

# Business Support

Accountancy	<b>PA / SECRETARIAL</b>	<b>NI £</b>
	Executive Assistant	24,500 - 36,000
	Team Personal Assistant	17,500 - 23,000
	Personal Assistant	17,500 - 28,000
	Team Secretary	17,500 - 22,500
Legal	Medical Secretary	17,500 - 23,000

Human Resources	<b>BUSINESS SUPPORT</b>	<b>NI £</b>	
	Office Manager (>5 years' exp.)	23,500 - 34,000	
	Senior Administrator	17,500 - 22,000	
	Administrator	15,800 - 18,500	
	Project Administrator	18,500 - 22,500	
	Sales Administrator	16,500 - 24,000	
	Senior Receptionist	17,000 - 22,000	
	Receptionist	15,800 - 19,500	
	Sales	Office Junior	15,000 - 17,500
		Data Entry	15,000 - 17,500
Document Reviewer		18,000 - 23,500	

Marketing	<b>BID / TENDER SUPPORT</b>	<b>NI £</b>
	Bid /Tender Manager	30,000 - 40,000
	Bid /Tender Executive	25,000 - 32,000
	Bid / Tender Administrator	18,000 - 22,000
	Contracts Administrator	18,000 - 23,000

Business Support

Engineering

Supply Chain

<b>CUSTOMER SERVICE</b>	<b>NI £</b>
Customer Service Executive	16,500 - 21,000
Customer Service Manager	25,000 - 36,000
Customer Services Team Lead	18,500 - 26,000
Customer Service Advisor	15,500 - 18,500
Bilingual Customer Service Agent	15,500 - 18,500
Telesales Agent	16,500 - 21,000

<b>LEGAL SUPPORT</b>	<b>NI £</b>
Practice Manager	30,000 - 40,000
Office Manager	25,000 - 37,000
Legal PA	22,000 - 28,000
Legal Secretary	17,500 - 26,000
Legal Administrator	16,500 - 20,000
Audio Typist	17,000 - 20,000

**TEMPORARY & CONTRACT**

NI £

Office Manager	11.00 - 16.00
Project Manager	12.31 - 18.00
Project Administrator	9.51 - 13.75
Executive Assistant	10.00 - 15.00
Personal Assistant	9.50 - 14.50
Receptionist (3-5 years' exp.)	8.00 - 12.00
Senior Administrator	9.50 - 11.95
Administrator	8.00 - 10.50
Team Secretary	8.50 - 10.60
Medical Secretary	8.50 - 11.00
Clerical Officer add in	7.90 - 9.90
Legal Secretary	9.00 - 12.81
Legal Administrator	9.00 - 12.21
Audio Typist	7.90 - 10.20
Document Reviewer	9.56 - 11.25
Customer Service Manager	13.11 - 18.90
Customer Service Representative	7.83 - 8.98
Multilingual Customer Service Representative	7.83 - 10.21
Sales Administrator	8.00 - 11.21
Data Entry Administrator	7.90 - 9.60
Customer Service Executive	8.20 - 9.90

*The above hourly rates are exclusive of employer's NI, holiday pay, payroll charges and Brightwater's management fee.*