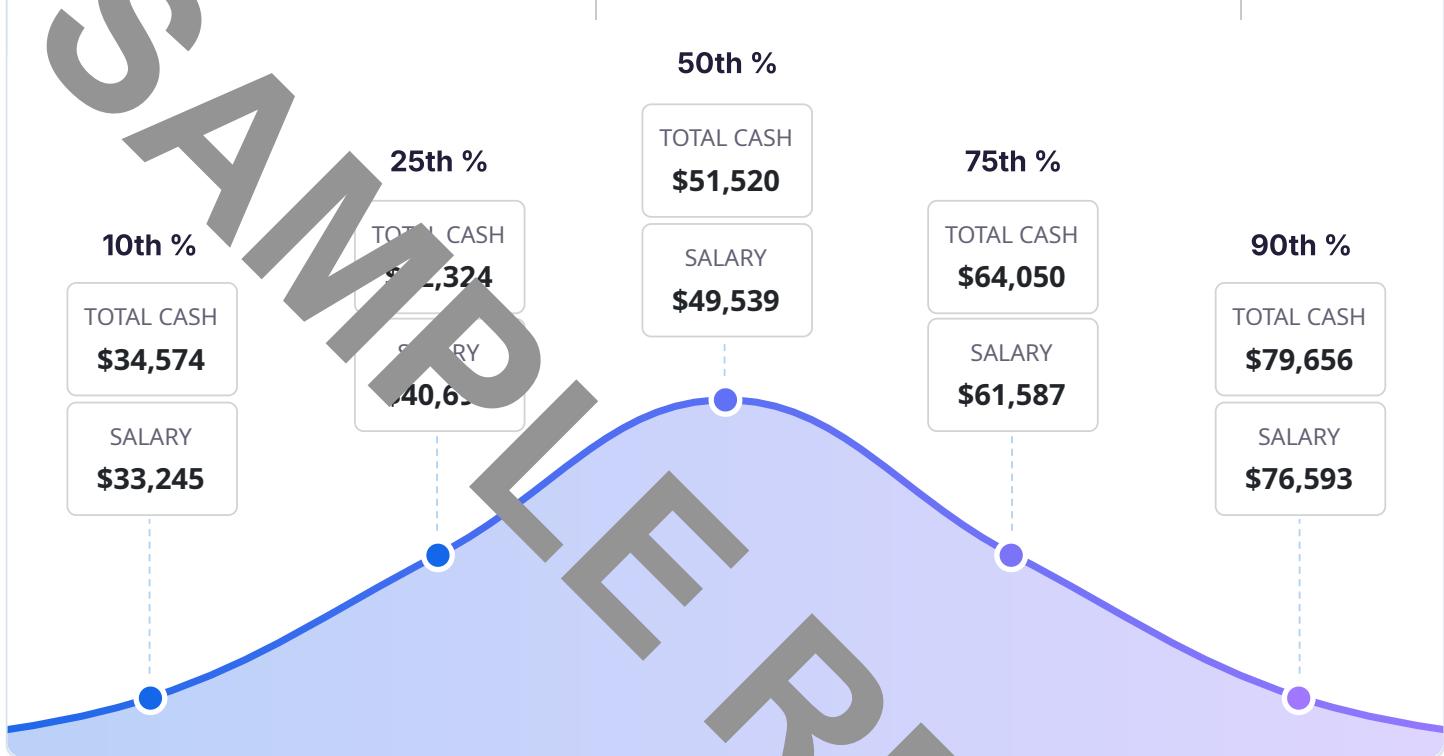


# Administrative Assistant I

Portland, OR All All

Salary low	Salary average	Salary high	Total cash low	Total cash average	Total cash high	Median bonus
<b>\$33.2k</b>	<b>\$49.5k</b>	<b>\$76.6k</b>	<b>\$34.6k</b>	<b>\$51.5k</b>	<b>\$79.7k</b>	<b>4.49%</b>



## Job description

### Job summary

Performs simple administrative and staff support duties for the organization.

### Job duties

Prepares reports and presentation materials. Receives and responds to correspondence. Receives and directs visitors. Schedules meetings, and performs other duties as assigned.

### Experience and education

Performs work under direct supervision. Handles basic issues and problems, and refers more complex issues to higher-level staff. Possesses beginning to working knowledge of subject matter. Typically requires a high school diploma and 0 to 2 years of experience.

### Reports to

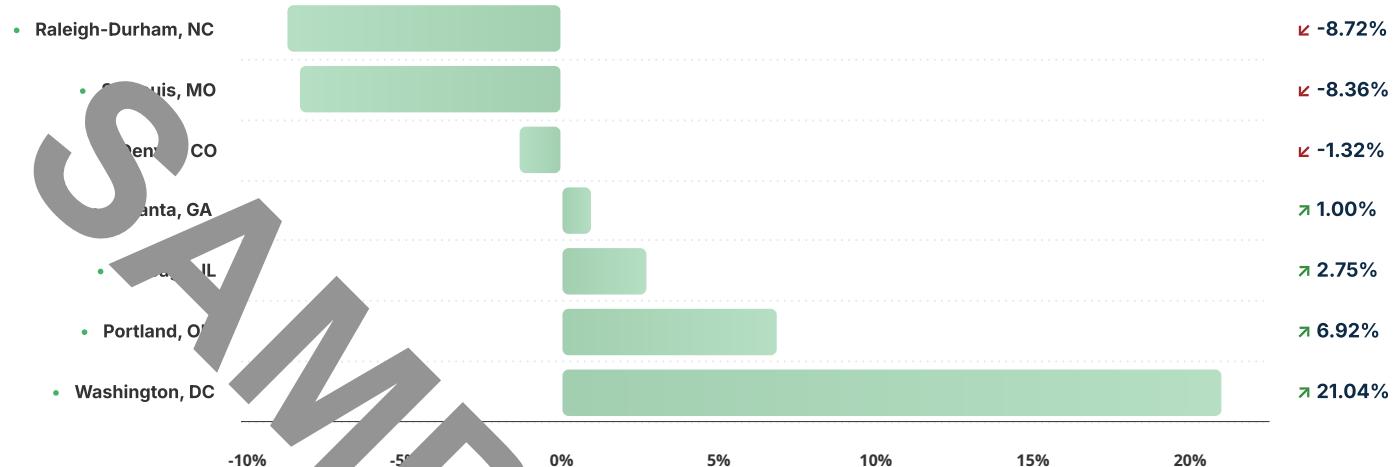
Typically reports to a supervisor or manager.

## Compare jobs

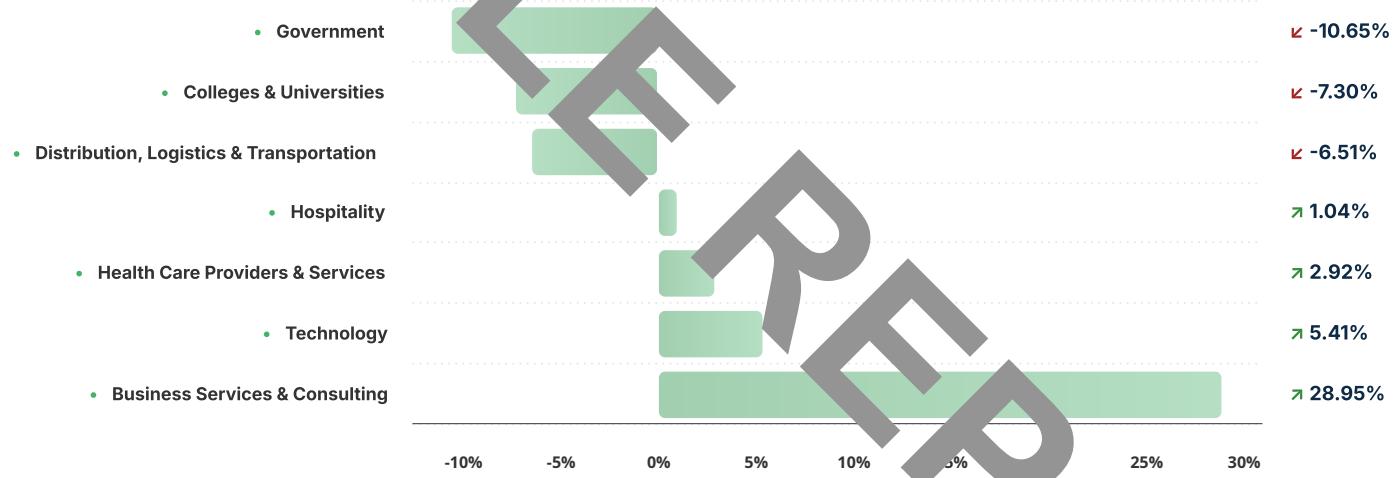
Compare jobs	Salary	Total cash
<b>Administrative Assistant II</b>    Performs broad administrative and staff support duties for the organization.	10th% <b>\$34,746</b>  +4.5% 25th% <b>\$42,938</b>  +5.5% 50th% <b>\$52,064</b>  +5.1% 75th% <b>\$64,442</b>  +4.6% 90th% <b>\$80,445</b>  +5.0%	BONUS  4.6%
<b>Clerk I</b>    Performs clerical and administrative duties in an office setting.	10th% <b>\$35,564</b>  +7.0% 25th% <b>\$40,730</b>  +0.1% 50th% <b>\$44,271</b>  -10.6% 75th% <b>\$44,982</b>  -27.0% 90th% <b>\$46,457</b>  -39.3%	BONUS  3.32%

## Pay impacts

## Location



## Industry



## Size

