

Job #: 0100 **Job Title:** Administrative Assistant

Job Description: Provides administrative support for mid-level managers to include scheduling, tracking, and reporting information. Also provides clerical support to include typing, answering calls, and opening mail.

Status: Nonexempt
Education: High School Diploma
Experience: 2-4 years

	No. of Orgs	No. of Empl	Hourly Base Wage						Hourly Total Cash Compensation					
			Avg	10th %tile	25th %tile	Med	75th %tile	90th %tile	Avg	10th %tile	25th %tile	Med	75th %tile	90th %tile
All Firms	57	931	17.92	13.60	15.23	17.31	19.86	23.22	17.96	13.71	15.23	17.34	19.86	23.42
Industry Type														
Banking and Financial														
Manufacturing	5	25	21.47	12.50	16.22	19.31	26.77	35.95	21.62	13.13	16.46	19.31	26.77	35.95
Healthcare	10	122	16.72	13.62	14.88	16.47	18.46	20.15	16.73	13.63	14.96	16.47	18.50	20.24
Other	38	659	17.34	13.46	15.23	16.81	19.09	21.76	17.38	13.46	15.23	16.81	19.21	21.87
Status														
Profit	22	285	20.02	14.92	16.63	19.19	22.60	26.43	20.12	15.02	16.72	19.24	23.11	26.43
Not-for-Profit	24	205	17.52	13.45	14.82	16.46	19.17	24.25	17.55	13.50	14.86	16.58	19.17	24.25
Government	11	441	16.75	13.09	15.23	16.79	18.40	20.25	16.76	13.09	15.23	16.79	18.40	20.25
Annual Revenue														
<10 Million	6	10	14.91		11.48	15.15	17.51		15.07		11.53	15.17	17.61	
10 - 50 Million	15	48	16.25	12.74	13.93	15.48	17.56	20.02	16.37	12.74	14.19	15.50	17.62	20.43
50 - 250 Million	16	140	17.61	13.70	14.75	16.51	18.65	21.95	17.72	13.82	14.75	16.51	18.81	22.91
250 - 500 Million	5	31	19.75	15.23	17.68	19.47	21.50	24.50	19.99	15.98	17.68	19.47	22.00	24.60
> 500 Million	14	698	18.09	13.86	15.39	17.63	20.24	23.73	18.10	13.87	15.39	17.63	20.25	23.76
Organizational Size														
1 - 99 employees	9	15	15.31		12.00	15.60	16.72		16.22		12.00	15.93	19.28	
100 - 249 employees	9	24	18.44	14.66	15.69	17.65	19.93	24.71	18.85	14.72	16.37	17.81	20.43	25.81
250 - 499 employees	11	67	15.40	12.74	13.53	15.20	16.28	19.19	15.50	12.74	13.76	15.27	16.46	19.32
500 - 999 employees	12	117	19.03	14.20	15.23	17.47	21.47	27.50	19.04	14.20	15.23	17.47	21.47	27.50
1,000 or more	16	708	18.01	13.87	15.39	17.63	20.00	23.07	18.02	13.89	15.40	17.63	20.02	23.11