



# Salary Survey Q1 2024

Office & Admin roles

# Office & Admin Roles

Temporary (per hour)

Position	London	South	North
Executive Assistant	£18 - 30p/h	£16 - 27p/h	£16 - 25p/h
Personal Assistant	£15 - 25p/h	£15 - 25p/h	£15 - 23p/h
Receptionist	£12 - 17p/h	£11 - 15p/h	£11 - 15p/h
Office Manager	£18 - 25p/h	£14 - 20p/h	£14 - 20p/h
Administrative Assistant	£12 - 16p/h	£11 - 15p/h	£11 - 15p/h
HR Manager	£18 - 30p/h	£17 - 28p/h	£15 - 28p/h
Marketing Manager	£18 - 30p/h	£16 - 28p/h	£16 - 28p/h
Marketing Exec	£14 - 18p/h	£13 - 17p/h	£13 - 17p/h
Finance Manager	£18 - 30p/h	£15 - 25p/h	£15 - 25p/h
Accountant	£17 - 35p/h	£15 - 28p/h	£15 - 28p/h
Facilities Manager	£16 - 30p/h	£15 - 25p/h	£15 - 25p/h

# Office & Admin Roles

## Permanent

Position	London	South	North
Executive Assistant	£45 - £70k	£35 - £60k	£35 - £55k
Personal Assistant	£30 - £50k	£30 - £50k	£31 - £48k
Receptionist	£23 - £40k	£22 - £30k	£22 - £30k
Office Manager	£35 - £60k	£30 - £43k	£30 - £43k
Administrative Assistant	£23 - £33k	£22 - £30k	£22 - £30k
HR Manager	£38 - £65k	£35 - £60k	£30 - £60k
Marketing Manager	£38 - £70k	£33 - £58k	£33 - £58k
Marketing Exec	£32 - £40k	£27 - £35k	£27 - £35k
Finance Manager	£35 - £65k	£32 - £60k	£32 - £60k
Accountant	£37 - £70k	£32 - £60k	£32 - £60k
Facilities Manager	£35 - £65k	£32 - £60k	£32 - £60k

# Matching the right person to the right position

Coby Philips is an independently owned recruitment consultancy located in central London providing personnel across the UK since 1997.

For over 25 years, Coby Philips has been working in partnership with businesses finding the ideal EAs, PAs, Office Support, HR Professionals, Accountancy, Finance and Facilities Management staff on a Temporary, Contract and Permanent basis. Our market knowledge and unique understanding of the people we work with helps our clients get the right outcome, first time. Get in touch today to see how a bespoke recruitment solution from Coby Philips can help you get where you need to be.

Our team is professional, efficient and relentless in our efforts to deliver. We never settle for 'good enough', and we aim to respond in two minutes, not two days. We're also real people who are considerate, sincere and love our work, building long term relationships that lead to long term success.





# Commercial services

## Permanent & Contract Staff

We recruit permanent and contract personnel for a wide range of industries.

When registering your vacancy, a database search will be carried out immediately. Your consultant will select suitable candidates from our exclusive database by matching their most relevant skills, experience and personality to your requirements.

A full registration is completed by one of our consultants whilst conducting an in-depth interview, during which we will ascertain details of previous experience, reasons for leaving previous/current job, details of skills and personal information relating to nationality, eligibility to work in the UK, location, education, qualifications and references.

In addition, we also discuss with the candidates their preferences and type of role they are seeking, in order to match their needs to the correct position.

Once these processes are complete, your consultant will compile a shortlist of pre-selected candidates matching your requirements, based on relevant skills, qualifications, previous experience and personality.

*All candidates will be thoroughly interviewed by an experienced consultant.*



# Commercial services

## Temporary Staff

Do you require our expertise in finding a quick and efficient supply of temporary staff? We provide reliable and efficient temporary support services personnel at the following levels:

Executive Assistant; Front of House Receptionist; Personal Assistant; Facilities Manager/Co-ordinator; Team Secretary; Customer Service Advisor; Office Manager; Data Analyst/Entry; Team Administrator; Marketing Manager/Administrator; HR Manager/Administrator; Logistics Operative; Administrator  
Project Manager/Officer  
Finance Manager/Assistant; Entry Level Support Administrator.



In order to ensure that our service is trouble free and efficient we adhere to the following procedures:

- Face to face in-depth interview
- All temporary staff fully reference checked
- Constant monitoring of staff throughout duration of assignment
- Guaranteed fees on all staff supplied
- As an accredited member of the of The REC we are fully compliant with all UK working regulations in order to maintain our standards of dedication

For more information regarding our services please contact one of our experienced consultants for an in depth discussion to establish your requirements. Alternatively we are happy to visit your premises to ascertain your individual requirements, in order to tailor our services to meet your recruitment needs.

# We can save you time and money

At Coby Philips, we can tailor specific payroll packages to meet your everyday requirements. For many organisations we are providing an efficient and effective payroll service when:

- Candidates have been selected and recruited directly
- A large number of contractors on site require a higher level of service
- We have identified a major cost saving for your company
- A large number of interns are recruited on a short-term basis





Our paramount aim is to provide a service of the highest quality with speed and efficiency within a competitive marketplace. Being an independent consultancy allows us to tailor our service to meet specific individual client requirements and constantly monitor and adapt our services to meet changing recruitment needs.

To discuss your requirements with an experienced consultant, please contact us on the following;

**020 7841 1966**

**[info@cobyphilips.co.uk](mailto:info@cobyphilips.co.uk)**

For more information about our services and how we can help you, please go to our website:

**[www.cobyphilips.co.uk](http://www.cobyphilips.co.uk)**

