
Administrative

By Odessa Admin

Published: 09/04/2009 - 14:49

Job Classification

Highest

Lowest

Average

Accounts Payable

\$ 8.00

\$ 8.00

\$ 8.00

Administrative Assistant

\$ 15.00

\$ 13.39

\$ 14.20

Cashier, Office

\$ 11.72

\$ 10.21

\$ 10.97

Clerk, General Office

\$ 10.45

\$ 8.85

\$ 9.65

Clerk, Junior

Clerk, payroll

\$ 10.48

\$ 9.33

\$ 9.91

Clerk, Senior

\$ 13.30

\$ 11.59

\$ 12.45

Clerk, Typist

\$ 10.74

\$ 9.00

\$ 9.87

Customer Support Specialists

\$ 21.73

\$ 17.01

\$ 19.37

File Clerk

\$ 8.67

\$ 7.20

\$ 7.94

Human Resources Manager

\$ 31.44

\$ 31.44

\$ 31.44

Insurance Clerk \\ Personnel

\$ 11.27

\$ 10.53

\$ 10.90

Mail Clerk

\$ 9.95

\$ 9.12

\$ 9.54

Office Manager

\$ 16.26

\$ 17.18

\$ 16.72

PBX Operator

\$ 7.50

\$ 7.50

\$ 7.50

PBX Operator \ Receptionist

\$ 7.46

\$ 7.12

\$ 7.29

Production Scheduler

\$ 20.50

\$ 17.30

\$ 18.90

Purchasing Clerk

\$ 14.95

\$ 13.09

\$ 14.02

Purchasing Manager

\$ 30.58

\$ 30.58

\$ 30.58

Receptionist

\$ 9.83

\$ 7.81

\$ 8.82

Secretary, Executive

\$ 15.32

\$ 11.50

\$ 13.41

Secretary, General

\$ 10.74

\$ 8.35

\$ 9.55

Secretary, General II

\$ 8.30

\$ 5.89

\$ 7.10

Secretary, Scheduler

\$ 13.17

\$ 13.17

\$ 13.17

Shipping \ Receiving Clerk

\$ 12.54

\$ 10.89

\$ 11.72

Telephone Answering Service Oper.

\$ 6.75

\$ 5.25

\$ 6.00

Translator

\$ 16.73

\$ 16.73

\$ 16.73

Word Processing Clerk

\$ 8.00

\$ 8.00

\$ 8.00