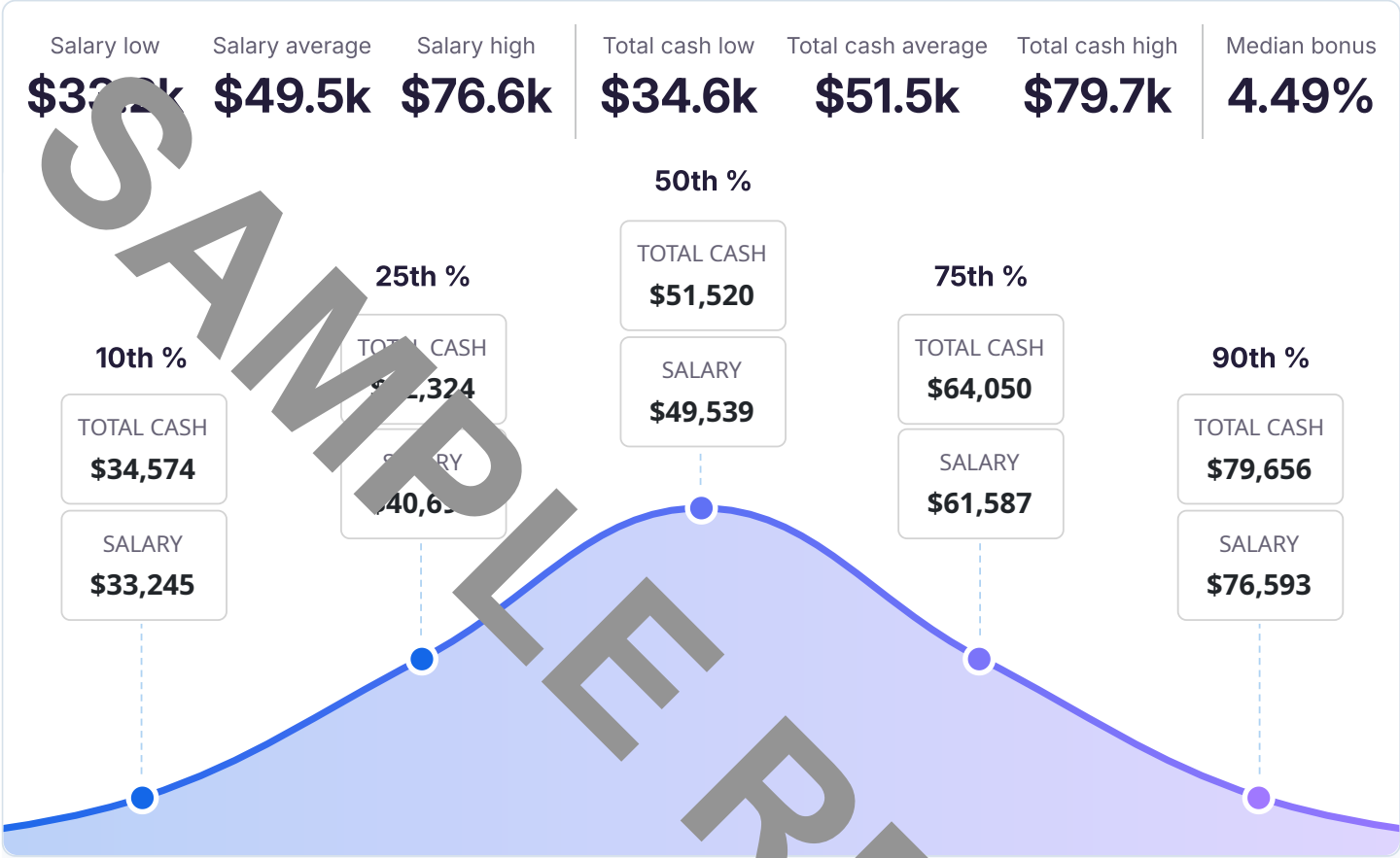


Administrative Assistant I

Portland, OR All All



Job description

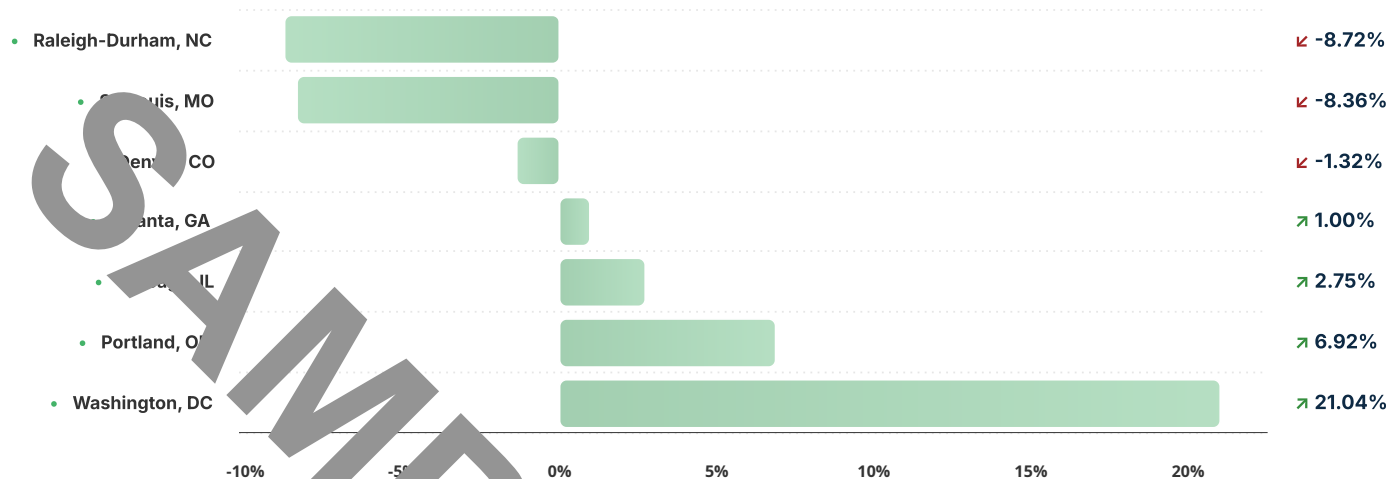
Job summary	Job duties	Experience and education	Reports to
Performs simple administrative and staff support duties for the organization.	Prepares reports and presentation materials. Receives and responds to correspondence. Receives and directs visitors. Schedules meetings, and performs other duties as assigned.	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.	Typically reports to a supervisor or manager.

Compare jobs

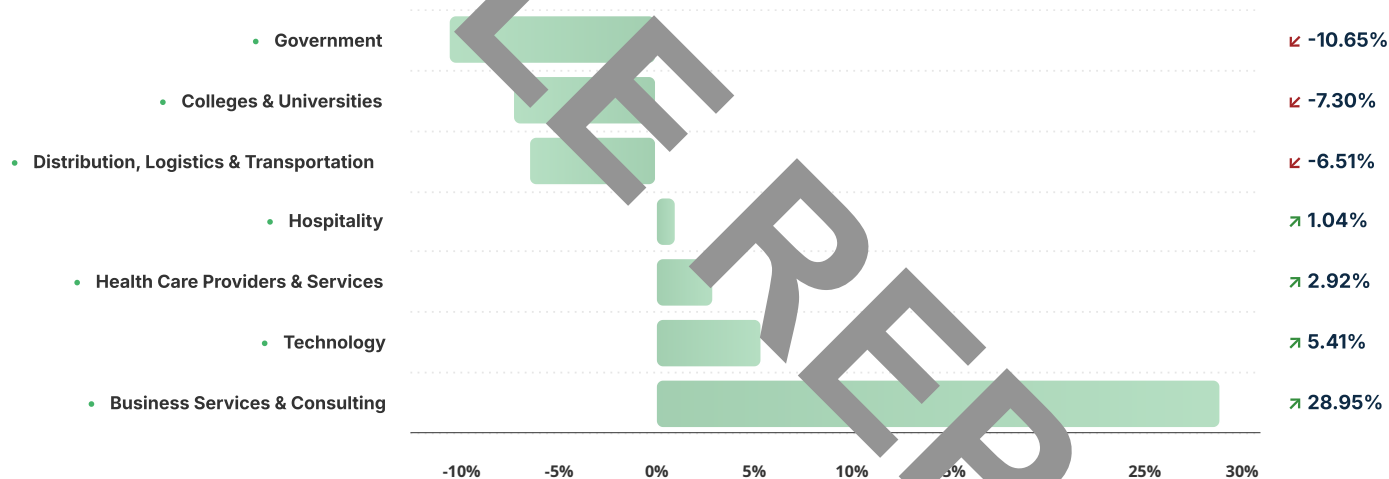
Compare jobs	Salary	Total cash
<div>Administrative Assistant II</div> <div><div>USA</div><div>All</div><div>All</div></div> <div>Performs broad administrative and staff support duties for the organization.</div>	<div>10th% \$34,746 ↗ +4.5%</div> <div>25th% \$42,938 ↗ +5.5%</div> <div>50th% \$52,064 ↗ +5.1%</div> <div>75th% \$64,442 ↗ +4.6%</div> <div>90th% \$80,445 ↗ +5.0%</div>	<div><div>BONUS</div><div>4.6%</div></div> <div><div>10th% \$36,483 ↗ +5.5%</div><div>25th% \$45,085 ↗ +6.5%</div><div>50th% \$54,667 ↗ +6.1%</div><div>75th% \$67,664 ↗ +5.6%</div><div>90th% \$84,467 ↗ +6.0%</div></div>
<div>Clerk I</div> <div><div>USA</div><div>All</div><div>All</div></div> <div>Performs clerical and administrative duties in an office setting.</div>	<div>10th% \$35,564 ↗ +7.0%</div> <div>25th% \$40,730 ↗ +0.1%</div> <div>50th% \$44,271 ↘ -10.6%</div> <div>75th% \$44,982 ↘ -27.0%</div> <div>90th% \$46,457 ↘ -39.3%</div>	<div><div>BONUS</div><div>3.32%</div></div> <div><div>10th% \$36,631 ↗ +5.9%</div><div>25th% \$41,952 ↘ -0.9%</div><div>50th% \$45,599 ↘ -11.5%</div><div>75th% \$46,331 ↘ -27.7%</div><div>90th% \$47,851 ↘ -39.9%</div></div>

Pay impacts

Location



Industry



Size

