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SALARY SURVEY: 2018

SECRETARIAL MARKET INFORMATION UPDATE

OVERVIEW: “2017 HAS SEEN AN INCREASE IN FIXED TERM CONTRACT AND PERMANENT ROLES DESPITE THE WEARINESS SURROUNDING BREXIT FEARS!”

So it is business as usual with the majority of employers in the City and West End with the strongest growth within IT/ Computing and C&I sectors together with boutique investment firms. However the biggest challenge employers were facing the second half of 2017 has been (and still is) the shortage of calibre staff to meet their business demands. We are also witnessing candidates' reluctance to move jobs unless it was for a much higher salary and a meatier role.

Our findings have also concluded that the high employment rate in the permanent market is affecting the availability of quality candidates for temporary positions. As a result, employers

will now have to consider paying more for temps. A detailed breakdown can be seen in our Secretarial Survey.

In summary, 2018 will definitely be a candidate driven market, with employers having to either manage their expectations for potential roles or offering competitive salaries for calibre staff!

Please do feel free to speak to one of our qualified and experienced consultants in the secretarial team for more advice.

We look forward to working with you in 2018.

SECRETARIAL SALARY REVIEW 2017

PERMANENT SALARIES		RANGE		TYPICAL		BONUS	
Administration	Administrator (FS)	£28,000 - 35,000	pa	£33,000	pa	0 - 20	%
	Administrator (C&I)	£20,000 - 27,000	pa	£25,000	pa	0 - 10	%
	Administrator (Legal)	£20,000 - 27,000	pa	£25,000	pa	0 - 10	%
	Filing Clerk (Legal)	£19,000 - 26,000	pa	£25,000	pa	0 - 10	%
Bilingual	Bilingual Secretary (FS)	£42,000 - 48,000	pa	£42,000	pa	0 - 20	%
	Bilingual Secretary (C&I)	£35,000 - 42,000	pa	£39,000	pa	0 - 10	%
	Bilingual Executive Assistant	£45,000 - 55,000	pa	£52,000	pa	0 - 20	%
Equity Research Assistant	Research Assistant	£45,000 - 50,000	pa	£48,000	pa	0 - 20	%
Legal Secretary	Trainee Legal Secretary	£22,000 - 27,000	pa	£25,000	pa	0 - 10	%
	Junior Legal Secretary	£30,000 - 35,000	pa	£33,000	pa	0 - 10	%
	Legal Secretary	£38,000 - 48,000	pa	£45,000	pa	0 - 10	%
	Float Secretary	£42,000 - 48,000	pa	£44,000	pa	0 - 10	%
Office Junior	Office Junior (FS)	£22,000 - 28,000	pa	£26,000	pa	0 - 10	%
	Office Junior (C&I)	£20,000 - 26,000	pa	£24,000	pa	0 - 10	%
Office Manager	Office Manager (FS)	£55,000 - 70,000	pa	£60,000	pa	0 - 20	%
	Office Manager (C&I)	£30,000 - 45,000	pa	£38,000	pa	0 - 10	%
PA	PA/Executive Assistant (FS)	£45,000 - 65,000	pa	£58,000	pa	0 - 20	%
	PA/Executive Assistant (C&I)	£35,000 - 45,000	pa	£38,000	pa	0 - 10	%
	Senior Legal PA	£44,000 - 50,000	pa	£48,000	pa	0 - 10	%
	Legal PA	£38,000 - 48,000	pa	£45,000	pa	0 - 10	%
Receptionist	Receptionist (FS)	£25,000 - 30,000	pa	£27,000	pa	0 - 10	%
	Senior Receptionist (FS)	£30,000 - 35,000	pa	£33,000	pa	0 - 10	%
	Receptionist (C&I)	£20,000 - 27,000	pa	£25,000	pa	0 - 10	%
	Senior Receptionist (C&I)	£27,000 - 30,000	pa	£28,000	pa	0 - 10	%
	Receptionist (Legal)	£20,000 - 30,000	pa	£27,000	pa	0 - 10	%
Secretary	Junior Secretary (FS)	£25,000 - 32,000	pa	£27,000	pa	0 - 10	%
	Trading Floor Secretary (FS)	£35,000 - 45,000	pa	£38,000	pa	0 - 20	%
	Inhouse Legal Team Secretary (FS)	£38,000 - 45,000	pa	£42,000	pa	0 - 20	%
	Junior Secretary (C&I)	£24,000 - 28,000	pa	£25,000	pa	0 - 10	%
Team Secretary	Team Secretary (FS)	£35,000 - 40,000	pa	£37,000	pa	0 - 20	%
	Team Secretary (C&I)	£25,000 - 33,000	pa	£30,000	pa	0 - 10	%
	Team Leader/Co-ordinator (Legal)	£45,000 - 55,000	pa	£50,000	pa	0 - 10	%
	Secretarial Manager (Legal)	£45,000 - 65,000	pa	£60,000	pa	0 - 10	%

Benchmarked from the Financial Services market*

SECRETARIAL SALARY REVIEW 2017

TEMPORARY RATES

Administration	Administration	£13- 16 p/hr	£15 p/hr
Bilingual	Bilingual Secretary	£18 - 25 p/hr	£22 p/hr
Equity Research Assistant	Research Assistant	£18 - 22 p/hr	£20 p/hr
Office Junior	Office Junior	£10 - 12 p/hr	£11 p/hr
Office Manager	Office Manager	£22 - 30 p/hr	£25 p/hr
PA	PA/Executive Assistant	£18 - 25 p/hr	£23 p/hr
Receptionist	Receptionist	£11 - 14 p/hr	£13 p/hr
	Senior Receptionist	£15 - 17 p/hr	£16 p/hr
Secretary	Junior Secretary	£13 - 16 p/hr	£15 p/hr
	Team Secretary	£15 - 18 p/hr	£17 p/hr
	Inhouse Legal Team Secretary	£15 - 19 p/hr	£18 p/hr
	Trading Floor Secretary	£18 - 22 p/hr	£20 p/hr

Benchmarked from the Financial Services market*