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LATEST MARKET
NEWS AND SALARIES
IN BRISBANE**

**SECRETARIAL & BUSINESS
SUPPORT**

Q2 2010



ROBERT WALTERS

Welcome to the Q2 Robert Walters Market Update. We hope you find this update both interesting and informative. Should you wish to further discuss the market or any recruitment related issue, please contact your Robert Walters Consultant.

MARKET UPDATE

Due to the positivity in the economy, Q2 delivered growth in job flow across all industries. During the downturn, many candidates took roles outside or below their skill set and salary as their ideal role wasn't obtainable. With increased market confidence, these candidates began to seek opportunities in their previous industry or specialisation in Q2, creating increased job flow.

The banking and financial services sector is steadily hiring with large volumes of operations and call-centre roles available. This solidifies the industry's commitment to customer service, to rebuild consumer confidence.

Secretarial and business support candidates who specialise in insurance, banking and financial services continue to be highly sought-after. In addition, mining and mining services organisations have increased their hiring of contractors, as have the EPCM and construction companies. The public sector remains unaffected by economic conditions and there is still a steady flow of requirements for administration contractors.

There is a constant requirement for industry experienced administrators, project administrators, executive assistants and team secretaries, with competitive salaries and rates being offered. Fair Work Australia has handed down an increase of \$26.00 per week (plus casual loading) to the minimum award wage to be effective from the 1st of July 2010. This minimum wage increase affects all awards and will have an effect on salaries and rates offered.

Contracts and procurement specialists are still in demand due to the growth in mining and infrastructure, coupled with the desire to maintain cost savings after the financial crisis. As a result of this growth phase, hiring managers are assessing what makes a quality candidate. This assessment includes comparing skill with industry knowledge and alignment with company values. Transferable skills will become part of a job brief as top-tier candidates become increasingly scarce.

CONTACT OUR SPECIALIST CONSULTANTS

For further information on the best method of sourcing business support and procurement professionals for your organisation, or to discuss any of the candidates profiled, please contact **Camen Botha, Chantel Poasa, Crystal Lugge, Katie Mapstone, Paige Gayner** or **Narica Ueda** on (07) 3032 2283 or email bri.ss@robertwalters.com.au

ABOUT THE SECRETARIAL & BUSINESS SUPPORT DIVISION

Our industry specialist consultants have over 20 years of combined recruitment expertise and specialise in placing exceptional business support professionals at all levels. The secretarial & business support division partners with clients to source top-tier candidates specialising in basic to executive administration through to contracts and procurement professionals at all levels. We offer temporary, fixed-term and permanent recruitment solutions to clients across a broad range of industry sectors. Dedicated to candidate and client care, we have an excellent reputation based on our speed of response and consultative approach.

SALARY SNAPSHOT

Position	Permanent salary (p.a)	Contract rate (p.h)
Administration Assistant	\$45,000 - \$50,000	\$36 - \$38
Call Centre Operator	\$40,000 - \$43,000	\$33 - \$36
Contracts Manager	\$110,000 - \$145,000	\$70 - \$95
Corporate Receptionist	\$38,000 - \$49,000	\$32 - \$37
Data Entry Clerk	\$38,000 - \$44,000	\$32 - \$37
Executive Assistant	\$65,000 - \$90,000	\$45 - \$55
Legal Secretary	\$60,000 - \$68,000	\$44 - \$47
Project Administrator	\$55,000 - \$65,000	\$40 - \$45
Personal Assistant	\$55,000 - \$65,000	\$40 - \$45
Project Coordinator	\$70,000 - \$80,000	\$50 - \$56
Procurement Analyst	\$80,000 - \$100,000	\$60 - \$75
Travel Coordinator	\$55,000 - \$60,000	\$40 - \$45

NB: All figures are based on market averages and vary depending on levels of experience. Contract charge rates include statutory on-costs which incorporate workers compensation, payroll tax and all requisite insurances. All permanent figures are basic salaries inclusive of superannuation but exclusive of benefits/bonuses and site allowances.

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WITH A NEW BRAZILIAN OFFICE.**

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