



HRC Recruitment

Office Services

Salary Survey February 2018

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About HRC Recruitment

Since 1995, we have always strived to meet the needs of our markets by working hard to put our clients and our candidates at the heart of everything we do.

With offices in both Glasgow and Edinburgh, the 55-strong HRC Recruitment team, which sources candidates across a number of sectors - including Accountancy and Finance, IT & Change, Insurance, Manufacturing and Engineering, HR & Training, Legal, Professional Services, Call and Contact Centre, Multi-Lingual and Financial Services – are fuelled by dedication and passion.

When it comes to recruitment needs, HRC Recruitment is the multi-sector consultancy that delivers high-end service and opportunities at all levels. When working with our team, our clients feel secure in the knowledge that we have the skills and experience to deliver the most effective and value-for-money recruitment solutions around.

Salary Survey - Overview

In 2017 moving into 2018 there have been significant external forces at play which indirectly impact the supply and demand of Business Support talent across multiple sectors.

In Glasgow:

- Demand is higher than normal for experienced PA, Executive Assistant and Secretarial staff. This is now driving wages up to attract the right candidates.
- Late 2017 experienced a decrease in demand for Administrators, particularly at a lower level.
- Experienced and effective front-of-house talent is hard to find, and this has driven salaries to £22,000 in many cases.
- Retention is a challenge for employers in Accountancy, Investments, Legal and Financial Services.

In Edinburgh:

- High demand in most sectors means that skill set is less important than attitude and personality.
- There is low volume of quality applications - hence quality supply - which is driving salaries up.
- Candidates are going to agency rather than direct to market due to time constraints.
- Significant demand late in 2017 for marketing skills has continued into 2018.
- Demand for senior property candidates in the legal sector has spiked in early 2018.

Glasgow

Job Title	PERM (£000's per annum)		TEMP (£s per day)	
	MIN	MAX	MIN	MAX
Administration Manager	25	40	120	200
Administrator	16	22	60	100
Audio / Copy Typist	17	23	64	96
Business Development Assistant	18	26	72	106
Data Analyst	18	25	72	110
Data Entry Operator	14	17	56	68
Document Controller	18	25	71	128
Document Manager	19	28	77	145
Executive Assistant	25	38	110	160
Facilities Assistant	16	20	60	74
Facilities Coordinator	16	23	72	120
Facilities Manager	25	35	120	137
Filing Clerk	14	17	57	68
Financial Services Administrator	16	22	64	100
Helpdesk Administrator	15	20	60	95
Legal Administrator	16	22	64	140
Legal Secretary	18	25	72	118
Mailroom Assistant	18	18	50	70
Office Manager	25	37	90	138
Personal Assistant	23	35	80	137
Project Administrator	18	25	70	135
Property Administrator	16	22	64	100
Receptionist	17	22	68	85
Sales & Marketing Administrator	16	24	64	96
Secretary	17	24	64	120
Tender/ Bid Administrator	18	25	72	105

Jackie MacGregor, Managing Consultant
 0141 375 1034 | jmacgregor@hrcrecruitment.co.uk

Edinburgh

Job Title	PERM (£000's per annum)		TEMP (£s per day)	
	MIN	MAX	MIN	MAX
Administration Manager	28	40	113	188
Administrator	16	20	60	105
Audio / Copy Typist	18	23	64	85
Business Development Assistant	18	22	71	94
Data Analyst	18	26	71	105
Data Entry Operator	14	18	53	68
Document Controller	17	25	65	96
Document Manager	22	29	84	111
Executive Assistant	24	35	75	150
Facilities Assistant	16	20	60	88
Facilities Coordinator	16	20	70	107
Facilities Manager	20	34	105	135
Filing Clerk	15	17	57	68
Financial Services Administrator	16	22	58	98
Helpdesk Administrator	16	20	64	95
Legal Administrator	16	19	60	135
Legal Secretary	18	24	64	94
Senior Legal Secretary	22	28	84	107
Mailroom Assistant	15	17	53	75
Office Manager	24	35	92	135
Personal Assistant	22	34	68	150
Project Administrator	18	24	68	108
Property Administrator	15	22	50	95
Receptionist	16	22	56	75
Sales & Marketing Administrator	16	22	68	95
Secretary	19	23	65	90
Tender/ Bid Administrator	21	30	84	175

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Meet the Team

Heading up the team is Managing Consultant, Jackie MacGregor, who has over fourteen years' recruitment experience across Glasgow and the west. Jackie's drive is to provide exceptional service at every stage of the recruitment process. She developed working relationships with some of the biggest names in the market, and continues to build upon this network across Scotland.

Alongside Jackie is Senior Consultant, Kirsty Paterson, who focuses on non-professional services clients, such as Charities, Manufacturing, Construction and Engineering, primarily across Glasgow and the West. Kirsty loves engaging with her clients and candidates – particularly on our social media platforms – and treats every business and job seeker as an individual in order to ensure a perfect match.

Focusing specifically on Renfrewshire is Natalie Campbell, who joined the team at the end of 2017. Natalie will be recruiting for a variety of roles within the area, from Receptionist to Data Entry Clerks; from Audio Typists to PAs. She puts quality at the heart of her recruitment service and is always available to provide sound market advice.

Our Edinburgh offering comes courtesy of consultant, Sam Gardner, who dedicates herself to the buoyant East Coast market. Sam's unflinching enthusiasm and dedication have made her very popular with both clients and candidates alike. She believes that continuously learning from her team, as well as reading industry blogs and marketing materials, is the key to offering an insightful and meaningful recruitment service.

The team is also heavily involved in the temp market, thanks to consultant, Jackie Shields who specialises solely in short or long term contract roles. Owing to the rapid nature of the market, Jackie works quickly and seamlessly to ensure that a business will have its immediate needs met within the deadline. She has an extensive network of highly skilled, readily available candidates across Scotland.

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