

2007 Salary Indicator

Canberra

Job Title	Minimum	Most Common	Maximum
Junior Office Assistant	Award	\$28,000	\$32,000
Administrator/Team Assistant	\$36,000	\$47,000	\$55,000
Receptionist	\$36,000	\$40,000	\$45,000
Data Entry Operator/Database Administrator	\$35,000	\$40,000	\$44,000
Word Processing Operator	\$38,000	\$42,000	\$47,000
Secretary	\$45,000	\$50,000	\$58,000
Administrative/Secretarial Assistant	\$35,000	\$45,000	\$55,000
Personal Assistant/Executive Assistant	\$43,000	\$52,000	\$65,000
Office/Administration Manager	\$45,000	\$55,000	\$70,000
Marketing Assistant	\$42,000	\$47,000	\$53,000
Legal Secretary	\$32,000	\$43,000	\$50,000
Medical Secretary	\$30,000	\$35,000	\$40,000
Human Resources Officer	\$40,000	\$45,000	\$53,000

- The salaries listed in this survey are based on the jobs registered with the Select Appointments Canberra Office over the last 12 months.
- All salaries are expressed as base salary including superannuation.