

## Administration & Business Support



643,000

people employed<sup>1</sup>  
in the sector

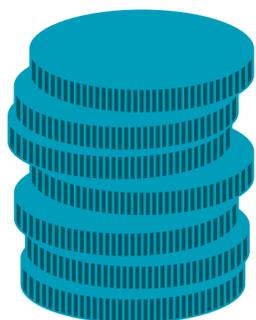


9.9%

of employee  
jobs are in  
this sector

(England: 8.4%)

### Average salary<sup>2</sup>



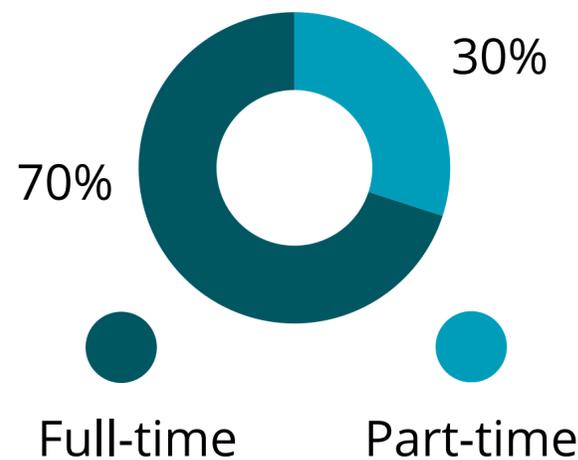
Median gross income:  
**£29,700** a year in London

### Working hours<sup>2</sup>



People work **37.5** hours  
a week (*London average*)

### Working patterns<sup>1</sup>



### Most vacancies in 2024/25<sup>3</sup>

- Project support officers
- Managers in other service sectors
- HR officers and administrators
- Business and admin professionals
- Book-keepers, payroll managers and wages clerks
- Facility managers

### Job vacancies<sup>3</sup>



### Most requested skills<sup>3</sup>

- Project management
- Finance
- Invoicing
- Auditing
- Administrative support
- Accounts payable
- Marketing

### Which sub-sectors employ the most people?<sup>1</sup>



Public  
administration



Office admin and  
business support



Employment  
agency services



Security and  
investigation



Cleaning, building  
services & landscaping