

BROOK

EXECUTIVE ASSISTANT

SALARY GUIDE

2026/2027

CONTENTS

Market Outlook	03
Who We Are	04
B.EA	05
Partnerships	06
Executive Assistant Salary Guide	07
Executive Assistant Task Breakdown	08
Executive Assistant Skills Breakdown	10
What’s Next	12



MARKET OUTLOOK

The Executive Assistant profession has never been more strategic. As leaders navigate increasingly complex businesses, the role of the EA continues to evolve from administrative support to trusted business partner. While AI is streamlining routine tasks, it is also elevating the value of judgement, discretion, commercial thinking and trusted relationships.

At BROOK, we're seeing organisations invest in Executive Assistants who anticipate challenges, influence outcomes and enable leaders to perform at their best. The most successful EAs are embracing technology to enhance productivity while focusing on the uniquely human skills that AI cannot replace.

One thing is becoming increasingly clear: the highest-performing Executive Assistants won't compete with AI, they'll work alongside it.

Technology may improve efficiency, but exceptional communication, emotional intelligence and strategic thinking remain invaluable.

This guide combines BROOK's market insights, recruitment expertise and salary data to help organisations attract exceptional Executive Assistants and support professionals navigating an evolving profession.



WHO WE ARE

For almost two decades, BROOK has partnered with some of Australia's most respected organisations to connect exceptional talent across Finance & Accounting, Human Resources, Business Support & Executive Assistants, Sales & Marketing and corporate leadership.

Our expertise extends far beyond recruitment. Through thousands of placements, long-standing client partnerships, and our growing B.Networks executive community, we've developed deep market intelligence and a genuine understanding of what drives successful businesses and high-performing careers.

We believe recruitment is about more than filling vacancies. It's about identifying individuals who will create lasting impact, strengthen culture, and contribute to long-term organisational success.

Whether you're building your team, benchmarking salaries, or exploring your next career move, our experienced consultants are here to provide trusted advice and market insight every step of the way.

We would love to start the conversation.

connect@brookrecruitment.com.au
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B.EA

In 2022, BROOK Recruitment launched the B.EA Network.

What our Executive Assistants have articulated time and time again is how valuable networking is within their line of work, to provide a level of support, inspiration and connection within the industry. We have carefully curated and designed the B.EA Network to do exactly that.

We host regular events that focus on the things that support our EA network. We are also continuing to develop our online community, which shares industry focused knowledge and news and potential mentoring opportunities.

Please reach out to us on connect@brookrecruitment.com.au if you're interested in what's coming next.



PARTNERSHIPS

BR00K partners with organisations that share our commitment to building stronger businesses, meaningful relationships and exceptional professional communities.

Our partners play an integral role in bringing B.Networks to life, supporting premium events, thought leadership and relevant connections that inspire collaboration and help shape the future of work.

We are proud to welcome Corporate Traveller as our Gold Partner for the 2026/27 Salary Guide and B.Networks.

CORPORATE TRAVELLER

Australia's leading travel management partner for SMEs, combining innovative technology with personalised service to make business travel simpler, smarter and more efficient.

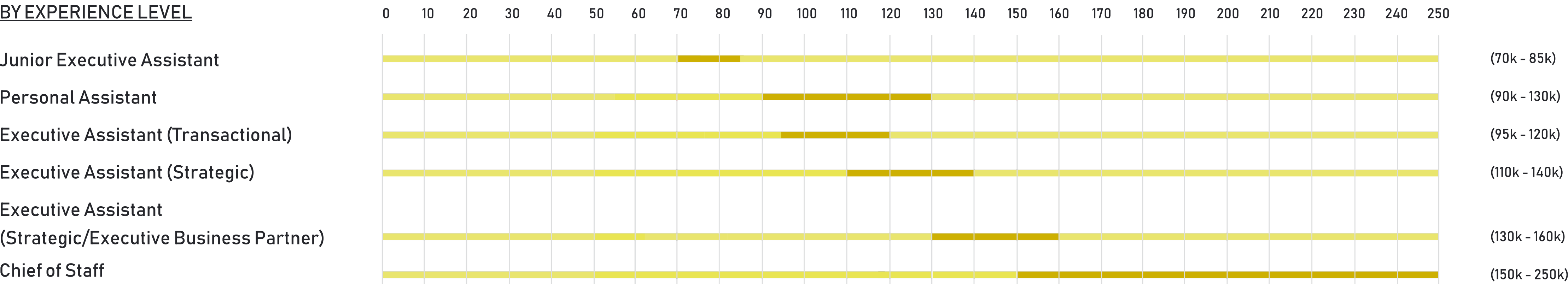
[Click here to book a Business Travel Demo](#)



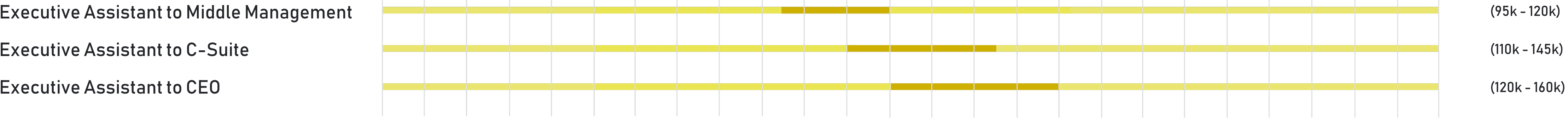
EXECUTIVE ASSISTANT

ROLE

BY EXPERIENCE LEVEL



BY REPORTING LINE



**All salaries listed are base annual salary (excl. Super) \$'000

EXECUTIVE ASSISTANT TASK BREAKDOWN

Junior Executive Assistant70 - 85 (excl. Super)

Provide administrative support to the team, handling day-to-day tasks accurately and efficiently.

Answer phones, direct calls and take messages
Manage filing systems, data entry and basic record keeping
Create and update spreadsheets, documents and presentations
Cover reception as required
Process, sort and distribute incoming and outgoing mail and deliveries
Monitor and replenish office supplies
Assist with photocopying and distributing paperwork
Book meeting rooms and assist with small event logistics

Personal Assistant90 - 130 (excl. Super)

Provide dedicated, proactive support to one or more managers or executives, managing day-to-day logistics and administration so they can focus on their priorities.

Manage email inboxes and calendars, scheduling and prioritising appointments and flagging urgent matters
Arrange domestic and international travel, accommodation and itineraries
Organise meetings, prepare agendas and take accurate minutes
Process and reconcile expense claims in a timely manner
Draft, format and proofread correspondence, documents and presentations
Act as the first point of contact for the executive, screening calls and managing queries professionally
Liaise with internal teams and external stakeholders on behalf of the executive
Maintain confidential records, contacts and filing systems
Coordinate personal tasks and appointments as required by the executive
Assist with ad hoc project coordination, research and reporting
Support planning and logistics for internal and external events

Executive Assistant (Transactional)95 - 120 (excl. Super)

Provide reliable day-to-day administrative support to one or more managers, keeping schedules, communications and logistics running smoothly.

Manage email inboxes and calendars, including scheduling and prioritising appointments
Arrange domestic and international travel, accommodation and itineraries
Organise meetings, prepare agendas and take minutes
Process and reconcile expense claims
Prepare and format documents and presentations to a professional standard
Manage own workload and priorities, juggling multiple tasks simultaneously
Provide ad hoc support to team functions including HR, finance and sales

Executive Assistant (Strategic)110 - 140 (excl. Super)

Support senior leaders by managing administrative functions and taking initiative to improve processes, assist projects and represent the executive professionally.

Manage multiple directors' diaries, travel and correspondence, including responding to emails on their behalf
Organise and coordinate events, offsites and meetings end-to-end
Identify and implement improvements to administrative processes and workflows
Assist project teams with coordination, tracking and documentation
Manage and maintain basic budgets, flagging variances as required
Maintain and update administrative and HR records
Supervise, mentor and train a small team of junior administrators
Support HR functions including onboarding and offboarding coordination
Monitor office morale and flag concerns to leadership
Conduct supplier research and make recommendations
Proofread and format documents and reports to a high standard

**All salaries listed are base annual salary (excl. Super) \$'000

EXECUTIVE ASSISTANT TASK BREAKDOWN

Executive Assistant (Strategic/Executive Business Partner)	130 - 160 (excl. Super)
Act as a trusted partner to the executive, leading the full administrative function and driving efficiency, governance and strategic support across the organisation.	
Lead all administrative functions, processes and continuous improvement initiatives	
Attend and support leadership meetings, preparing agendas, papers and minutes	
Draft, review and respond to complex correspondence on the CEO's behalf	
Review and approve expense reports in line with policy	
Lead projects end-to-end, managing timelines, stakeholders and deliverables	
Manage budgets, including preparation, tracking and reporting	
Coordinate HR functions including recruitment, performance reviews and offboarding	
Establish, document and maintain office procedures and governance processes	
Manage governance meeting administration including board papers and minutes	
Research and compile briefing documents, reports and presentations	
Analyse data confidently to support executive decision-making	
Develop disaster recovery plans and workflow tracking systems	

Chief of Staff	150 - 250 (excl. Super)
Serve as a strategic extension of the CEO, leading the office of the CEO and driving organisational effectiveness, alignment and accountability across the business.	
Manage the CEO's office and relationships with direct reports	
Lead and chair meetings as the CEO's representative	
Act as the primary communication liaison between the CEO and internal and external stakeholders	
Assume ownership of projects and initiatives on behalf of the CEO	
Collaborate with the leadership team to ensure timely and on-strategy project delivery	
Strategically prioritise the CEO's focus, shielding time for key objectives	
Hold the CEO accountable for commitments and follow-through	
Facilitate the CEO's access to new ideas, proposals and emerging practices	
Research and develop new revenue streams and strategic initiatives	
Produce complex briefing documents including strategic plans, speeches and board presentations	
Manage the rhythm of business, including recurring leadership cadences and governance cycles	
Monitor employee satisfaction and proactively surface and explore concerns	
Lead high-level recruitment processes in partnership with HR	

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EXECUTIVE ASSISTANT SKILLS BREAKDOWN

Junior Executive Assistant	REACTIVE (FIRST ROLE)
Demonstrate the core professional behaviours and foundational skills needed to support a busy team environment.	
Clear written and verbal communication skills	
Proficiency in standard office software including Microsoft Office	
Basic social media awareness	
Strong organisational and planning ability	
High attention to detail and accuracy	
Ability to collect, manage and handle information with care	
Customer service orientation and professional manner	
Adaptable, flexible and a strong team player	
Discretion, confidentiality and personal integrity	
Emotional intelligence and self-motivation	

Personal Assistant	REACTIVE + PROACTIVE
Bring strong interpersonal skills, high discretion and the organisational capability to anticipate needs and keep the executive's world running smoothly.	
Strong written and verbal communication skills, with a polished and professional manner	
Exceptional organisational ability and attention to detail	
Proficiency across Microsoft Office and standard office platforms	
Sound time management and the ability to juggle competing priorities without dropping the ball	
High level of discretion, confidentiality and personal integrity	
Proactive mindset — anticipates needs and acts before being asked	
Emotional intelligence and the ability to build trusted relationships at all levels	
Adaptable and calm under pressure, with strong problem-solving instincts	
Cultural awareness and sensitivity in stakeholder interactions	
Comfortable managing both professional and personal tasks with equal care and efficiency	

Executive Assistant (Transactional)	REACTIVE
Bring solid administrative capability, sound judgement and the ability to manage competing priorities in a fast-paced environment.	
Strong written and verbal communication skills	
Sound knowledge of administrative procedures and processes	
Working knowledge of basic office management principles and practices	
Effective time management and the ability to prioritise under pressure	
Confident decision-making within defined boundaries	
Ethical and cultural awareness	
Problem-solving ability and a self-motivated approach	
Discretion and confidentiality in handling sensitive information	

Executive Assistant (Strategic)	REACTIVE + PROACTIVE
Combine high-level communication, initiative and people skills to operate effectively across teams and support senior leaders proactively.	
Advanced written and verbal communication skills, including diplomacy and negotiation	
Foresight, anticipation and the ability to act without being directed	
People management and the ability to mentor and coach junior staff	
Digital fluency across a wide range of platforms and tools	
Design skills and ability to produce polished documents and presentations	
Data analysis and interpretation	
Project and event management from brief to delivery	
Resilience and composure under pressure	
Confident delegation and follow-through	
Office management capability including budgeting, facilities and maintenance	
Sound understanding of organisational and executive objectives, goals and KPIs	

EXECUTIVE ASSISTANT TASK BREAKDOWN

Executive Assistant (Strategic/Executive Business Partner)	FULLY PROACTIVE
Operate at a board and C-suite level with the strategic understanding, leadership capability and business acumen to drive executive and organisational effectiveness.	
Strategic planning and critical thinking	
Complex problem solving, analysis and evaluation	
Strong leadership presence and people management capability	
Advanced project management across multiple concurrent workstreams	
Ability to work with high autonomy and sound judgement	
Broad understanding of key business functions including risk, finance, marketing, HR, governance and customer management	
Sector-specific knowledge or technical specialism where relevant	
Proactive in supporting and driving the executive's and organisation's objectives, goals and KPIs	
Discretion and integrity at the most senior level	

Chief of Staff	LEADER
Bring the leadership depth, strategic intelligence and organisational range to represent and extend the CEO's capacity across the entire business.	
Broad, deep understanding of all areas of the business and its operating environment	
Internal-facing leadership focused on maximising organisational efficiency and CEO effectiveness	
Ability to represent the CEO with authority across internal and external audiences	
Advanced research, analysis and executive briefing capability	
Strategic thinking with organisation-wide perspective and dexterity	
Leadership and management expertise, including the ability to build and lead high-performing teams	
Cultural sensitivity, inclusion and diversity awareness	
Exceptional communication and interpersonal skills across all levels — encompassing listening, tact, diplomacy negotiation, emotional intelligence, sound judgement and confident decision-making	
Large and complex project management capability	

WHAT'S NEXT

For almost 20 years, BROOK has built trusted relationships with Australia's leading organisations and exceptional professionals. Those relationships continue to shape the insights, opportunities and connections that define our business today.

Whether you're looking to hire exceptional talent, benchmark salaries, explore your next career opportunity or gain market insight, our experienced team is here to help.

At BROOK, we believe the best outcomes begin with a conversation. Whether you're building a high-performing team, advancing your career, or looking for strategic recruitment advice, we'd love the opportunity to support your journey.

Let's start the conversation.

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