

Office Support
Salary Guide 2021

A woman with blonde hair and glasses, wearing a denim shirt, is smiling while looking at a laptop screen. She is sitting at a desk with a white coffee cup on a saucer, a notebook, and a pencil. The background is a blurred office environment. The entire image has a blue tint.

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Office Support & Administration

	DUBLIN			REST OF IRELAND		
	1-2 Years Exp	3-5 Years Exp	5 Years + Exp	1-2 Years Exp	3-5 Years Exp	5 Years + Exp
Receptionist	28-32k	32-36k	38k	24-28k	30-31k	30k +
Executive Assistant	35-40k	45-55k	60k +	30-33k	35-40k	45k +
Personal Assistant	35-38k	40-50k	55k +	25-28k	30-35k	35k +
Administrator	25-28k	30-35k	38k +	22-26k	27-30k	30-37k
Client Service Administrator	28-30k	32-35k	38k +	24-26k	28-32k	32-35k
Database Administrator	25-28k	30-35k	35k +	23-25k	26-28k	30-32k
Project Administrator	35-38k	40-42k	45k +	25-28k	30-35k	35k +
Sales Support Administrator	28-32k	35-38k	45k +	25-28k	30-35k	35k +
Contracts Administrator	28-30k	32-35k	38k +	24-26k	28-32k	32-35k
Facilities Administrator	28-30k	32-35k	38k +	24-26k	28-32k	32-35k
Customer Service Representative	28-30k	32-35k	38k +	24-26k	28-32k	32-35k
Customer Service Team Lead	35-40k	45-50k	55k +	25-27k	28-32k	32k +
Customer Service Manager	50-55k	60-65k	70k +	35-38k	40-45k	50k +
Office Manager	40-45k	50-55k	60k +	25-27k	27-35k	35k +
Operations Manager	55-60k	65-70k	80k +	55-60k	65-70k	80k +
Data Entry	25-28k	-	-	22-24k	26-28k	30k +
Graduate	25-30k	-	-	21-28k	-	-
Filing/Clerical Officer	25-28k	-	-	22-24k	26-28k	30k +

All salaries taken as annual in euros, based on working in Ireland. Bonus/car allowance not included. Figures are based on current market rates. Salaries are subject to variances based on the individual, the company size and other external factors. Parameters indicate the highest and lowest salary level for each position.

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