

**BRINGING YOU THE
LATEST MARKET
NEWS AND SALARIES
IN SYDNEY**

**SECRETARIAL &
BUSINESS SUPPORT**

Q1 2010



Welcome to the Robert Walters Q1 2010 market update. We hope you find this update both useful and informative. Should you wish to discuss any market or recruitment issues, please do not hesitate to contact your Robert Walters Consultant.

MARKET UPDATE

There was a consistent increase in the volume of recruitment throughout Q1. The permanent and 'temp to perm' markets picked up most dramatically as headcount freezes were lifted and businesses had the capacity to hire once again.

This improvement was seen across all industries. Whilst the banking and finance sectors led the recovery at the end of 2009, activity also picked up in the commerce sector in Q1. Recruitment took place at all levels from very junior roles to the more senior positions.

During 2009 there was minimal voluntary candidate movement. However in 2010 we have seen a dramatic increase in levels of candidate confidence, and for the first time in two years candidates are once again active in the market and considering their options. This in turn is generating more recruitment activity, as organisations are forced to replace staff that have left to pursue new opportunities. In 2009 we found job seekers to be extremely flexible in terms of salary requirements, location and role preference. In Q1 candidates became increasingly selective regarding their pay rate, job duties and location.

There was a substantial shift in the temporary candidate market in Q1.

During 2009 there was a surplus of candidates available for contract work due to the limited number of roles available. In Q1, candidates were in far higher demand, and were presented with multiple offers. Pay rates again became increasingly important.

The market has shifted away from clients to candidates. We anticipate this trend will continue throughout 2010 as candidate confidence increases, and with this in mind, we expect clients to focus on employee retention and development. In addition, organisations will continue to rely on recruitment partners to secure the best talent in an increasingly competitive marketplace.

As the market continues to improve, Robert Walters will draw on our global network of offices, with our International Candidate Managers capable of securing the best candidates as they relocate internationally. Our ability to sponsor candidates and provide payroll services, as well as our long lasting relationships with prestigious organisations, enables us to attract the quality candidates we will require in order to meet the recruitment needs of our clients throughout 2010.

CONTACT OUR SPECIALIST CONSULTANTS

For further information on the best method of sourcing secretarial and business support professionals for your organisation, please contact **Victoria Salt** on **(02) 8289 3197** or email **victoria.salt@robertwalters.com.au**

ABOUT THE SECRETARIAL & BUSINESS SUPPORT DIVISION

Our secretarial & business support division specialises in the provision of quality temporary, contract and permanent staff to a variety of organisations across a wide range of industries. We provide a consultative service, offering advice to both clients and candidates to deliver effective business solutions. The team comprises of high calibre consultants with strong recruitment and industry experience who pride themselves on integrity and quality.

The division has an impressive track record for successfully recruiting a diverse range of roles including: administrators, data entry operators, receptionists, desk assistants, personal assistants/executive assistants, research assistants and team secretaries.

SALARY SNAPSHOT

| Position | Permanent salary (p.a) | Contract rate (p.h) |
|----------------------|------------------------|---------------------|
| Data Entry Operator | \$38,000 - \$42,000 | \$20 - 22 |
| Executive Assistant | \$65,000 - \$95,000 | \$30 - 35 |
| Junior Secretary | \$40,000 - \$52,000 | \$22 - 26 |
| Legal Secretary | \$55,000 - \$65,000 | \$25 - 32 |
| Office Junior | \$35,000 - \$45,000 | \$20 - 22 |
| Office Manager | \$55,000 - \$85,000 | \$30 - 35 |
| Personal Assistant | \$55,000 - \$70,000 | \$26 - 32 |
| Receptionist | \$35,000 - \$55,000 | \$20 - 23 |
| Senior Secretary | \$55,000 - \$70,000 | \$28 - 32 |
| Switchboard Operator | \$42,000 - \$50,000 | \$21 - 23 |
| Team Secretary | \$45,000 - \$55,000 | \$25 - 30 |
| Word Processor | \$50,000 - \$60,000 | \$26 - 30 |

NB: All figures are based on market averages and vary depending on levels of experience. Figures are basic salaries exclusive of superannuation and benefits/bonuses.