

Salary of Administrative Officer USA

Administrative Officer Job Responsibilities:

- Manage office supplies stock and place orders
- Prepare regular reports on expenses and office budgets
- Maintain and update company databases
- Organize a filing system for important and confidential company documents
- Answer queries by employees and clients
- Update office policies as needed
- Maintain a company calendar and schedule appointments
- Book meeting rooms as required
- Distribute and store correspondence (e.g. letters, emails and packages)
- Prepare reports and presentations with statistical data, as assigned
- Arrange travel and accommodations
- Schedule in-house and external events

How much does an Administrative Officer make in the United States?

Detailed salary report based on public and anonymous salary data/reports submitted by employees across companies in CtrlSal network.

The average salary of an Administrative Officer in the United States per year is **\$65,411**. The average monthly salary of Administrative Officer is **\$5,291**.

Accounts Administrative Officer report:

Median or the average salary of Administrative Officer: **\$65,411**

Bottom 10% salary of Administrative Officer: **\$35,672**

Top 10% salary for Administrative Officer: **\$151,756**

Administrative Officer Pay Difference by Location in the United States

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What is the Pay and Income Trends of an Administrative Officer by Experience Level?

An entry-level or fresher Administrative Officer with an experience of less than 1 year can expect to earn an average yearly salary of **\$28,970**. An early-career or junior Administrative Officer with experience of 1-5 years earns an average yearly salary of **\$58,793**. A mid-career or mid-level Administrative Officer with experience of 6 - 10 years earns an average yearly salary of **\$92,732**. An experienced or senior Administrative Officer with 10+ years of experience earns an average yearly salary of **\$108,077**.

For detailed salary or compensation report based on experience. Please check the below links.

Fresher or Entry Level Administrative Officer citywise report

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Junior or Early-career Administrative Officer citywise report

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Mid-Level or Mid-Career Administrative Officer citywise report

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Experienced or Senior Administrative Officer citywise report

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