

CORPORATE SERVICES

# Ottawa Salary Guide 2024







## NAVIGATING INDUSTRY EARNINGS FOR A PROSPEROUS FUTURE

In an ever-evolving economic landscape, staying abreast of the latest job market trends and salaries is not just an advantage, it's a necessity in ensuring your workforce remains strong and competitive. As we navigate emerging technologies, changing demographics, and talent shortages, employers and job seekers alike find themselves at a crossroads with uncertainty and potential. For both, knowledge is power in understanding the true worth of roles in the context of our current labour market.

As Ottawa's leading recruitment agency, we are dedicated to bringing our clients and candidates up-to-date market intelligence to make informed employment decisions. Our 2024 Corporate Services Salary Guide includes Ottawa-centric salary data derived from the placements made by our recruitment professionals, job market trends, and other pertinent labour force information for your perusal.

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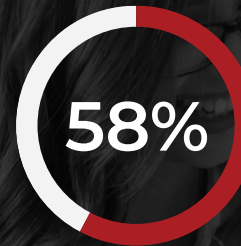
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# JOB MARKET TRENDS

## Upskilling and Reskilling of Employees

Whether a business is struggling to find the right talent or is under a hiring freeze, ensuring teams are equipped with the skills needed to succeed is imperative in getting through any level of economic downturn. The most efficient way to address any skills gaps in the workforce is through upskilling and reskilling employees, which is training your employees in new areas of the business or enhancing their current qualifications to meet labour demands. Read [Upskilling and Reskilling Your Team to Combat the Worker Shortage](#) to learn how you can implement this strategy.



of businesses with 20 to 99 employees expected to face challenges when recruiting skilled workers

## Rise in AI and Automation

Our workforce is being profoundly reshaped and transformed through the rise of artificial intelligence (AI) and automation, which is allowing for unparalleled efficiency and enhanced productivity that we haven't previously seen. From automated data entry to language translations to virtual assistants, we're seeing AI technologies being integrated into everyday work at every level to help streamline operations, lessen workloads, and reduce margins of error. While concerns of job displacement exist, we're not seeing jobs go away, but rather the skills necessary to do them change, as well as the emergence of new roles entirely.



of executives believe the use of generative AI will increase productivity

# JOB MARKET TRENDS

## Flexible and Adaptive Work Models

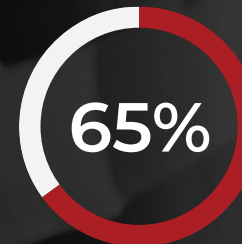
There has been increased demand from candidates who are looking for prospective employers that prioritize a flexible and adaptive work model. Giving employees more control over when, where, and how they work allows them to be their best self when performing their role. A recent study revealed, 6 in 10 workers would rather stay in a job with flexible work options than accept a position with higher salary but rigid in-office requirements. As such, employers that adopt said approach will have a larger talent pool to choose from when hiring. Read [How to Develop a Successful Hybrid Work Environment](#) to learn how to execute a more flexible work model.



of teleworkers report consistent or higher productivity rates working remotely

## Continued Uptick in Contract Employment

We continue to see an uptick in contract and temporary work, as it allows for flexibility to scale up or down your workforce based on workload requirements. It is a great way to bring in a specialized skill set that you might only need for a short-term project, such as updating a new database or planning an event. This is a cost-effective approach to hiring as you are not fixed into long-term financial obligations and can often save on benefits that are only offered to permanent employees. That said, it's crucial for employers to still maintain a strong core team of permanent employees to preserve institutional knowledge and stability within the organization.



of companies plan to increase the use of contract work next year

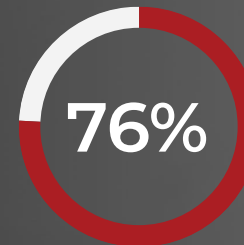
# JOB MARKET TRENDS

## Changing Workplace Demographics

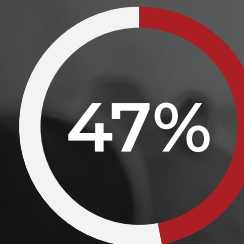
With organizations aware of the value diversity brings, populations aging, and international immigration increasing, we are now seeing the demographics within industries shaken up for the better. However, employers must now adapt and cater to the needs of different generations and cultures. The companies who not only embrace, but welcome this in their workforce are likely to have the talent and unique solutions needed to weather any economic storm. That said, fully embracing this change and achieving true inclusion is always a work in progress, which is why we're sharing [Resources to Improve Diversity, Equity, and Inclusion in Your Workplace.](#)

## Navigating the Wave of Re-Evaluation

Following the Great Resignation of last year, we are now seeing a transition into the Great Re-evaluation, where many employees are looking at their long-term career goals and values to ensure their current or prospective employers align with their professional vision for themselves. For some, this re-evaluation has resulted in the decision to move on from a company, but for others it means they are finding new ways to find satisfaction and success by staying with their current employer. To meet this seismic shift, employers are putting more emphasis on how they manage existing employees to make certain they retain them.



of job seekers factor how diverse a company is when evaluating job offers



of employers plan to increase wages of existing employees in the next year

# COMPENSATION PACKAGES

While competitive salaries are critical in securing talent, what employers are offering a prospective employee shouldn't stop there. By offering benefits and perks in line with what candidates value, they're demonstrating commitment to employee wellbeing and promoting a healthy organizational culture. As a result, this will help mitigate the risk of losing skilled employees to competitors, and ultimately ensuring long-term business success.

## Most Desired Benefits



Paid Time-Off

65%



Extended Health Coverage

65%



Retirement Savings Plan

50%

## Highly Favoured Perks



Flexible Work Schedule

75%



Remote Work Options

65%



Remote Work Stipends

45%



# CORPORATE SERVICES SALARIES

OTTAWA, ONTARIO

		EXPERIENCE & SKILL LEVEL		
		SALARY RANGES		
POSITION		LOW	MID	HIGH
<b>Administration</b>	Senior Executive Assistant	\$70,000	\$80,000	\$90,000
	Executive Assistant	\$65,000	\$70,000	\$75,000
	Senior Administrative Assistant	\$58,000	\$62,000	\$66,000
	Administrative Assistant	\$50,000	\$55,000	\$60,000
	Entry-Level Administrative Assistant	\$43,000	\$46,000	\$49,000
	Sales Assistant	\$45,000	\$50,000	\$55,000
	Project Assistant/Coordinator	\$50,000	\$57,000	\$65,000
	Membership Professional	\$55,000	\$65,000	\$75,000
<b>Office Services</b>	Office Manager	\$70,000	\$80,000	\$90,000
	Office/Facilities Coordinator/Assistant	\$48,000	\$52,000	\$58,000
	Receptionist	\$42,000	\$46,000	\$50,000
	Office Clerk	\$40,000	\$44,000	\$48,000
	Mail Assistant/File Clerk	\$40,000	\$44,000	\$48,000
	Document Control Clerk	\$50,000	\$55,000	\$60,000
	Data Entry Specialist	\$42,000	\$46,000	\$50,000
<b>Communications / Marketing</b>	Director of Communication/Marketing	\$110,000	\$130,000	\$150,000
	Manager of Communication/Marketing	\$80,000	\$90,000	\$105,000

Bonuses, incentives and other forms of compensation are not taken into account  
 \*Language premiums may be applicable for bilingual candidate (E/F)



# CORPORATE SERVICES SALARIES

OTTAWA, ONTARIO

		EXPERIENCE & SKILL LEVEL		
		SALARY RANGES		
POSITION		LOW	MID	HIGH
<b>Communications / Marketing</b>	Communication/Marketing Officer	\$60,000	\$70,000	\$80,000
	Communication/Marketing Assistant	\$50,000	\$55,000	\$60,000
	Digital Communications Specialist	\$60,000	\$65,000	\$70,000
	Social Media Coordinator	\$55,000	\$60,000	\$65,000
	Proofreader/Editor	\$60,000	\$65,000	\$70,000
	Translator	\$65,000	\$70,000	\$75,000
	Government Relations Professional	\$70,000	\$90,000	\$110,000
<b>Human Resources</b>	Director of Human Resources	\$110,000	\$130,000	\$150,000
	Human Resources Business Partner	\$90,000	\$105,000	\$120,000
	Manager of Human Resources	\$85,000	\$95,000	\$110,000
	Human Resources Generalist	\$70,000	\$80,000	\$90,000
	Talent Acquisition Specialist	\$70,000	\$80,000	\$90,000
	Entry Level Recruiter	\$50,000	\$55,000	\$60,000
	Human Resources Assistant/Coordinator	\$50,000	\$55,000	\$60,000
	Compensation/Total Rewards	\$70,000	\$90,000	\$110,000
	Labour Relations Officer	\$70,000	\$90,000	\$110,000

Bonuses, incentives and other forms of compensation are not taken into account  
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# CORPORATE SERVICES SALARIES

OTTAWA, ONTARIO

		EXPERIENCE & SKILL LEVEL		
		SALARY RANGES		
POSITION		LOW	MID	HIGH
<b>Administrative Healthcare</b>	Medical Receptionist	\$40,000	\$45,000	\$50,000
	Electronic Medical Records Specialist	\$40,000	\$50,000	\$60,000
	Medical Data Entry Specialist	\$42,000	\$46,000	\$50,000
	Medical Secretary/Administrative Assistant	\$48,000	\$52,000	\$55,000
<b>Events</b>	Manager of Events	\$60,000	\$70,000	\$80,000
	Event(s) Coordinator	\$50,000	\$55,000	\$60,000

Bonuses, incentives and other forms of compensation are not taken into account  
 \*Language premiums may be applicable for bilingual candidate (E/F)



## HIGHLY DESIRED DESIGNATIONS AND CERTIFICATIONS

### Human Resources

- Certified Human Resources Professional (CHRP)
- Certified Human Resources Leader (CHRL)
- Post Graduate Certificate in Human Resources Management
- Chartered Professional in Human Resources (CPHR)
- Registered Professional Recruiter (RPR)
- Diversity and Inclusion Certificate

### Marketing & Communications

- Social Media Certificate
- Social Media Compliance Management Certificate
- Digital Analytics Certificate

### Administration

- Microsoft Office Specialist
- Executive Assistant Certificate
- Event Management Certificate
- Medical Office Certificate

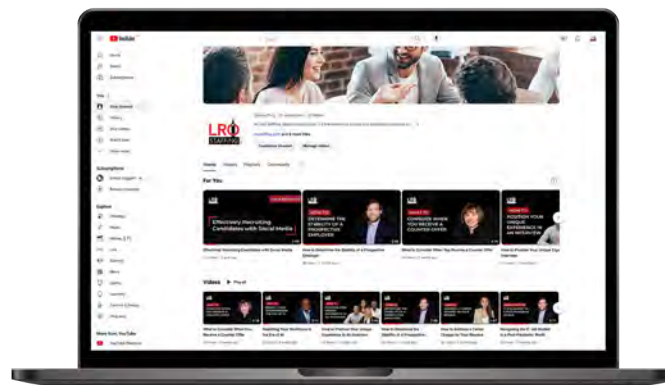




## BOLSTERING SUCCESS WITH ESSENTIAL RESOURCES



VIRTUAL ONBOARDING CHECKLIST



LRO STAFFING VIDEOS



RESUME TIPS & TEMPLATE



## DRIVING BUSINESS EXCELLENCE THROUGH STRATEGIC STAFFING

At LRO Staffing, relationships matter. We know that long lasting relationships are based on trust and respect. It's how we do business. Furthermore, it's the reason our clients and candidates continue to include us in their plans, careers, and refer others to us without hesitation. We are a leading, full service search and staffing agency that specializes in the recruitment and placement of permanent, contract and temporary positions.

As the job market changes continuously and competitive pressures in finding quality candidates increase, having the right staffing partner can make all the difference in finding the perfect fit for a role. If you're an organization searching for quality employees, LRO Staffing can provide access to the best talent in the markets we serve. **Contact us today** to get in touch with one of our experienced recruiters!