

Administrative Assistant I



PEER NETWORK

Global Network

RATE

Annual

You can select Annual or Hourly as the rate.

EFFECTIVE DATE

09/22/2023

CURRENCY

USD

MARKET

National

WEIGHTING TYPE

Org Weighted

You can apply additional filters such as Number of Employees, Annual Revenue, Date of Hire, and FLSA status.

FILTERS

STATES

CA, USA, WA, USA, OR, USA

You can select one or multiple states, MSAs, or cities to narrow down your data set geographically.

COMPANY NAME

Cedars-Sinai Health System, Montana Health Solutions, Inc., Wellpath, Tenet Healthcare, BrightSpring Health Services, Molina Healthcare, Sevita Health, Vituity, CareOregon, Inc., Brookdale Senior Living, Healthpro Heritage, Highmark Health, Eating Recovery Center, Pacific Dental Services, Inc., Paragon Healthcare

You can select participant names to create your market average. You are required to select a minimum of 5 organizations to ensure confidentiality.

PEER INDUSTRY

Health Care Providers & Services

Multiple industries and business functions are available to select.

BASE SALARY

\$44,934

25th 50th 75th



\$40.8 \$44.9 \$54.2

ORGS INCS

15 373

TOTAL CASH COMPENSATION

\$44,934

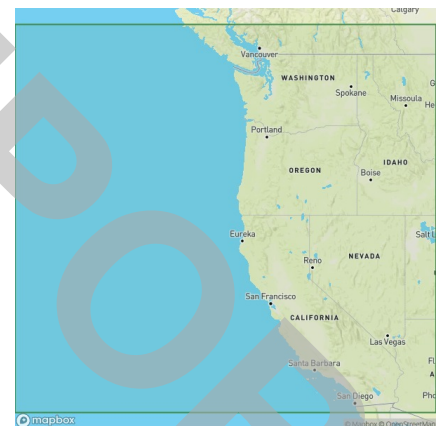
25th 50th 75th



\$40.8 \$44.9 \$54.2

TCC ORGS TCC INCS

5 53



Skills

Ability to understand and follow directions Computer skills Interpersonal skills Oral and written communication skills

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.

Competencies

Computer skills. Oral and written communication skills. Interpersonal skills. Ability to understand and follow directions.