

2026 Salary Survey - Administrative Positions

NRI is a Washington, DC – based regional staffing services firm. Since 1967, NRI has provided world-class staffing services to a wide variety of commercial and government clients. Whether it is a temporary worker for a week.... 35 temps for a project.... or to hire a full-time career employee... NRI is the staffing firm to call.

NRI provides staffing services in four specific disciplines:

- **NRI HealthCare®** - A full range of clinical and medical administrative positions
- **NRI Legal Resources®** - A full range of legal support and administrative positions
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- **NRI Staffing Resources®** – Office Support & Administration - All positions including Clerical Support, Administrative & Executive Assistants, Administrative Management, Conference and Convention Support, Receptionist and Call Center Staffing, HR & Personnel.

Below are the starting salary ranges for our most frequently requested positions. Contact us to learn more about additional job titles, place an order, or get detailed salary information for Accounting, Legal, and Office Administrative roles.

<u>Job Title</u>	<u>Salary Ranges</u>	<u>Job Title</u>	<u>Salary Ranges</u>
Executive Assistant	\$60,000 - \$100,000	Tenant Service Coordinator	\$55,000 +
Administrative Assistant	\$60,000 - \$75,000	Lease Administrator	\$70,000 - \$95,000
Receptionist	\$45,000 - \$65,000	Lease Admin Assistant	\$45,000 - \$55,000
General Clerk	\$45,000 - \$60,000	Property Manager	\$60,000 - \$125,000
Office Manager	\$60,000 - \$95,000	AssistantProperty Manager	\$50,000 - \$75,000
Data Entry	\$50,000 +	Customer Service/Call Center	\$40,000 - \$55,000
HR Director	\$65,000 - \$200,000		
HR Assistant/Coordinator	\$60,000 - \$75,000		

• **Temporary Staffing**

• **Direct Hire**

• **Temp -to-Hire**

To put NRI to work for you...just give us a call...or visit us on the web: www.nri-staffing.com

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