



2010 Salary Survey Administrative Positions

NRI is a Washington, DC – based regional staffing services firm. For over 40 years, NRI has provided world-class staffing services to a wide variety of commercial and government clients.

Whether to fill a full-time career position or provide on-time and on-target temporary staffing, think NRI.

NRI provides staffing services in 4 specific disciplines:

- **Accounting & Finance**
- **Healthcare**
- **Legal**
- **Office Administration** - All positions including Clerical Support, Administrative & Executive Assistants, Administrative Management, Receptionist and Call Center Staffing.

Here are starting salary ranges for the most common positions we are asked to fill. Call for other job titles - to place an order - get more information – or get salary information for Accounting – Healthcare – or Legal positions!

<u>Job Title</u>	<u>Salary Ranges</u>
Executive Assistant	\$48,000 - \$70,000+
Administrative Assistant	\$35,000 - \$55,000
Receptionist	\$29,000 - \$40,000
General Clerk	\$27,000 - \$34,000
Office Manager	\$40,000 - \$75,000
Data Entry	\$25,000 - \$33,000
Customer Service/Call Center	\$27,000 - \$37,000

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