

Salary Comparison - Base Pay Compensation Report

Receptionist

Job Factors

Summary:

This is a specialized job performing reception duties at the corporate, divisional or departmental level. The job typically requires high school graduate level communication and problem solving skills with previous experience of less than 1 year, or equivalent. Receives visitors, secures identification, and determines whom they wish to see. Announces visitors and directs them to the proper office when authorized. Issues visitor's badge and registers as required. Work is task oriented with routine decisions within established guidelines, with readily available supervision. Incumbents may perform other support tasks that can be done while in the reception area.

Qualifications:

Typically requires high school graduate level communication and problem solving skills with previous experience of less than 1 year, or equivalent.

Location:

Sacramento, CA

Industry:

Manufacturing - Food and Beverage

Annual Revenue:

Approximately \$18 Million

Company Size:

Approximately 140 Employees

Market Analysis

Survey Sources:

Regional Pay Survey

CompData

Economic Research Institute

Western Management Group

Market Salary Range

Market Salary Data Analysis		
Est. Low Min 80%	Est. Market Norm	Est. High Max 120%
\$15.03	\$18.79	\$22.55
\$15.08	\$18.85	\$22.62
\$15.06	\$18.83	\$22.60
\$15.19	\$18.99	\$22.79
\$15.10	\$18.87	\$22.64

Organization Comparison

% of Market

Organization Pay

\$17.32

92%

All data has been aged to estimated current market levels (April 2022).

Competitive Market Range assumes Company observes a "market average" base pay strategy. Estimated market norm reflects a simple average of all data sources combined.

Organization Comparison assumes the market norm is = 100%.

Salary Comparison - Total Compensation Report

Receptionist

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Western Management Group	\$15.19	\$18.99	\$22.79
Market Salary Range	\$15.10	\$18.87	\$22.64
Market Bonus (approximately 5% of salary)	\$0.94		
Market Benefits	\$36.06		
Market Total Compensation	\$55.87		

Organization Comparison

% of Market

Organization Pay	\$17.32	92%
Organization Bonus (7% of salary)	\$1.21	129%
Organization Benefits	\$38.46	107%
Organization Total Compensation	\$56.99	102%

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Organization Comparison assumes the market norm is = 100%.