



Administrative Professionals (Pay) Day: Korn Ferry Computes the Compensation

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- Firm Analyzes Salary Ranges by U.S. Markets and Roles -

LOS ANGELES--(BUSINESS WIRE)--Apr. 22, 2019-- As businesses across the nation prepare to celebrate Administrative Professionals Day on April 24, Korn Ferry takes a look at how these professionals are compensated for their work.

Using [Korn Ferry's](#) (NYSE:KFY) Pay Database (the world's largest) researchers conducted an analysis of compensation for different types of roles within this profession.

The U.S. national average of select administrative professional annual salaries is as follows:

- Receptionist: \$29,120
- Administrative assistant: \$54,080
- Senior office manager: \$75,982

Researchers also analyzed average annual salaries for these administrative professionals in major cities across the United States:

City	Level	Annual Salary
Atlanta		
	Receptionist	\$28,246
	Administrative assistant	\$53,280
	Senior office manager	\$76,358
Boston		
	Receptionist	\$34,682
	Administrative assistant	\$63,393
	Senior office manager	\$89,224
Chicago		
	Receptionist	\$32,119
	Administrative assistant	\$59,307
	Senior office manager	\$83,130
Dallas		
	Receptionist	\$28,598
	Administrative assistant	\$54,613
	Senior office manager	\$79,443
Denver		
	Receptionist	\$30,925
	Administrative assistant	\$57,067
	Senior office manager	\$80,120
Houston		
	Receptionist	\$28,625
	Administrative assistant	\$55,307
	Senior office manager	\$81,173
Los Angeles		
	Receptionist	\$32,411
	Administrative assistant	\$60,640
	Senior office manager	\$86,741
Minneapolis		
	Receptionist	\$31,595
	Administrative assistant	\$57,920
	Senior office manager	\$80,346
New York		
	Receptionist	\$34,216
	Administrative assistant	\$64,800

Senior office manager	\$93,212
Philadelphia	
Receptionist	\$31,071
Administrative assistant	\$58,080
Senior office manager	\$82,302
San Francisco	
Receptionist	\$37,303
Administrative assistant	\$68,907
Senior office manager	\$96,823

According to the Bureau of Labor Statistics, there were nearly 4 million administrative professionals in the United States in 2018.

“People in these roles have complex responsibilities for keeping businesses organized and on-track,” said Korn Ferry Senior Client Partner Tom McMullen. “The best administrative professionals excel at communication, time management and handling confidential information, and are dependable and reliable. Our analysis shows that as they gain more experience and are given greater responsibilities to assist in making workplaces run smoothly, they are rewarded accordingly.”

About Korn Ferry

Korn Ferry is a global organizational consulting firm. We help clients synchronize strategy and talent to drive superior performance. We work with organizations to design their structures, roles, and responsibilities. We help them hire the right people to bring their strategy to life. And we advise them on how to reward, develop, and motivate their people.

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