

# 2021 Benchmark Compensation Survey - Overall

## (16010) Administrative Assistant III (Advanced)

Highest level administrative assistant job, not directly supporting the CEO or President. The job typically requires high school graduate level reading, communication, math and problem solving skills and 5+ years of experience, or equivalent. Incumbents perform administrative support work; specific duties vary with department(s) assigned. Assists the department or function manager and other department or function staff by performing a variety of support duties, such as conference or meeting planning, preparing complex documents or coordinating activities. Collects, compiles, records or otherwise gathers data and prepares standard and custom reports with information necessary for decision-making. Incumbents typically use, and may train others to use, computer applications for word processing, spreadsheets, databases, graphics, web page content creation or scheduling. Other skills typically include use of a programmable telephone system, audiovisual equipment or the internet. Incumbents must have the ability to exercise independent judgment and discretion. Incumbents may provide work direction to other support staff.

	# of Orgs # of Emp		Base Pay					Variable Pay										Total Compensation				
								Eligible		Actual		Pct										
			# of Orgs	# of Emp	Un-Wtd Avg	Wtd Avg	P25	Median	P75	# of Orgs	# of Emp	# of Orgs	# of Emp	Annual Avg	Pct	# of Orgs	# of Emp	Pct	Un-Wtd Avg	Wtd Avg	P25	Median
Total Responses	93	565	\$26.17	\$27.37	\$22.60	\$26.00	\$31.04	41	186	34	169	\$2,114	2	110	4.0%	\$26.55	\$27.67	\$22.85	\$26.09	\$31.66		
Geographic Area																						
Central Region	5	21	\$28.95	\$26.96	\$24.14	\$25.96	\$29.36	2	3	2	0	-	0	-	-	\$30.25	\$27.95	\$24.14	\$25.96	\$33.19		
Great Lakes Region	89	525	\$26.07	\$27.36	\$22.50	\$25.90	\$31.06	40	165	33	130	\$1,760	22	100	3.9%	\$26.46	\$27.62	\$22.66	\$26.01	\$31.48		
Minnesota	40	305	\$27.27	\$28.36	\$23.30	\$27.49	\$33.24	18	53	13	44	\$1,396	10	30	3.9%	\$27.49	\$28.46	\$23.36	\$27.54	\$33.24		
Minneapolis/St. Paul Metro Area	38	283	\$27.38	\$28.66	\$23.98	\$28.01	\$33.40	17	51	12	42	\$1,356	10	28	3.8%	\$27.59	\$28.78	\$23.98	\$28.08	\$33.40		
Wisconsin	48	216	\$24.83	\$24.37	\$21.42	\$23.47	\$26.34	23	111	2	105	\$2,347	78	3.6%	\$25.37	\$24.84	\$21.42	\$24.00	\$26.73			
Region 2 - Milwaukee & Waukesha counties	26	157	\$25.63	\$24.32	\$21.54	\$23.62	\$25.82	13	77	7	74	\$1,909	66	3.7%	\$26.18	\$24.64	\$21.92	\$24.00	\$25.82			
Region 4 - East Central Wisconsin	7	12	\$25.62	\$25.26	\$21.99	\$24.67	\$28.39	4	9	9	-	-	7	-	-	\$26.37	\$26.02	\$22.13	\$25.29	\$28.39		
Region 5 - North & West Central Wisconsin	7	22	\$23.81	\$23.76	\$21.42	\$22.81	\$26.30	4	6	3	-	-	2	-	-	\$24.13	\$24.10	\$21.42	\$22.81	\$27.13		
Region 6 - Southwest Wisconsin	7	7	\$23.78	\$23.78	\$20.00	\$23.00	\$24.04	4	4	4	-	-	2	-	-	\$24.67	\$24.67	\$20.00	\$23.00	\$24.04		
Metropolitan Statistical Area																						
Chicago-Naperville-Joliet, IL-IN-WI	6	18	\$28.62	\$28.85	\$27.12	\$28.02	\$31.05	-	-	3	-	-	0	-	-	\$29.50	\$29.84	\$27.47	\$28.17	\$33.39		
Minneapolis-St. Paul-Bloomington, MN-WI	39	285	\$27.43	\$28.69	\$24.00	\$28.03	\$33.39	-	-	13	44	-	9	28	4.8%	\$27.68	\$28.82	\$24.02	\$28.09	\$33.39		
Milwaukee-Waukesha-West Allis, WI	29	160	\$25.53	\$24.31	\$21.51	\$23.65	\$25.82	14	77	14	75	\$2,347	9	67	3.8%	\$26.10	\$24.64	\$21.91	\$24.00	\$25.82		
Size of Organization																						
25 to 49 Employees	9	9	\$23.82	\$23.82	\$21.51	\$23.00	\$26.75	4	4	-	2	-	1	1	-	\$23.99	\$23.99	\$21.76	\$23.38	\$26.75		
50 to 74 Employees	6	10	\$26.92	\$27.52	\$23.31	\$26.19	\$29.31	4	8	-	6	-	2	3	-	\$27.44	\$27.97	\$23.91	\$26.44	\$32.67		
75 to 99 Employees	5	9	\$24.60	\$23.62	\$19.33	\$21.74	\$25.01	0	0	0	0	-	0	0	-	\$24.60	\$23.62	\$19.33	\$21.74	\$28.83		
100 to 199 Employees	19	45	\$25.85	\$25.89	\$23.01	\$25.01	\$28.01	9	16	7	3,427	-	8	6.6%	\$26.42	\$26.44	\$23.04	\$25.39	\$28.93			
200 to 499 Employees	24	56	\$26.71	\$24.66	\$20.29	\$24.01	\$27.05	12	42	12	3	\$2,035	9	29	4.1%	\$27.14	\$25.27	\$21.30	\$24.04	\$28.13		
500 to 999 Employees	13	65	\$25.46	\$25.43	\$21.42	\$25.43	\$28.49	6	35	6	35	\$2,928	2	7	-	\$26.21	\$26.15	\$21.42	\$25.77	\$29.71		
1,000+ Employees	20	364	\$27.48	\$28.14	\$23.34	\$26.16	\$32.75	6	70	6	70	\$2,382	4	58	-	\$27.76	\$28.30	\$23.56	\$26.62	\$33.04		
Industry																						
Financial Activities	5	17	\$29.15	\$29.16	\$26.74	\$28.01	\$31.07	3	9	3	9	-	2	3	-	\$29.80	\$29.85	\$28.00	\$29.62	\$31.07		
Goods Producing, Non-Manufacturing	5	18	\$29.76	\$28.20	\$24.64	\$26.19	\$32.83	2	0	0	0	-	1	2	-	\$29.76	\$28.20	\$24.64	\$26.63	\$32.83		
Health Care/Health Services	9	108	\$24.24	\$23.38	\$19.99	\$22.44	\$26.66	3	20	2	17	-	2	18	-	\$24.32	\$23.48	\$19.99	\$22.51	\$26.66		
Manufacturing	32	52	\$26.26	\$24.90	\$21.42	\$23.61	\$26.06	17	34	14	31	\$2,227	12	29	4.2%	\$26.74	\$25.54	\$22.49	\$24.29	\$28.33		
Services	42	370	\$25.73	\$27.76	\$21.42	\$25.86	\$31.04	16	119	15	112	\$2,510	6	58	3.7%	\$26.11	\$28.10	\$22.99	\$25.95	\$33.33		
Annual Gross Sales/Revenue																						
Less than \$10,000,000	13	53	\$24.03	\$23.82	\$21.12	\$23.72	\$27.53	6	10	4	6	-	2	5	-	\$24.28	\$24.12	\$21.12	\$23.23	\$27.82		
\$10,000,000 to \$24,999,999	8	18	\$23.63	\$23.80	\$20.73	\$23.07	\$26.30	5	11	4	9	-	3	6	-	\$24.04	\$23.99	\$21.12	\$24.14	\$26.68		
\$25,000,000 to \$49,999,999	15	38	\$26.01	\$25.80	\$20.33	\$23.04	\$28.04	5	24	4	21	-	4	20	-	\$26.34	\$25.25	\$21.20	\$23.70	\$28.41		
\$50,000,000 to \$99,999,999	11	19	\$27.25	\$26.86	\$23.33	\$26.37	\$29.37	3	3	3	3	-	2	2	-	\$27.61	\$26.65	\$23.73	\$27.42	\$29.49		
\$100,000,000 to \$249,999,999	16	77	\$26.64	\$26.40	\$23.33	\$26.43	\$29.43	7	28	5	25	\$1,893	3	5	-	\$26.90	\$24.97	\$21.37	\$24.06	\$26.62		
\$250,000,000 and Greater	30	179	\$27.20	\$27.19	\$23.33	\$27.19	\$31.19	15	110	14	105	\$2,786	9	72	3.5%	\$27.72	\$28.84	\$24.00	\$27.54	\$33.35		
Profit Status																						
For-Profit	150	150	\$26.69	\$26.95	\$23.00	\$26.00	\$30.20	30	98	26	90	\$2,785	18	41	4.7%	\$27.19	\$27.77	\$23.23	\$27.04	\$31.77		
Non-Profit	27	202	\$25.49	\$25.13	\$21.42	\$23.06	\$27.54	10	38	7	32	\$1,590	4	19	-	\$25.72	\$25.24	\$22.50	\$24.90	\$27.95		
Public Sector	8	213	\$24.66	\$26.26	\$21.42	\$23.06	\$31.04	1	50	1	47	-	1	50	-	\$24.71	\$26.44	\$21.29	\$24.15	\$31.04		

Data lines have been completely suppressed when less than 5 organizations reported

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