

# Administrative Assistant I



## PEER NETWORK

Global Network

RATE  
Annual

EFFECTIVE DATE  
01/25/2024

CURRENCY  
USD

MARKET  
National

WEIGHTING TYPE  
Org Weighted

## FILTERS

COUNTRIES  
USA

STATES  
MA, USA, CT, USA, RI, USA

## BASE SALARY

**\$46,862**

25th                      50th                      75th



\$41.6                      \$46.9                      \$52.5

ORGS  
79

INCS  
525

## TOTAL CASH COMPENSATION

**\$49,443**

25th                      50th                      75th



\$47.5                      \$49.4                      \$55.7

TCC ORGS  
17

TCC INCS  
121



## 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.