimum wage have lifted entry-level pay, while mid-to-senior level salaries have remained largely stable.

Demand for adaptable, tech-savvy administrative talent remains strong, especially for roles that blend administration with customer service, systems support, and project coordination.

With near-full employment still influencing the market, competition for experienced office support talent persists. Employers who move quickly, provide clarity around career pathways, and offer flexible working structures continue to hire most successfully. Entry-level opportunities have grown as businesses look to build talent pipelines, supported by structured onboarding and development programmes.

Increasingly, office support functions are recognised as strategic drivers of organisational success — enabling efficient operations, effective communication, and a consistent employee and customer experience. Organisations investing in modern tools and training are seeing the greatest gains in productivity and retention.

What's Driving **Hiring Trends?**

1. Ongoing **digital transformation** is reshaping administrative roles
2. Organisations are prioritising candidates with **strong software & CRM capability**
3. **Customer-focused**, multi-function support roles are on the rise
4. **Hybrid work** remains a key deciding factor in candidate acceptances
5. Businesses value **adaptable team members** who can contribute across functions



Many employers are **prioritising long-term value and alignment** over quick hires, focusing on **hiring the right people** rather than simply filling roles.

Technology & AI

Technology is playing a transformative role in how office and administrative teams operate. The integration of AI and automation is streamlining routine tasks, freeing up staff to focus on higher-value work. Rather than replacing roles, this shift is creating opportunities for employees with strong digital literacy and the ability to adapt quickly to new systems. The most successful employers are those investing in upskilling and helping their teams evolve alongside technology.

Evolving Priorities: Benefits That Matter in 2026

While salary remains important, it is no longer the only factor shaping candidate decisions. Increasingly, candidates are seeking well-rounded employment packages that support both career growth and lifestyle balance. Employers who prioritise quality of life alongside compensation are more likely to attract and retain top talent in a competitive market.



The Most **Valued Benefits** in 2026

Structured hybrid working
(2-3 days in-office)

Enhanced pension contributions
with Auto Enrolment commencing,
pensions are becoming an area of
real focus

**Healthcare & wellbeing
support**

Additional leave
or the option to purchase
extra days

**Commuter benefits &
parking where required**

**Professional development &
funded training**

Why Office Support Professionals Move Roles

The key motivators driving career moves in 2026 are clear:

- Limited career growth or mentorship opportunities
- Need for greater work flexibility
- Desire for stronger benefits and rewards
- Lack of managerial support or poor workplace culture
- Interest in companies embracing modern technology and processes

Office Support Professionals want to feel valued, supported, and empowered to grow. They want employers who invest in their careers.

Temporary & Contract Market

Demand for longer-term contract and temporary office support staff continues to grow.

Organisations are using this model to:

- Respond to operational peaks
- Support transformation and systems projects
- Backfill during internal promotions or leave
- Maintain agility in uncertain market conditions

Many candidates see temporary roles as an attractive way to gain diverse experience, particularly early in their careers. Employers who treat temporary talent as part of the team see the strongest outcomes and conversion rates to permanent roles.

Looking Ahead in 2026

The Office Support sector remains stable and essential, with more emphasis than ever on digital fluency, people skills, and organisational agility. Businesses that invest in:

- Modern systems
- Professional development
- Hybrid working structures
- Employee wellbeing and inclusion

will attract motivated professionals and build long-term engagement and loyalty.

Office Support continues to be the backbone of operational excellence. The organisations that recognise this and invest in this talent will be the ones that thrive in 2026 and beyond.

Office Support & Administration Salary Guide	Salary 1 Years Exp +	Salary 3 Years Exp +	Salary 5 Years Exp +
Permanent			
Executive Assistant	€42k - €45k	€45k - €58k	€58k - €65k
Personal Assistant	€36k - €42k	€42k - €48k	€48k - €52k
Receptionist	€30k - €32k	€32k - €34k	€34k - €36k
Administrator	€30k - €32k	€32k - €35k	€35k - €38k
Secretary	€35k - €40k	€40k - €45k	€45k - €50k
Medical Secretary	€32k - €35k	€35k - €40k	€40k - €45k
Legal Secretary	€32k - €35k	€35k - €40k	€40k - €45k
Typist	€30k - €32k	€32k - €35k	€35k - €38k
Data Entry	€30k - €32k	€32k - €34k	€34k - €36k
Project Administrator	€32k - €35k	€35k - €40k	€40k - €45k
Sales Administrator	€30k - €32k	€32k - €34k	€34k - €36k
Accounts Administrator	€30k - €32k	€32k - €38k	€38k - €45k
Office Manager	€42k - €48k	€48k - €55k	€55k - €65k
Telesales	€30k - €32k	€32k - €34k	€34k - €36k
Customer Service	€30k - €32k	€32k - €34k	€34k - €36k
Customer Service Team Leader	€35k - €40k	€40k - €45k	€45k - €50k
Customer Service Manager	€40k - €45k	€45k - €55k	€55k - €65k

Office Support & Administration Salary Guide	Salary 1 Years Exp +	Salary 3 Years Exp +	Salary 5 Years Exp +
Temporary			
Executive Assistant	€17 - €20ph	€20 - €25ph	€25 - €30ph
Personal Assistant	€15 - €17ph	€17 - €20ph	€20 - €24ph
Receptionist	€15 - €16ph	€16 - €18ph	€18 - €19ph
Administrator	€15 - €16ph	€16 - €18ph	€18 - €19ph
Secretary	€15 - €16ph	€16 - €18ph	€18 - €19ph
Medical Secretary	€16 - €18ph	€18 - €20ph	€20 - €25ph
Legal Secretary	€15 - €18ph	€18 - €20ph	€20 - €25ph
Typist	€15 - €16ph	€16 - €18ph	€18 - €19ph
Data Entry	€15 - €16ph	€16 - €18ph	€18 - €19ph
Project Administrator	€15 - €16ph	€16 - €18ph	€18 - €19ph
Sales Administrator	€15 - €16ph	€16 - €18ph	€18 - €19ph
Accounts Administrator	€15 - €18ph	€18 - €20ph	€20 - €24ph
Office Manager	€17 - €20ph	€20 - €25ph	€25 - €30ph
Telesales	€15 - €16ph	€16 - €18ph	€18 - €19ph
Customer Service	€15 - €16ph	€16 - €18ph	€18 - €19ph
Customer Service Team Leader	€17 - €20ph	€20 - €25ph	€25 - €30ph
Customer Service Manager	€18 - €20ph	€20 - €25ph	€25 - €30ph



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