

WageScape

State of Pay · What employers are advertising this quarter

ADMINISTRATIVE & OFFICE SUPPORT · Q2 2026

A clean career-ladder premium, inside one job family.

1.92× EA vs Receptionist

Executive Assistant pays 1.92× Receptionist at the national median this quarter (\$55,993 vs \$29,101) — the cleanest role-to-role premium in this release, with no seniority-mixing red flag anywhere in the vertical.

Postings analyzed: Apr 1 – Jun 30, 2026 · Government comparison: BLS OEWS May 2025

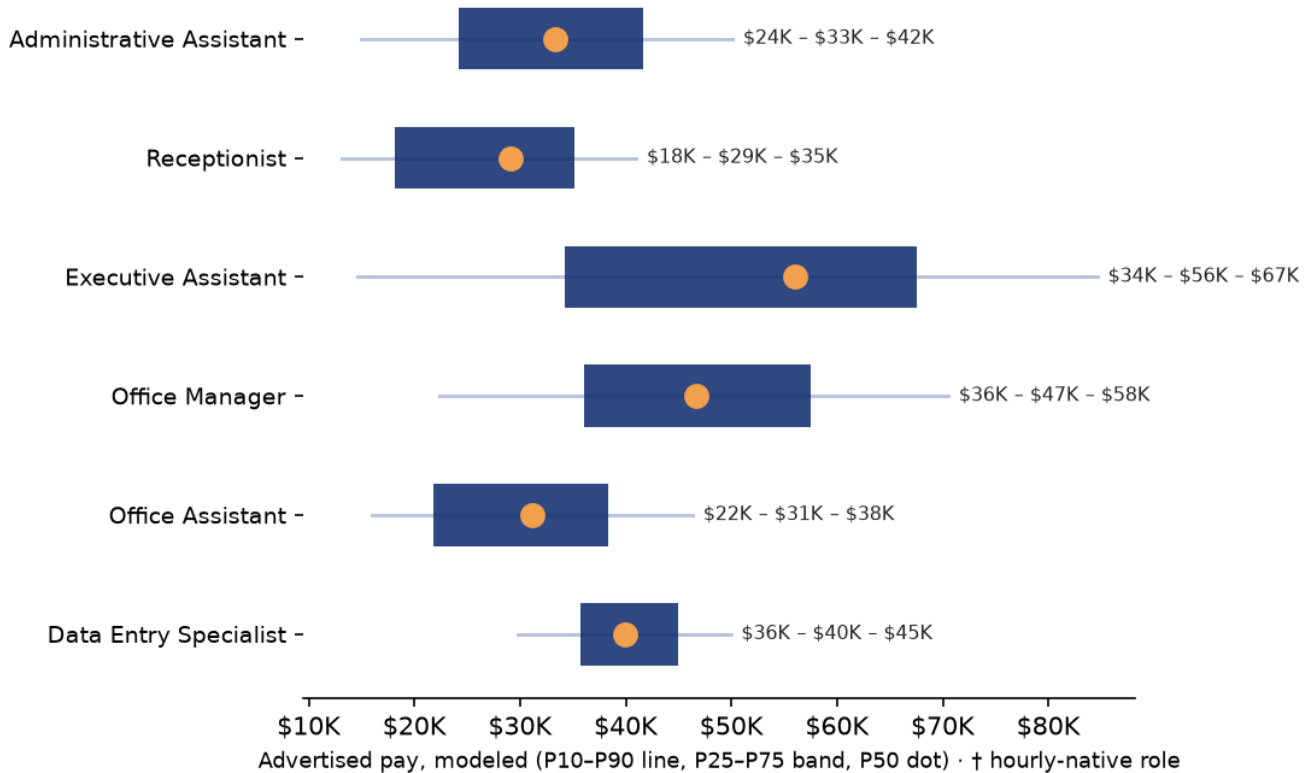
n = 2.0M postings · 6 core roles · 306K hiring companies · listing-weighted · WageScape / MarketTrak

Pay levels are modeled from postings and directional — structure (spread, premiums, geography) is the signal. BLS check and method inside.

ADMINISTRATIVE & OFFICE SUPPORT · THE PAY SPECTRUM · ADVERTISED, Q2 2026

No role has one market rate

The pay band, role by role — P25 / P50 / P75



Three structural reads

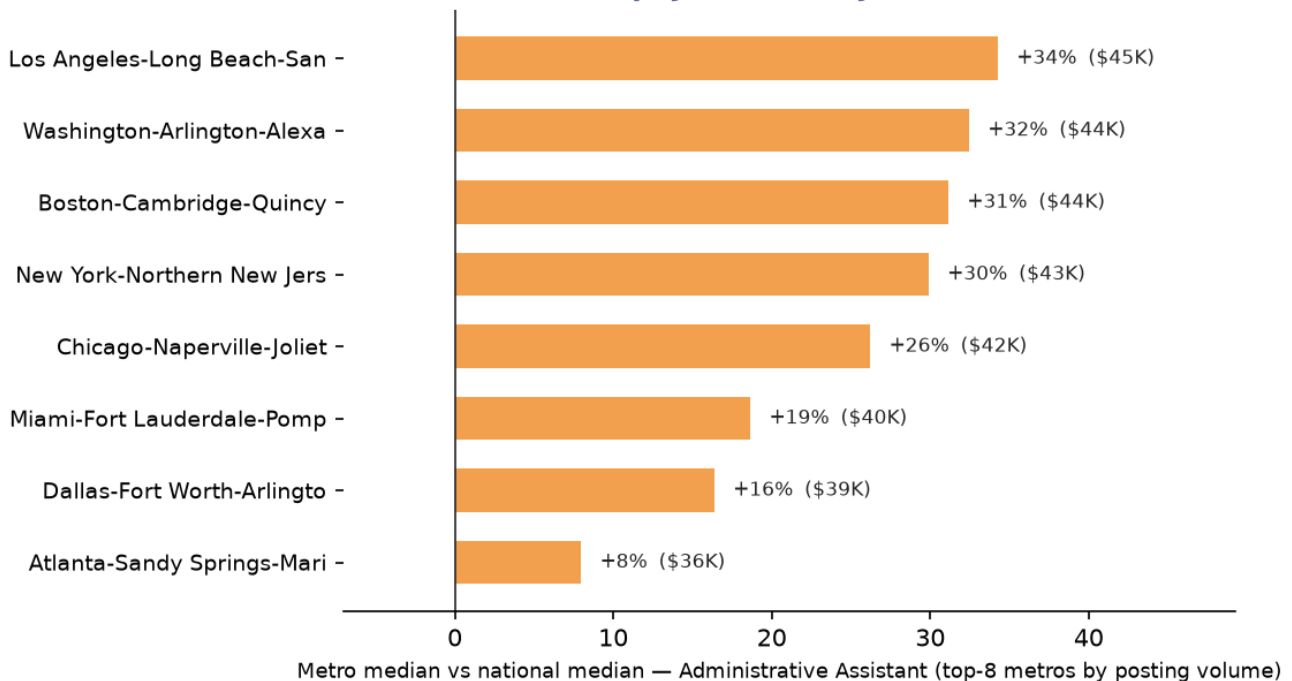
1. The widest band: Executive Assistant. P75 (\$67K) pays 2.0× P25 (\$34K). A single “market rate” for this role is a fiction — set bands, not points.
2. The tightest band: Data Entry Specialist (1.3×). Here the market HAS converged — posting outside \$36K–\$45K is a deliberate strategy, not noise.
3. Where the band skews: Administrative Assistant's midpoint sits high in its band — the bottom half is 1.1× as wide as the top. Offers above midpoint compress fast; the real competition is \$33K–\$42K. Position reqs against the skew, not just the midpoint.

Note: low tails for Administrative Assistant, Receptionist, Office Assistant reflect part-time/hourly postings mixed into the title — read P10/P25 there as posting mix, not the market rate for the full-time role.

ADMINISTRATIVE & OFFICE SUPPORT · GEOGRAPHY & DEMAND

The same job does not pay the same everywhere

Where the market pays differently — Administrative Assistant



Across the top-8 posting markets, the Administrative Assistant median runs from \$36K (Atlanta-Sandy Springs-Marietta) to \$45K (Los Angeles-Long Beach-Santa Ana) — a 24% geographic gap inside one role, this quarter. Demand is deep: 865K Administrative Assistant postings from ~129K hiring companies.

What comp teams should do this quarter

- Benchmark to the band, not the point. Quote \$24K–\$42K for Administrative Assistant, and decide deliberately where in the band each req should sit.
- Localize before you match. A national median mis-prices Administrative Assistant by up to 24% depending on metro — in premium metros, benchmark to the metro band, not the national band.
- Check your reqs against this quarter's floor. If a posting sits below P25, you are recruiting exclusively from the bottom quartile of advertised offers — make that a decision, not an accident.

The BLS check — we show our work

Every advertised median, next to its government benchmark. Postings measure the hiring market, not the incumbent one: hourly postings quote base starting rates — before differentials, overtime and tenure — and salaried posting cohorts skew junior. Advertised medians therefore typically sit below BLS; the gap is information, not error.

Role	WageScape P50	BLS median	Δ	BLS occupation
Administrative Assistant	\$33.3K	\$47.5K	-29.9%	Secretaries and admin. assistants,
Receptionist	\$29.1K	\$38.0K	-23.4%	Receptionists and information clerks
Executive Assistant	\$56.0K	\$76.6K	-26.9%	Executive secretaries and executive assistants
Office Manager	\$46.7K	\$69.5K	-32.8%	First-line supervisors of office and administrative support workers
Office Assistant	\$31.2K	\$45.0K	-30.7%	Office clerks, general
Data Entry Specialist	\$40.0K	\$41.3K	-3.1%	Data entry keyers

BLS figures: OEWS May 2025 national medians (bls.gov); * = May 2024, latest published for that occupation. † hourly-native role, both figures per hour. Deltas computed from the printed values.

Methodology

Source: WageScape / MarketTrak — advertised-posting data aggregated from public job postings. Period: Q2 2026 (single quarter; no period-over-period comparisons are made in this report). Sample: 2.0M postings across 6 core administrative & office support roles, 306K hiring companies. National figures are listing-count weighted across metros. Every role is reported as a P25 / P50 / P75 spectrum (P10–P90 in charts); we never publish a lone median. Pay levels are modeled from postings (disclosed wages are rare); hourly-native roles are quoted per hour (annualized at 2,080 hours in charts). Structural signals — spread ratios, role premiums, metro differentials, demand concentration — are ratio-based and robust to level bias. Aggregates only; no individual compensation is shown. Every figure reproduces from a saved, dated query snapshot.

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