



2024

SALARY GUIDE



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2024 GROUPE INSEARCH

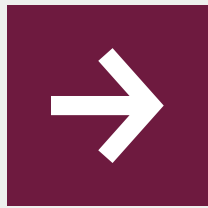
Each year, Groupe Insearch surveys our clientele across multiple industries and geographies to determine compensation ranges for executive support roles spanning all levels.

As members of one of the top ten executive search networks in the country and Top 100 Bay Area Women-Owned Businesses, we are firm believers that a strong internal team is paramount to a company's success. Since 1998, our primary objective has been to support our clients with first-class personalized service, consistent quality, and the very highest level of integrity.

If you are looking to add support professionals at your firm or are a potential candidate and are thinking of kicking off your own search, please contact us at info@insearchsf.com.

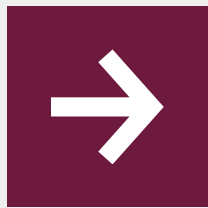
The following salaries are primarily based on 2023 placements for positions across the United States. Please let us know if you would like data for additional markets or countries.





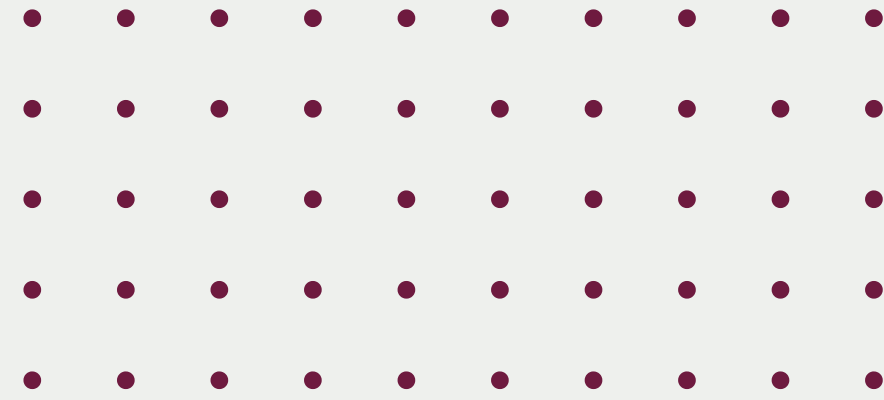
GLOBAL SUPPORT

Throughout 2023, Groupe Insearch has continued expanding our support capabilities for our clients nationally and across the globe. We have been making targeted placements for discerning clients in the San Francisco Bay Area, Los Angeles, Seattle, New York, Miami, Austin and Chicago, and in Europe as well. Placements ranged from onsite roles to hybrid and remote support professionals.



DIVERSITY

Groupe Insearch is dedicated to helping companies build the best teams possible. An essential part of achieving creative, highly productive, and engaged teams is diversity. Statistics show that employees work together better, are more innovative, and feel more connected when comprised of diverse talent. Attracting and increasing diverse talent is an important competitive differentiator for companies as well.





TECHNOLOGY & FINANCE

C-LEVEL SUPPORT

POSITION (SF, NY & LA)	BASE SALARY	BONUS %	OVERTIME	EQUITY	TOTAL COMPENSATION
Chief of Staff (5-10 yrs exp)	\$180,000 - \$300,000	20% - 50%	YES	YES	\$216,000 - \$450,000
Executive Assistant to C-Level/Partner (Finance) (7-10 yrs exp)	\$150,000 - \$200,000	10% - 50%	YES	Profit Sharing	\$165,000 - \$300,000
Executive Assistant to C-Level (Technology) (5-8 yrs exp)	\$150,000 - \$250,000	20% - 40%	YES	YES	\$230,000 - \$280,000

OFFICE SUPPORT

POSITION (SF, NY & LA)	BASE SALARY	BONUS %	OVERTIME	EQUITY	TOTAL COMPENSATION
Executive Assistant (Finance) (5-7 yrs exp)	\$120,000 - \$150,000	15% - 20%	YES	Profit Sharing	\$138,000 - \$180,000
Executive Assistant (Technology) (3-5 yrs exp)	\$125,000 - \$150,000	10% - 20%	YES	YES	\$137,5000 - \$200,000
Junior Executive Assistant (2-3 yrs exp)	\$85,000 - \$100,000	15% - 50%	YES	Profit Sharing	\$97,750 - \$150,000

TEMPORARY SUPPORT

POSITION	BILL RATE
C-Level Executive Assistant	\$95 - \$150 / hour
Executive Assistant	\$80 - \$95 / hour
Junior Executive Assistant	\$70 - \$80 / hour





FAMILY OFFICE

POSITION (SF, NY & LA)	BASE SALARY	BONUS % / OVERTIME / EQUITY			TOTAL COMPENSATION
Estate Manager (1 - 3 properties)	\$150,000 - \$250,000	20% - 40%			\$180,000 - \$350,000
Estate Manager (3 - 7 properties)	\$250,000 - \$400,000	20% - 40%			\$300,000 - \$560,000
Estate Manager (7 - 10 properties)	\$350,000 - \$600,000	20% - 40%			\$560,000 - \$840,000
Director of Residences (10+ properties)	\$500,000 - \$700,000	20% - 40%			\$600,000 - \$980,000

POSITION (SF, NY & LA)	BASE SALARY	BONUS %	OVERTIME	EQUITY	TOTAL COMPENSATION
Junior Executive Assistant (2-3 yrs exp)	\$85,000 - \$100,000	15% - 20%	NO	NO	\$150,000 - \$200,000
Executive Personal Assistant (5-7 yrs exp)	\$130,000 - \$170,000	10% - 20%	NO	NO	\$190,000 - \$250,000
Executive Administration (5-7 yrs exp)	\$170,000 - \$200,000	15% - 20%	NO	NO	\$97,750 - \$150,000





PRIVATE SERVICE

POSITION (SF, NY & LA)	BASE SALARY	BONUS % / OVERTIME / EQUITY	TOTAL COMPENSATION
Personal Assistant	\$142,000 - \$250,000	20% - 40%	\$172,000 - \$350,000
Chief of Staff	\$165,000 - \$250,000	20% - 40%	\$195,000 - \$350,000
Estate Manager (1 - 3 properties)	\$150,000 - \$250,000	20% - 50%	\$180,000 - \$350,000
Estate Manager (3 - 7 properties)	\$250,000 - \$400,000	20% - 40%	\$300,000 - \$560,000
Estate Manager (7 - 10 properties)	\$350,000 - \$600,000	20% - 40%	\$560,000 - \$840,000
Director of Residences (10+ properties)	\$500,000 - \$700,000	20% - 40%	\$600,000 - \$980,000





We believe that a company's staff is the most important component to its success



415.738.5551



info@insearchsf.com



www.insearchsf.com