

Data Source: Market Data | Currency: Local | Rate: Annual | Age from 1 Apr 2021 | Aging Factor: 0.0%

Administrative Assistant I (OF13000001)														
All United States All Industries All FTEs														
Effective Date:1 Apr 2021			Base (000s)				TCC (000s)				Salary Structure (000s)			Bonus Target %
Currency Code	Orgs	Incs	25th	50th	75th	Avg	25th	50th	75th	Avg	MIN	MID	MAX	50th
USD	650	9999	38.3	42.8	48.6	43.7	38.9	43.7	49.8	44.6	35.1	43.8	52.8	4.3
Administrative Assistant II (OF13000002)														
All United States All Industries All FTEs														
Effective Date:1 Apr 2021			Base (000s)				TCC (000s)				Salary Structure (000s)			Bonus Target %
Currency Code	Orgs	Incs	25th	50th	75th	Avg	25th	50th	75th	Avg	MIN	MID	MAX	50th
USD	999	9999	43.4	48.7	55.2	49.5	44.0	49.6	56.4	50.5	38.5	48.5	58.6	4.6
Administrative Assistant III (OF13000003)														
All United States All Industries All FTEs														
Effective Date:1 Apr 2021			Base (000s)				TCC (000s)				Salary Structure (000s)			Bonus Target %
Currency Code	Orgs	Incs	25th	50th	75th	Avg	25th	50th	75th	Avg	MIN	MID	MAX	50th
USD	950	9999	53.4	59.7	67.0	60.5	54.3	60.9	68.7	61.8	46.9	58.6	70.7	5.0
Administrative Assistant IV (OF13000082)														
All United States All Industries All FTEs														
Effective Date:1 Apr 2021			Base (000s)				TCC (000s)				Salary Structure (000s)			Bonus Target %

Currency Code	Orgs	Incs	25th	50th	75th	Avg	25th	50th	75th	Avg	MIN	MID	MAX	50th
USD	275	3500	58.2	66.0	74.7	66.8	60.6	69.2	79.5	70.7	52.7	64.3	75.3	6.2

Office Manager (OF13000019)

All United States | All Industries | All FTEs

Effective Date:1 Apr 2021			Base (000s)				TCC (000s)				Salary Structure (000s)			Bonus Target %
Currency Code	Orgs	Incs	25th	50th	75th	Avg	25th	50th	75th	Avg	MIN	MID	MAX	50th
USD	300	2100	69.9	82.1	94.9	82.4	71.8	84.4	99.8	85.7	63.3	80.7	99.4	11.5

Receptionist (OF13000017)

All United States | All Industries | All FTEs

Effective Date:1 Apr 2021			Base (000s)				TCC (000s)				Salary Structure (000s)			Bonus Target %
Currency Code	Orgs	Incs	25th	50th	75th	Avg	25th	50th	75th	Avg	MIN	MID	MAX	50th
USD	800	4700	33.5	37.3	41.8	37.9	33.8	37.9	42.7	38.5	29.6	36.6	43.7	5.0

Company Job: Administrative Assistant Intermediate

Based on CAMD Job: Administrative Assistant II (OF13000002) Adjusted by 0.0 %
Comment: N/A

Administrative Assistant I(OF13000001)

Provides administrative support in a variety of functions to an individual, team, department, or other group in an organization. Collects, reviews and analyzes data, and prepares reports, charts, budgets and other presentation materials. Responds to or routes routine inquiries from external or internal sources with standard correspondence or other messaging. Schedules and coordinates meetings, travel, and other group activities. Has basic word processing, spreadsheet and graphics software skills. Requires a high school diploma. Typically reports to a supervisor or manager.

A01-Entry : Possesses a moderate understanding of general aspects of the job. Works under the close direction of senior personnel in the functional area. May require 0-1 year of general work experience.

Alternate Job Titles

Administrative Assistant, Junior | Administrative Support I | Entry Administrative Assistant

LEVEL
Entry (I)

Experience
0 - 1 Years

FLSA Status
Typically Non-Exempt

Competencies/Skills

Business Communications | Call Screening | Document Management | Document Processing | Drafting Correspondence | Meeting Minutes | Meeting Scheduling and Logistics | Reception and Gatekeeping | Records Management | Telephone Skills/Etiquette | Document Creation Software | Email Software | General Office Software | General Data Analysis Software

Education

High School

REPORTS TO

Supervisor or Manager

MANAGE PEOPLE

No

Job Family

Administration

Job Function

Administrative Support

Job Focus

Administrative Support

Certifications/Licenses

Administrative Assistant II(OF13000002)

Provides administrative support in a variety of functions to an individual, team, department or another group in an organization. Collects, reviews and analyzes data and prepares reports, charts, budgets, and other presentation materials. Responds to or routes routine inquiries from external or internal sources with own correspondence or other messaging. Schedules and coordinates meetings, travel, and other group activities. May be responsible for creating reports and distributing on a regular schedule. Has advanced word processing, spreadsheet, and graphics software skills. Typically requires a high school diploma or its equivalent. Typically reports to a supervisor or manager.

A02-Intermediate : Gains or has attained full proficiency in a specific area of discipline. Works under moderate supervision. Typically requires 1-3 years of related experience.

Alternate Job Titles

Administrative Assistant, Experienced | Administrative Support II | Intermediate Administrative Assistant

LEVEL

Intermediate (II)

Experience

1 - 3 Years

FLSA Status

Typically Non-Exempt

Competencies/Skills

Business Communications | Call Screening | Document Management | Document Processing | Drafting Correspondence | Meeting Minutes | Meeting Scheduling and Logistics | Reception and Gatekeeping | Records Management | Telephone Skills/Etiquette | Document Creation Software | Email Software | General Office Software | General Data Analysis Software

Education

High School

REPORTS TO

Supervisor or Manager

MANAGE PEOPLE

No

Job Family

Administration

Job Function

Administrative Support

Job Focus

Administrative Support

Certifications/Licenses

Administrative Assistant III(OF13000003)

Provides administrative support in a variety of functions to a department head, team, department or another group in an organization. Collects, reviews, analyzes complex and/or confidential data and prepares reports, charts, budgets, and other presentation materials. Responds to or routes non-routine or confidential inquiries from external or internal sources with correspondence or other messaging. Schedules and coordinates meetings, travel, and other group activities. Has advanced word processing, spreadsheet, and graphics software skills. Typically requires a high school diploma or its equivalent. Typically reports to a department head.

A03-Senior : Has gained proficiency in multiple competencies relevant to the job. Works independently within established procedures associated with the specific job function. Typically requires 3-5 years of related experience.

Alternate Job Titles

LEVEL

Experience

FLSA Status

Administrative Assistant, Senior | Administrative Support III | Senior Administrative Assistant

Senior (III-V)

3 - 5 Years

Typically Non-Exempt

Competencies/Skills

Business Communications | Call Screening | Document Management | Document Processing | Drafting Correspondence | Meeting Minutes | Meeting Scheduling and Logistics | Reception and Gatekeeping | Records Management | Telephone Skills/Etiquette | Document Creation Software | Email Software | General Office Software | General Data Analysis Software

Education

High School

REPORTS TO

Department Head

MANAGE PEOPLE

No

Job Family

Administration

Job Function

Administrative Support

Job Focus

Administrative Support

Certifications/Licenses

Administrative Assistant IV(OF1300082)

Provides administrative support in a variety of functions to an executive, team, department or another group in an organization. Collects, reviews and analyzes complex and/or confidential information and creates reports, charts, budgets, and other presentation materials. Responds to or routes priority or confidential inquiries from external or internal sources with correspondence or other messaging on behalf of the executive. Schedules and coordinates meetings, travel, and other group activities. May plan and schedule work and direct other staff to deliver support. Has advanced word processing, spreadsheet, database, graphics software, and analytical skills. Typically requires a high school diploma or its equivalent. Typically reports to a top executive.

A04-Specialist : Has gained full proficiency in a broad range of activities related to the job. Independently performs a wide range of complex duties under general guidance from supervisors. Typically requires 5-7 years of related experience.

Alternate Job Titles

Administrative Assistant, Specialist | Administrative Support IV | Lead Administrative Assistant

LEVEL

Senior (III-V)

Experience

5 - 7 Years

FLSA Status

Varies

Competencies/Skills

Business Communications | Call Screening | Document Management | Document Processing | Drafting Correspondence | Meeting Minutes | Meeting Scheduling and Logistics | Project Planning | Reception and Gatekeeping | Records Management | Document Creation Software | Email Software | General Office Software | General Data Analysis Software

Education

High School

REPORTS TO

Top Executive

MANAGE PEOPLE

No

Job Family

Administration

Job Function

Administrative Support

Job Focus

Administrative Support

Certifications/Licenses

Office Manager(OF1300019)

Administers office activities and services including the supervision of office staff to achieve maximum productivity and expense control. Develops procedures and policies for administrative activities, such as records maintenance, document preparation, mail distribution, reception, and other related internal operations. Purchases and maintains office equipment and supplies. Tracks and analyzes operational costs. Coordinates delivery of office services with other departments. Recruits and trains office support staff. Requires a high school diploma or its equivalent. Typically reports to a senior manager.

M02-Manager (True 1st level Manager) : Manages subordinate staff in the day-to-day performance of their jobs. True first level manager. Ensures that project/department milestones/goals are met and adhering to approved budgets. Has full authority for personnel actions. Extensive knowledge of department processes. Typically requires 5 years experience in the related area as an individual contributor. 1 to 3 years supervisory experience may be required.

Alternate Job Titles

Office Administration Manager

Competencies/Skills

Business Communications | Document Management | Document Preparation | Document Processing | Drafting Correspondence | Event Planning and Management | Meeting Scheduling and Logistics | Office Management | Print Management | Records Management | Supply Requisitioning | Transcription | General Office Software

Certifications/Licenses

LEVEL

Managers

Education

High School

Job Family

Administration

Experience

5+ Years

REPORTS TO

Senior Manager

Job Function

Administrative Support

FLSA Status

Typically Exempt

MANAGE PEOPLE

Yes

Job Focus

Office Administrative Services

Receptionist(OF13000017)

Greets visitors and maintains visitor logs. Answers and correctly routes calls. Responds to internal and external inquiries and distributes accurate information. May perform some administrative activities such as booking meeting rooms, arranging transportation, receiving and sending mail and packages. May help to complete security procedures such as issuing badges or visitor passes. Requires a high school diploma. Typically reports to a supervisor or manager.

A02-Intermediate : Works under moderate supervision. Gains or has attained full proficiency in a specific area of discipline. Typically requires 1-3 years of related experience, or may need 0 years of experience with additional specialized training and/or certification.

Alternate Job Titles

Front Desk Coordinator | Reception Clerk | Receptionist / Telephone Operator | Receptionist/Greeter | Visitor Experience Coordinator

Competencies/Skills

Business Communications | Call Screening | Document Preparation | Document Processing | Meeting Scheduling and Logistics | Reception and Gatekeeping | Records Management | Telephone Skills/Etiquette | Email Software | General Office Software

Certifications/Licenses

LEVEL

Intermediate (II)

Education

High School

Job Family

Administration

Experience

1 - 3 Years

REPORTS TO

Supervisor or Manager

Job Function

Administrative Support

FLSA Status

Typically Non-Exempt

MANAGE PEOPLE

No

Job Focus

Greeter, Receptionist/Telephone Operator

Legend:

† Analysis based on at least this many orgs/incs that partially match the selected scope.

‡ Analysis based on all orgs/incs adjusted for selected scope.

Displayed as general business information only; not legal advice.

Note: All orgs/incs are at least the number specified.