

# Ottawa-Toronto Salary Guide

CORPORATE SERVICES

2025



RELATIONSHIPS MATTER.  
LROSTAFFING.COM

# TABLE OF CONTENTS

---

## **3 CHARTING INDUSTRY SALARIES FOR FUTURE SUCCESS**

---

### **4 DESIGNING COMPENSATION PACKAGES FOR TALENT GROWTH**

- 4 Core Elements of a Compensation Package
- 5 Tailoring Your Package to Remain Competitive

---

### **6 THE DUAL BENEFITS OF CONTRACT AND PERMANENT WORK**

- 6 Benefits of Contract Work
- 6 Benefits of Permanent Employment

---

### **8 CORPORATE SERVICES SALARIES**

#### » OTTAWA REGION

- 8 ADMINISTRATIVE
- 8 OFFICE SERVICES
- 9 COMMUNICATIONS / MARKETING
- 9 HUMAN RESOURCES
- 10 ADMINISTRATIVE HEALTHCARE
- 10 EVENTS

---

### **12 CORPORATE SERVICES SALARIES**

#### » TORONTO REGION

- 12 HUMAN RESOURCES
- 12 ADMINISTRATIVE AND OFFICE SERVICES

---

### **13 EMPOWERING GROWTH THROUGH STRATEGIC WORKFORCE SOLUTIONS**

# CHARTING INDUSTRY SALARIES FOR FUTURE SUCCESS

LRO Staffing is committed to providing clients and candidates with up-to-date market intelligence to make informed employment decisions.

Our 2025 Corporate Services Salary Guide offers salary data based on placements in Ottawa and Toronto, compensation trends, and other labour market insights to support strategic planning.

Our team is currently observing key trends in the Ontario job market, including increased demand for Human Resources professionals, alongside sustained job seeker preferences for hybrid or remote work. However, many organizations are pushing for a return to in-office roles. Demand for bilingual administrative professionals remains high, particularly for those open to on-site positions. We're also seeing increased demand for senior-level professionals across all sectors, with a slight decline in entry-level or junior opportunities.

We hope our 2025 guide empowers professionals and organizations to navigate today's competitive landscape confidently. For additional data not in the guide, contact us at:

[executivesupportperm@lrostaffing.com](mailto:executivesupportperm@lrostaffing.com)



# DESIGNING COMPENSATION PACKAGES FOR TALENT GROWTH

In today's competitive job market, a strong compensation package is crucial for attracting and retaining talent. Compensation extends beyond salary to include benefits that enhance employees' quality of life and financial security. Here's how to create a package that appeals to prospective and current employees alike.

## CORE ELEMENTS OF A COMPENSATION PACKAGE



HEALTH BENEFITS



BONUSES



PAID TIME OFF



ADDITIONAL PERKS



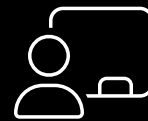
BASE SALARY



RETIREMENT PLANS



FLEXIBILITY



PROFESSIONAL DEVELOPMENT



## TAILORING YOUR PACKAGE TO REMAIN COMPETITIVE

### ANALYZE INDUSTRY STANDARDS:

Conduct a compensation analysis yearly to ensure packages align with market rates.

### CONSIDER EMPLOYEE NEEDS:

Regular surveys to obtain employee feedback can help adjust benefits to what employees value most.

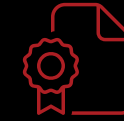
### TIER BENEFITS:

Introduce perks that grow with employee tenure, which fosters loyalty and helps them see a path for growth within the company.

### MAINTAIN TRANSPARENCY:

Clearly communicate the package's full value, so employees appreciate and understand its components.

*By thoughtfully designing and consistently reviewing your compensation packages, you can build a strong foundation for attracting and retaining the best talent in your industry. When employees feel valued and supported in all aspects of their lives, they are more likely to be engaged, productive, and loyal to your organization for years to come.*



## 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 AND COMMUNICATIONS

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

### ADMINISTRATION

- Microsoft Office Specialist
- Executive Assistant Certificate



# THE DUAL BENEFITS OF CONTRACT AND PERMANENT WORK

Professionals often weigh the benefits of contract or temporary work against those of permanent employment in today's dynamic workforce. Each type of employment offers unique advantages that cater to varying career goals and personal lifestyles.



## BENEFITS OF CONTRACT WORK

Contract work appeals to those who **value flexibility and diverse experiences**. These roles enable professionals to work across industries, **gaining skills and boosting resumes**. Temporary roles are great for work-life balance, as they have clear start and end dates, allowing for breaks between assignments.

For newcomers to a city, contract work **provides industry experience** and helps establish them in a new job market. Additionally, it supports financial commitments while offering potential future opportunities. Contractors may even secure full-time offers if both parties find a good fit, offering a possible path to permanence.



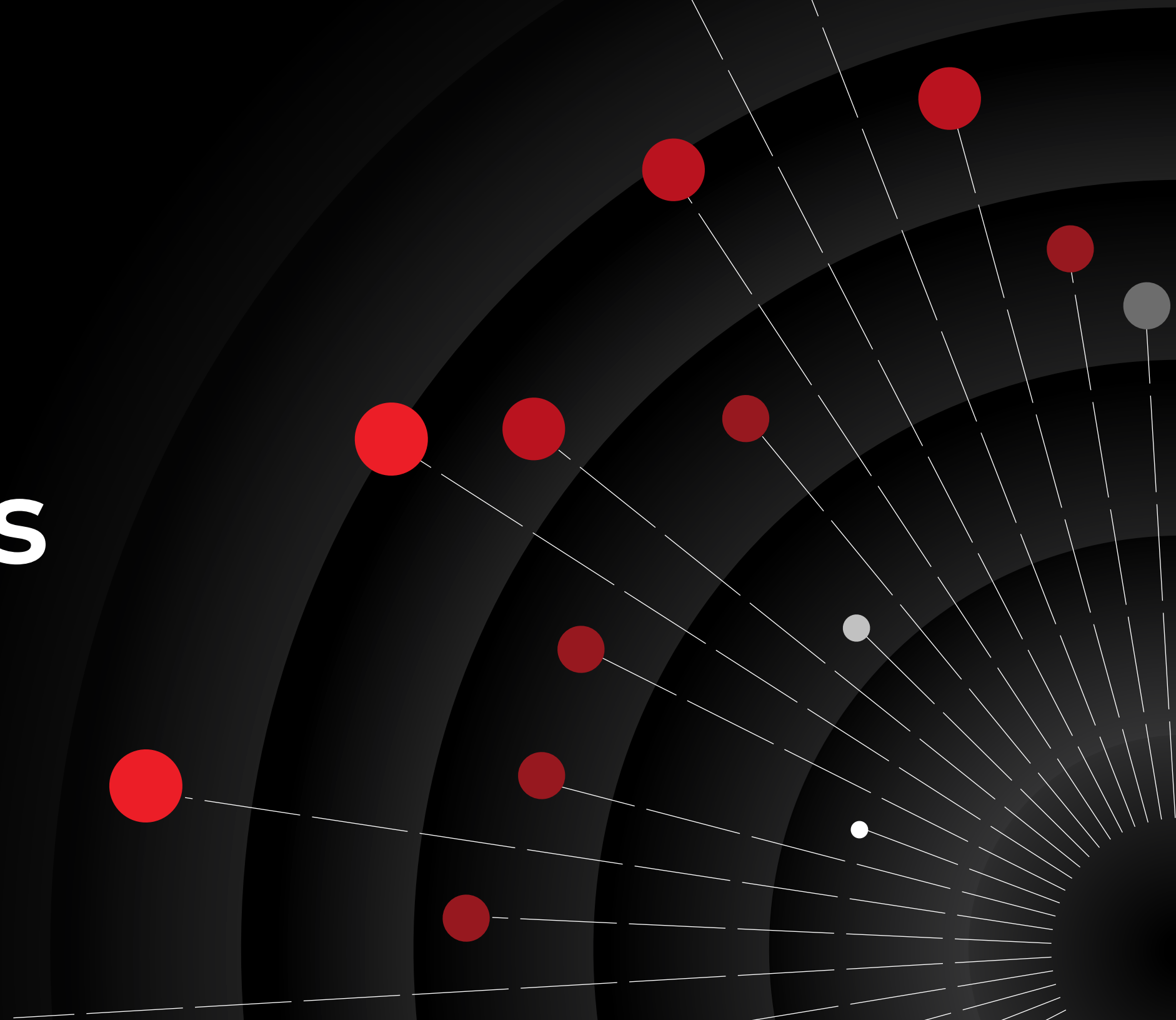
## BENEFITS OF PERMANENT EMPLOYMENT

Permanent employment **provides stability and benefits** that support long-term financial security. Full-time employees often receive **health insurance, retirement plans, paid time off**, and other perks that enhance well-being.

These roles allow individuals to focus on long-term projects, take ownership of goals, and align with a company's mission. With **clearer paths for career growth**, permanent roles suit those seeking steady advancement within one organization. They are ideal for those valuing **security** and long-term commitment.

# Salary Ranges

Ottawa



# CORPORATE SERVICES SALARIES

## OTTAWA REGION

		SALARY RANGES		
		EXPERIENCE & SKILL LEVEL		
	POSITION	LOW	MID	HIGH
<b>ADMINISTRATIVE</b>	Board Secretary	\$85,000	\$95,000	\$105,000
	Senior Executive Assistant	\$75,000	\$85,000	\$95,000
	Executive Assistant	\$70,000	\$77,500	\$85,000
	Senior Administrative Assistant	\$60,000	\$65,000	\$70,000
	Administrative Assistant	\$50,000	\$55,000	\$60,000
	Entry-Level Administrative Assistant	\$45,000	\$47,500	\$52,000
	Sales Assistant	\$47,500	\$52,500	\$57,500
	Project Assistant/Coordinator	\$55,000	\$60,000	\$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	\$50,000	\$55,000	\$60,000
	Receptionist	\$45,000	\$48,000	\$52,000
	Office Clerk/Junior Administrative Assistant	\$45,000	\$48,000	\$52,000
	Mail Assistant/File Clerk	\$42,000	\$46,000	\$50,000
	Document Control Clerk	\$50,000	\$55,000	\$60,000
	Data Entry Specialist	\$43,000	\$47,000	\$51,000

\*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 REGION

		SALARY RANGES		
		EXPERIENCE & SKILL LEVEL		
	POSITION	LOW	MID	HIGH
<b>COMMUNICATIONS / MARKETING</b>	Director of Communication/Marketing	\$110,000	\$130,000	\$150,000
	Manager of Communication/Marketing	\$85,000	\$100,000	\$115,000
	Communication/Marketing Officer	\$60,000	\$70,000	\$80,000
	Communication/Marketing Assistant	\$50,000	\$55,000	\$60,000
	Digital Communications Specialist	\$60,000	\$70,000	\$80,000
	Social Media Coordinator	\$55,000	\$60,000	\$65,000
	Proofreader/Editor	\$60,000	\$67,500	\$75,000
	Translator	\$65,000	\$75,000	\$85,000
	Government Relations Professional	\$70,000	\$90,000	\$110,000
	<b>HUMAN RESOURCES</b>	Director of Human Resources	\$110,000	\$130,000
Human Resources Business Partner		\$90,000	\$105,000	\$120,000
Manager of Human Resources		\$85,000	\$95,000	\$110,000
Human Resources Generalist		\$65,000	\$75,000	\$85,000
Talent Acquisition Specialist		\$60,000	\$75,000	\$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

\*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 REGION

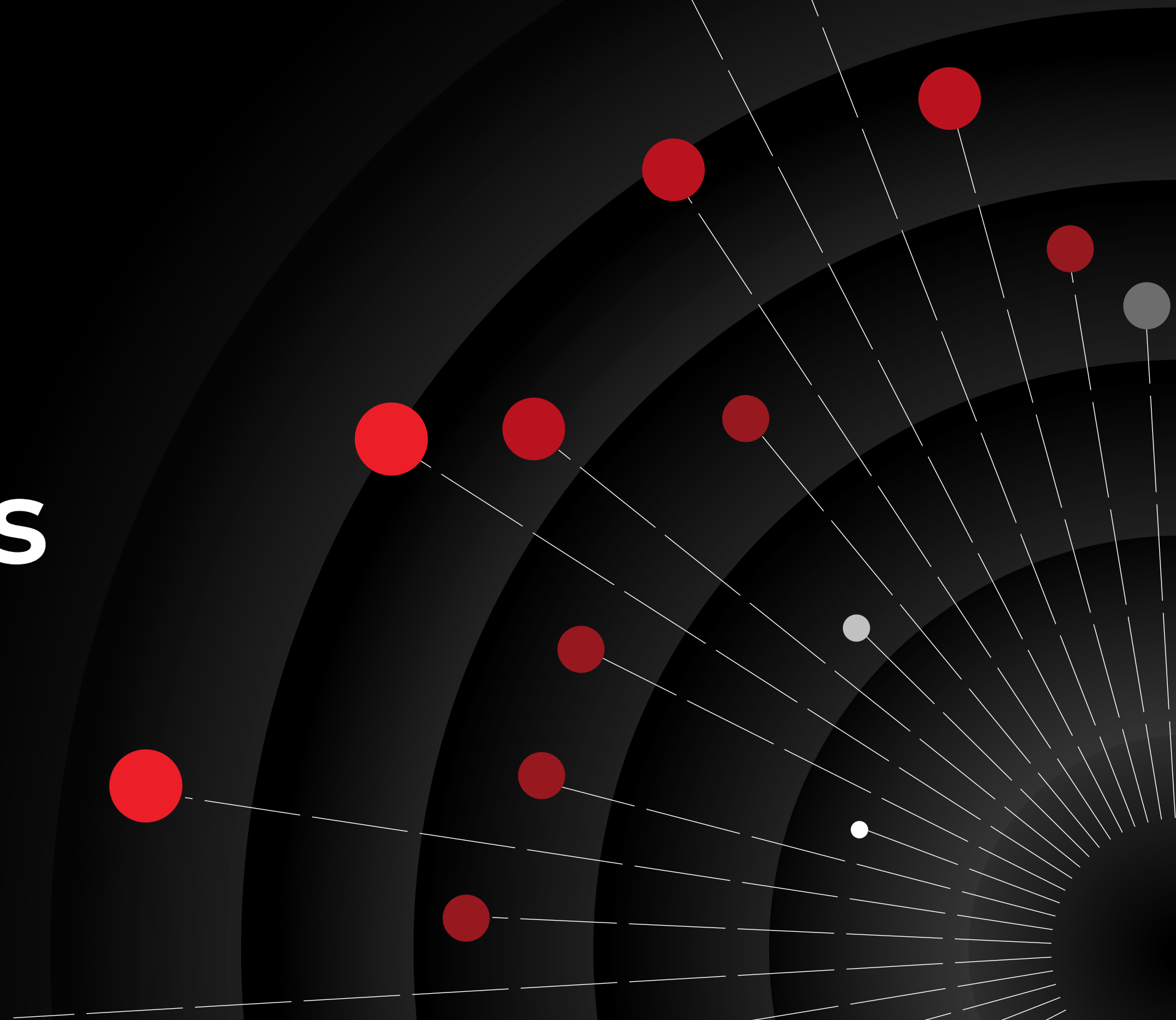
		SALARY RANGES		
		EXPERIENCE & SKILL LEVEL		
	POSITION	LOW	MID	HIGH
	Labour Relations Officer	\$80,000	\$95,000	\$110,000
	Labour Relations Manager	\$95,000	\$110,000	\$125,000
<b>ADMINISTRATIVE HEALTHCARE</b>	Medical Receptionist	\$45,000	\$50,000	\$55,000
	Electronic Medical Records Specialist	\$50,000	\$60,000	\$70,000
	Medical Data Entry Specialist	\$47,000	\$52,000	\$57,000
	Medical Secretary/Administrative Assistant	\$52,000	\$57,000	\$62,000
<b>EVENTS</b>	Manager of Events	\$65,000	\$75,000	\$85,000
	Event(s) Coordinator	\$55,000	\$60,000	\$65,000

\*Bonuses, incentives and other forms of compensation are not taken into account

\*\*Language premiums may be applicable for bilingual candidate (E/F)

# Salary Ranges

Toronto



# CORPORATE SERVICES SALARIES

## TORONTO REGION

		SALARY RANGES		
		EXPERIENCE & SKILL LEVEL		
	POSITION	LOW	MID	HIGH
<b>HUMAN RESOURCES</b>	Director of Human Resources	\$115,000	\$135,000	\$170,000
	Human Resources Business Partner	\$90,000	\$110,000	\$120,000
	Manager of Human Resources	\$90,000	\$115,000	\$140,000
	Human Resources Generalist	\$67,000	\$80,000	\$90,000
	Talent Acquisition Specialist	\$60,000	\$75,000	\$90,000
	Entry Level Recruiter	\$52,000	\$60,000	\$65,000
	Human Resources Assistant/Coordinator	\$50,000	\$55,000	\$60,000
<b>ADMINISTRATIVE AND OFFICE SERVICES</b>	Receptionist	\$45,000	\$50,000	\$57,000
	Senior Executive Assistant	\$78,000	\$87,000	\$100,000
	Executive Assistant	\$70,000	\$80,000	\$90,000
	Senior Administrative Assistant	\$60,000	\$65,000	\$75,000
	Administrative Assistant	\$50,000	\$58,000	\$65,000
	Entry-Level Administrative Assistant	\$45,000	\$47,500	\$52,000
	Office Manager	\$70,000	\$80,000	\$95,000
	Project Assistant/Coordinator	\$55,000	\$60,000	\$65,000

\*Bonuses, incentives and other forms of compensation are not taken into account

\*\*Language premiums may be applicable for bilingual candidate (E/F)

# EMPOWERING GROWTH THROUGH STRATEGIC WORKFORCE SOLUTIONS

At LRO Staffing, relationships are at the core of our work. Built on trust and respect, our strong connections with clients and candidates reflect our business approach.

This commitment keeps partners returning to us for staffing needs and confidently referring others. As a full-service staffing agency, we specialize in placing top talent in permanent and contract roles across Corporate Services, Finance & Accounting, Legal Services, Technology, and Construction & Development.

In a constantly evolving job market, finding quality candidates is increasingly competitive. Having the right staffing partner can make all the difference. If your organization is seeking top talent, LRO Staffing connects you with the best in the market. Contact us today to reach one of our experienced recruiters!

**Contact Us Today**

613-566-7048 | [info@lrostaffing.com](mailto:info@lrostaffing.com)

