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HR & Office Support

Salary Survey - South Wales

2025

In this survey focusing on HR & Office Support roles across the South Wales market, we've outlined the average salary benchmarks to ensure your roles are competitive.
At Yolk, we're always tuned in to the latest market trends, understanding how they vary across different regions and skillsets.

Our aim is to offer a comprehensive overview of salary ranges across various roles in both the HR and Office Support landscapes. Factors like company size, team structure, location, client portfolio, duties, industry niche, and specialised skills all play a role in determining salary levels.

Attracting top talent goes beyond competitive pay. Offering options like flexible work arrangements, avenues for career development and progression, and an overall generous benefits package are essential in nurturing an environment wherein your employees will thrive.

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HR & Office Support (South Wales) - Salary Survey - 2025

HR

Job title	Min. Salary	Max. Salary	Avg.
HR Assistant/Administrator	£23,000	£28,000	£25,000
HR Officer/Coordinator	£25,000	£29,000	£28,000
HR Advisor	£30,000	£40,000	£35,000
HR Manager	£40,000	£60,000	£50,000
HR Business Partner	£45,000	£60,000	£55,000
Senior HR Business Partner	£55,000	£62,000	£57,000
Head of HR	£55,000	£67,000	£65,000
HR Director	£70,000	£90,000	£75,000

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Office Support

Job title	Min. Salary	Max. Salary	Avg.
Receptionist	£23,500	£25,000	£24,000
Office Administrator	£25,000	£30,000	£27,000
Office Manager	£30,000	£50,000	£40,000
Executive/Personal Assistant	£28,000	£32,000	£30,000
Customer Service Advisor	£23,500	£28,000	£25,000
Customer Service Manager	£30,000	£60,000	£45,000
Claims Handler	£26,000	£28,000	£27,000
Branch Manager	£35,000	£40,000	£37,000
Project Administrator/Coordinator	£25,000	£30,000	£27,000
Sales Support Administrator	£28,000	£32,000	£30,000
Facilities Coordinator	£25,000	£30,000	£27,000

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Market Insight

"Salaries in HR and office support roles vary greatly across industries. Financial services, tech, and professional services offer the most competitive pay in Cardiff, while retail, hospitality, and the public sector remain more constrained due to budget pressures.

Professional development is a key focus for candidates, who are prioritising training, career progression, and CIPD sponsorships in their job search. I'm noticing that businesses that invest in these kinds of learning opportunities are more successful in not only attracting but retaining talent. And priorities are shifting for employers, too. Soft skills such as adaptability and cultural fit are taking precedence over technical skills. Businesses are increasingly willing to train individuals with the right mindset, which is now often outweighing traditional experience.

Flexible working is now a standard expectation, with hybrid and remote roles increasingly in demand. Employers who fail to offer flexibility risk losing talent to competitors embracing modern working models."

Chloe Thomas

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For more information about current market trends and recruitment into this area, please contact a member of the HR & Office Support team:

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If you'd like to hear more about how Yolk Recruitment can help reshape your recruitment needs, get in touch.

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Our cross-divisional service suite ensures we can offer recruitment solutions across multiple fields of expertise. Salary surveys are available across all of our markets upon request.

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- Public Sector & Not-for-Profit
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