

EXECUTIVE ASSISTANT
SALARY SURVEY
2018

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HIRING TRENDS & CLIENT SERVICES

This is a comprehensive salary survey highlighting the trends and forecast hiring needs for 2018. This data was collected while sourcing Executive Assistants for the Finance and Technology industries in the Bay Area.

The Administrative support sector has shown steady growth over the past year. Companies are actively seeking talented individuals to help them run more efficiently, with a projected 22 percent increase in administrative assistant jobs by 2026 according to the Bureau of Labor Statistics. In recent years Executive Assistants have become much more than secretaries or paper pushers. Executive Assistants are highly educated professionals who are knowledgeable about world affairs, economic trends and can help guide decision making. Along with that they are gatekeepers, schedulers, event planners and caretakers to the company's most powerful employee.

According to the Bureau of Labor Statistics, the Bay Area has the country's highest concentration of executive assistants and they are among the best paid in the country. Here at Groupe Insearch, we have seen a substantial increase in salaries. Typical salaries for a high-level Executive Assistant range from \$100,000- 250,000 with a bonus of 10% - 50% making the total compensation \$137,000-\$280,000.

SALARY GUIDE

TECHNOLOGY & FINANCE

San Francisco & Peninsula	Base Salary	Bonus % / OT/ Equity	Total Compensation
Executive Assistant to C- Level/ Partner (Finance)	\$100,000 - \$175,000	10% - 50% / Yes / Profit Sharing	\$137,000 - \$272,000
Executive Assistant to C-Level (Technology)	\$100,000 - \$250,000	20% - 40% / Yes / Yes	\$230,000 - \$280,000
Executive Personal Assistant	\$110,000 – \$250,000	20% – 57%/ No /No	\$132,000 - \$392,500
Executive Assistant (Finance)	\$80,000 - \$130,000	10% -20% / Yes / Profit Sharing	\$85,000 - \$150,000
Executive Assistant (Technology)	\$85,000 - \$150,000	10% - 20% / Yes / Yes	\$90,000 - \$156,000
Office Manager	\$55,000 - \$150,000	7% - 45% /Rarely / Yes	\$55,000 - \$271,500
Administrative Assistant / Junior Executive Assistant	\$65,000 - \$90,000	10%-38% / Yes / No	\$75,000 - \$110,000
Junior Personal Assistant	\$60,000 - \$95,000	0% - 10% / No / No	\$70,000 - \$95,000
Receptionist / Office Coordinator	\$55,000 - \$86,000	10% - 20% / Yes / No	\$60,000 - \$94,600

TEMPORARY STAFFING

TECHNOLOGY & FINANCE

Position	Bill Rate
Senior Executive Assistant	\$90.00/hr. - \$114.00/hr.
Mid-level Executive Assistant	\$66.00/hr. - \$90.00/hr.
Junior Executive Assistant	\$57.50/hr. - \$70.00/hr.
Office Manager	\$48.00/hr. - \$57.00/hr.
Office Coordinator	\$48.00/hr. - \$57.00/hr.
Senior Administrative Assistant	\$48.00/hr. - \$55.00/hr.
Junior Administrative Assistant	\$43.00/hr. - \$47.50/hr.
Receptionist	\$38.00/hr. - \$42.00/hr.