



Business Support Salary Survey February 2017

www.hrconsultancy.co.uk

58 West Regent Street, Glasgow G2 2QZ
Tel: 0141 353 1133 Fax: 0141 341 3348 Email: jobs@hrconsultancy.co.uk





About HR Consultancy

HR Consultancy was established in 1995 by Hilary Roberts. Hilary moved into recruitment because she had a desire to work with people in a capacity where she could help them develop their careers. After working within this sector for 4 years, she identified that there was an opportunity to deliver recruitment services that can be dramatically improved. The answer was simple for Hilary and she decided to setup her own business to address this need.

Her mission was clear:

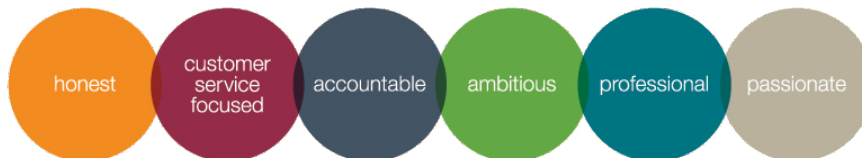
“To help people and companies realise their potential through the delivery of an exceptional recruitment service.”

Hilary opened a small office in St Vincent Street. Over the period, the business has grown to become one of Scotland's most highly respected independent recruitment businesses.

Our Vision is:

“To transform our business into a company recognised as the leading professional recruitment consultancy in Scotland and to create a business that the team are all really proud to be a part of.”

HR Consultancy is a multi-sector recruitment agency & business. Across the United Kingdom (and, now and again, worldwide) our recruiters work to find hiring managers who really understand why recruitment is linked to the success of their business and candidates who have the desire to be successful in their career and match them both at just the right time.



Our values are :

- Professional - We will be regarded as a professional, knowledgeable organisation
- Honest - We advocate honesty as this inspires trust and respect
- Accountable - We will take responsibility for all that we do and what we don't do
- Ambitious - We have big plans for the future and are a company that is really going places
- Customer Service Focused - We treat each and every person with the individual attention they deserve
- Passionate - We are proud of who we are and what we do

Our Culture is fundamentally important to us. Some would say we have a 'family' feel to our culture which we wholeheartedly embrace. Our team know that if they work hard they will be given opportunities to progress and develop further in a challenging yet supportive environment. We genuinely like each other at HR Consultancy and we want the very best for each other which is why we are also very protective of our culture.

The key management personnel have been part of the business for many years, and we are very proud to have Investors in People Gold and Investors in Young People Accreditation.



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Salary Survey - Overview

In 2016 moving into 2017 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 Legal PA & Secretarial staff. This however has not yet driven wages up.
- Late 2016 experienced in 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 and Financial Services.
- Demand for PA's experienced a surge late last year. This has continued into 2017 pushing salaries up.

In Edinburgh:

- High demand in most sectors mean 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 2016 for marketing skills has continued into 2017.
- Demand for senior property candidates in the legal sector has spiked in early 2017.

GLASGOW

Administration Manager
 Administrator
 Audio / Copy Typist
 Business Development Assistant
 Data Analyst
 Data Entry Operator
 Document Controller
 Document Manager
 Executive Assistant
 Facilities Assistant
 Facilities Coordinator
 Facilities Manager
 Filing Clerk
 Financial Services Administrator
 Helpdesk Administrator
 Legal Administrator
 Legal Secretary
 Mailroom Assistant
 Office Manager
 Personal Assistant
 Project Administrator
 Property Administrator
 Receptionist
 Sales & Marketing Administrator
 Secretary
 Tender/ Bid Administrator

PERM (£'000's per annum)		TEMP (£'s per day)	
Min	Max	Min	Max
25	40	120	200
16	21	60	100
17	23	64	96
18	25	72	106
18	25	72	110
14	17	56	68
18	25	71	128
19	28	77	145
25	38	110	160
16	20	60	74
16	22	72	120
25	35	120	137
14	17	57	68
16	22	64	100
15	18	60	95
16	22	64	140
18	24	72	118
14	18	50	70
25	35	90	138
23	35	80	137
18	25	70	135
16	22	64	100
17	22	68	85
16	24	64	96
17	24	64	120
18	25	72	105

EDINBURGH

Administration Manager
Administrator
Audio / Copy Typist
Business Development Assistant
Data Analyst
Data Entry Operator
Document Controller
Document Manager
Executive Assistant
Facilities Assistant
Facilities Coordinator
Facilities Manager
Filing Clerk
Financial Services Administrator
Helpdesk Administrator
Legal Administrator
Legal Secretary
Mailroom Assistant
Office Manager
Personal Assistant
Project Administrator
Property Administrator
Receptionist
Sales & Marketing Administrator
Secretary
Tender/ Bid Administrator

PERM (£'000's per annum)		TEMP (£'s per day)	
Min	Max	Min	Max
28	40	113	188
16	20	60	105
17	22	64	85
18	24	71	94
18	26	71	105
14	18	53	68
17	25	60	158
19	29	75	45
24	35	75	150
16	19	60	88
16	20	70	107
20	34	105	135
15	17	57	68
16	22	58	98
16	20	64	95
16	21	60	155
18	24	64	94
15	17	53	75
24	35	92	135
22	34	68	150
18	24	68	108
15	22	50	95
16	22	56	75
16	22	68	95
19	23	65	90
21	30	84	175

Meet the team



Jackie MacGregor is our Managing Consultant within Professional Services Business Support, with 14 years experience in commercial recruitment across Glasgow and the West. She prides herself not only on understanding each individual clients culture, business needs and requirement, but also on understanding the person behind the CV, to ensure she is getting the right candidate match for each individual role. Jackie works in partnership with clients & candidates to ensure she builds lasting relationships. You can call Jackie on 0141 375 1034 or email jmacgregor@hrconsultancy.co.uk.

Sam Gardner represents HR Consultancy in Edinburgh and the East. Sam is completely focused on the Client and Candidates journey and likes to tailor her service to individual needs. She works in our Business Services team to provide dedicated support to Professional Services clients working closely with Jackie MacGregor to support all of our clients and candidates. You can call Sam on 0141 375 1030 or email sgardner@hrconsultancy.co.uk.

Why HR Consultancy?

The business was built on a number of simple beliefs

- To stand out from the competition through the quality of the service provided
- To offer an individual and tailored service to candidates
- To work in partnership with clients

These principles continue to define the way we do business today. We believe that our greatest asset is the quality of our consultants and support staff and we take pride in the service we offer. We have Investors in People Gold Accreditation and are members of The Association of Professional Staffing Companies (APSCO).

What Differentiates Us

- Significant specialist expertise
- Our network becomes your network
- Our social media strategy – digital natives
- We don't make assumptions – we find out
- We actually care
- Being able to tell your Story...
- An extension of your HR Team
- Immersing ourselves within your organisation
- Confidential & Trusted Partner
- Open and Honest Feedback
- Quality over Quantity



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