

the EA Institute

EA Salary Guide

Plus 6 intentional steps to fast track your earning potential.



Key Insights for Business Support

The Australian economy appears set for a strong 12 months. Businesses are optimistic and predict both economic and employment growth.



*Robert Walters Salary Survey 2023

Salary and career progression (including career conversations, internal mobility, and up-skilling opportunities) are highly important for all workers, with salary being the number one reason people quit their roles in Business Support.

Use our Salary Guide to benchmark your salary and ensure you're getting paid fairly and competitively.

Career conversations are a critical part of career progression and retention, yet many don't have them. Those who do have career conversations also see more internal opportunities and are encouraged to grow internally in their current company from junior to more senior EA roles.

It's important to note that in general, EAs who work in larger companies or in metro areas tend to earn higher salaries than those who work in smaller companies or in rural areas. Also, compensation packages for EAs may include benefits such as health insurance, retirement plans, paid time off, and bonuses, which can further impact earnings.

Average Salary

For 12 months - AUD excluding Super

Junior Executive Assistant - \$77,000

Executive Assistant - \$95,000

Senior Executive Assistant - \$130,000

Personal Assistant - \$90,000

6 Intentional Steps

You know you should be planning your career more carefully. Maybe you already started setting goals for the future but then forgot about them, use the space below to think about your next move and how it might help you to get that promotion or pay rise you've been waiting for, faster!



1. GAIN MORE EXPERIENCE:

List the opportunities below that you see where you could take on more responsibility in your current role.

A large white rectangular area intended for writing or listing opportunities.

2. DEMONSTRATE YOUR VALUE:

List the ways in which you are a valuable asset to your organisation.

3. COMMUNICATE EFFECTIVELY:

List the ways in which you can proactively improve your communication with your Executive.
For example, a daily checklist email.

4. BUILD STRONG RELATIONSHIPS:

List the opportunities below that you see where you could cultivate new relationships and outline how you will start that process.

5. NETWORK:

List below some events you could attend or associations you could join to expand your network.

