



2025

COMPENSATION GUIDE



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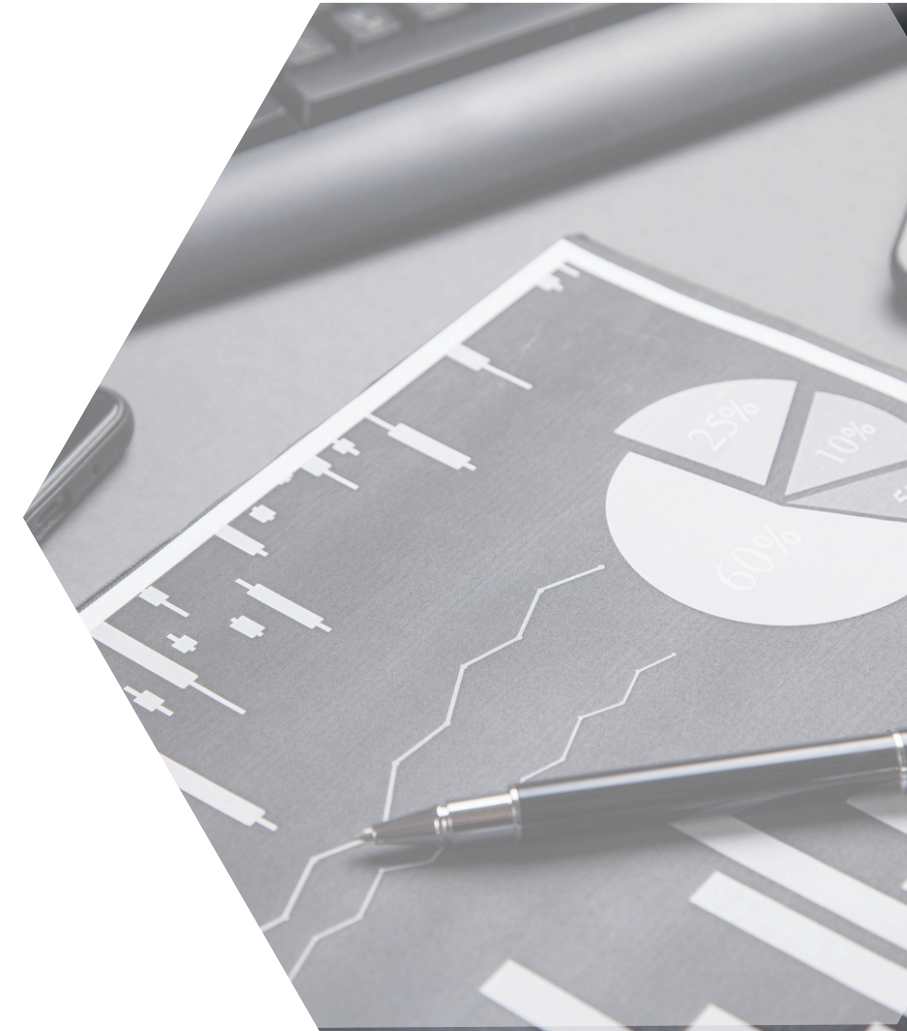
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Groupe Insearch is a search firm specializing in the placement of exceptional Executive Support professionals, who are vital to the success and productivity of top executives and organizations. With decades of experience, we help clients navigate the evolving demands of these roles and connect them with the talent they need to thrive.

Each year, we conduct in-depth research and market analysis to gather comprehensive compensation data for Executive Support roles, including bonuses, and compensation package details across multiple industries.

Understanding the landscape is crucial for organizations to attract and retain top tier talent, especially in today's competitive hiring market. By leveraging this data, we help clients make informed decisions about hiring, budgeting, and retention strategies.

At Groupe Insearch, we believe that investing in the right people drives exceptional results, and we are committed to helping organizations secure and retain the best Executive Support professionals.

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 or 415.738.5551



Private Equity & Venture Capital

C-LEVEL SUPPORT					
POSITION (SF, NY & LA)	BASE SALARY	BONUS %	OVERTIME	EQUITY	TOTAL COMPENSATION
Chief of Staff (5-10 YOE)	\$180,000 - \$300,000	20% - 50%	NO	YES	\$216,000 - \$450,000
Executive Assistant to C-Level/Partner (7-10 YOE)	\$150,000 - \$200,000	10% - 50%	NO	Profit Sharing	\$165,000 - \$300,000

OFFICE SUPPORT					
POSITION (SF, NY & LA)	BASE SALARY	BONUS %	OVERTIME	EQUITY	TOTAL COMPENSATION
Executive Assistant (5-7 YOE)	\$121,000 - \$157,000	15% - 20%	NO	Profit Sharing	\$139,000 - \$188,000
Junior Executive Assistant (2-3 YOE)	\$85,000 - \$120,000	15% - 50%	NO	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

BENEFITS	
<ul style="list-style-type: none"> • 401K match • Meals provided in office • Coverage for technical devices (cellphone, computer, wifi at home) • Wellness benefits • Commuter benefits and/or parking • PTO: Unlimited 	<p>Health Insurance</p> <ul style="list-style-type: none"> • 100% for employees • 100% for dependents • Dental, Vision and Life Insurance
	<p>Work from Home Trends</p> <ul style="list-style-type: none"> • 50% 3 - 4 days in office • 30% 5 days in office

***YOE:** Years of Experience



Family Office

POSITION (SF, NY & LA)	BASE SALARY	BONUS %	OVERTIME	EQUITY	TOTAL COMPENSATION
Junior Executive Assistant (2-3 YOE)	\$85,000 - \$100,000	15% - 20%	NO	NO	\$97,750 - \$150,000
Executive Personal Assistant (5-7 YOE)	\$130,000 - \$170,000	10% - 20%	NO	NO	\$151,000 - \$225,000
Executive Administration (5-7 YOE)	\$170,000 - \$200,000	15% - 20%	NO	NO	\$226,000+

BENEFITS	
<ul style="list-style-type: none"> • 401K match • Meals provided in office • Coverage for technical devices (cellphone, computer, wifi at home) • Wellness benefits • Commuter benefits and/or parking • PTO: 10 + all holidays 	<p style="text-align: center;">Health Insurance</p> <ul style="list-style-type: none"> • 100% for employees • 100% for dependents
	<p style="text-align: center;">Work from Home Trends</p> <ul style="list-style-type: none"> • 5 days in office

***YOE:** Years of Experience



Private Service

POSITION (SF, NY & LA)	BASE SALARY	BONUS %	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% - 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

BENEFITS	
<ul style="list-style-type: none"> • 401K match • Meals provided in office • Coverage for technical devices (cellphone, computer, wifi at home) • Wellness benefits • Commuter benefits and/or parking 	<p>Health Insurance</p> <ul style="list-style-type: none"> • 100% for employees • 100% for dependents • Dental, Vision and Life Insurance
	<p>Work from Home Trends</p> <ul style="list-style-type: none"> • Hybrid 3 - 4 days onsite • 5 days onsite

Technology

POSITION (SF, NY & LA)	BASE SALARY	BONUS %	OVERTIME	EQUITY	TOTAL COMPENSATION
Executive Assistant to C-Level (Technology) (5-8 YOE)	\$150,000 - \$250,000	20% - 40%	NO	YES	\$230,000 - \$280,000
Executive Assistant (Technology) (3-5 YOE)	\$125,000 - \$150,000	10% - 20%	NO	YES	\$137,5000 - \$200,000
Junior Executive Assistant (2-3 YOE)	\$85,000 - \$100,000	15% - 50%	NO	YES	\$97,750 - \$150,000

BENEFITS	
<ul style="list-style-type: none"> • 401K match • Meals provided in office • Coverage for technical devices (cellphone, computer, wifi at home) • Wellness benefits • Commuter benefits and/or parking • PTO: Unlimited 	<p>Health Insurance</p> <ul style="list-style-type: none"> • 100% for employees • 100% for dependents • Dental, Vision and Life Insurance
	<p>Work from Home Trends</p> <ul style="list-style-type: none"> • Fully remote • Hybrid 1-3 days in office

***YOE:** Years of Experience





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



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