



# Administrative Professionals (Pay) Day: Korn Ferry Computes the Compensation

*- Firm Analyzes Salary Ranges by U.S. Markets and Roles -*

LOS ANGELES--(BUSINESS WIRE)-- As businesses across the nation prepare to celebrate Administrative Professionals Day on April 24, Korn Ferry takes a look at how these professionals are compensated for their work.

Using [Korn Ferry's](#) (NYSE:KFY) Pay Database (the world's largest) researchers conducted an analysis of compensation for different types of roles within this profession.

The U.S. national average of select administrative professional annual salaries is as follows:

- Receptionist: \$29,120
- Administrative assistant: \$54,080
- Senior office manager: \$75,982

Researchers also analyzed average annual salaries for these administrative professionals in major cities across the United States:

City	Level	Annual Salary
<b>Atlanta</b>		
	Receptionist	\$28,246
	Administrative assistant	\$53,280
	Senior office manager	\$76,358
<b>Boston</b>		
	Receptionist	\$34,682
	Administrative assistant	\$63,393
	Senior office manager	\$89,224
<b>Chicago</b>		
	Receptionist	\$32,119
	Administrative assistant	\$59,307
	Senior office manager	\$83,130
<b>Dallas</b>		
	Receptionist	\$28,598

	Administrative assistant	\$54,613
	Senior office manager	\$79,443
<b>Denver</b>		
	Receptionist	\$30,925
	Administrative assistant	\$57,067
	Senior office manager	\$80,120
<b>Houston</b>		
	Receptionist	\$28,625
	Administrative assistant	\$55,307
	Senior office manager	\$81,173
<b>Los Angeles</b>		
	Receptionist	\$32,411
	Administrative assistant	\$60,640
	Senior office manager	\$86,741
<b>Minneapolis</b>		
	Receptionist	\$31,595
	Administrative assistant	\$57,920
	Senior office manager	\$80,346
<b>New York</b>		
	Receptionist	\$34,216
	Administrative assistant	\$64,800
	Senior office manager	\$93,212
<b>Philadelphia</b>		
	Receptionist	\$31,071
	Administrative assistant	\$58,080
	Senior office manager	\$82,302
<b>San Francisco</b>		
	Receptionist	\$37,303
	Administrative assistant	\$68,907
	Senior office manager	\$96,823

According to the Bureau of Labor Statistics, there were nearly 4 million administrative professionals in the United States in 2018.

“People in these roles have complex responsibilities for keeping businesses organized and

on-track,” said Korn Ferry Senior Client Partner Tom McMullen. “The best administrative professionals excel at communication, time management and handling confidential information, and are dependable and reliable. Our analysis shows that as they gain more experience and are given greater responsibilities to assist in making workplaces run smoothly, they are rewarded accordingly.”

### **About Korn Ferry**

Korn Ferry is a global organizational consulting firm. We help clients synchronize strategy and talent to drive superior performance. We work with organizations to design their structures, roles, and responsibilities. We help them hire the right people to bring their strategy to life. And we advise them on how to reward, develop, and motivate their people.

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