

SALARY NUMBERS FOR OFFICE AND ADMIN ASSISTANTS



The United States Bureau of Labor Statistics released data in November of 2012 that details the salaries made by office and administrative assistants in various industries across the country.

There are roughly 21,503,800 of these positions in the country that make an average hourly wage of \$16.09 and an average annual salary of \$33,470.

The group that has the most employees is that of general office clerks, with close to 2,800,000 employees. Even though there are so many employed, the annual hourly wage is less than \$14 and the average annual salary is less than \$28,500.

The group with the smallest total of employees is that of Communications Equipment Operators and all others with just 2,780 employed. This position pulls in roughly \$18.25 per hour and \$37,960 per year.

One of the highest paying positions is that of First-Line Supervisors of Office and Administrative Support Workers. There are roughly 1,400,000 employed in this group who make an average hourly wage of \$24.41 for an annual salary of \$50,770.

Postal Service Mail Carriers make an average hourly wage of \$24.16, which equates to an average annual salary of \$50,250. There are an estimated 324,990 mail carriers employed by the Postal Service across the country.

Other positions named in the report from the BLS include payroll clerks, telephone operators, tellers, meter readers, legal secretaries, statistical assistants, bookkeeping, accounting clerks, and brokerage clerks.