



ADMINISTRATIVE
**SALARY
GUIDE**

2021

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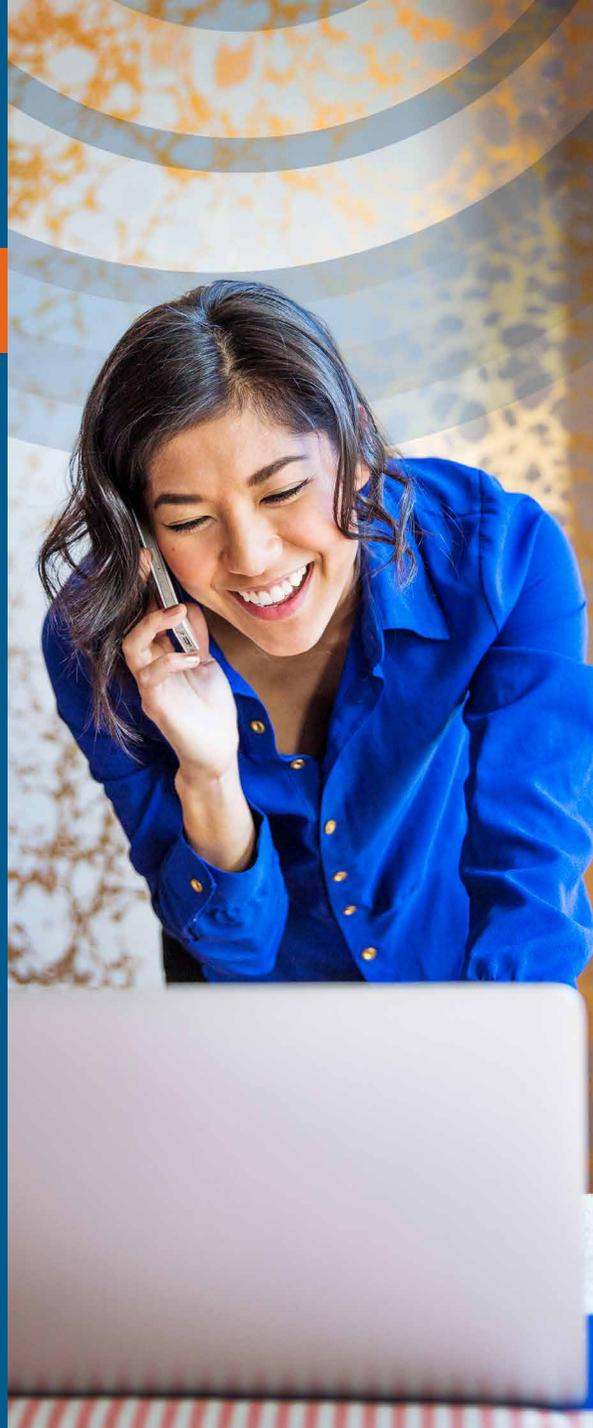
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Hiring Trends in the United States

Administrative professionals today are more versatile, more autonomous and more critical to a business's success than ever. And employers wanting to hire the very best of them are facing new challenges.

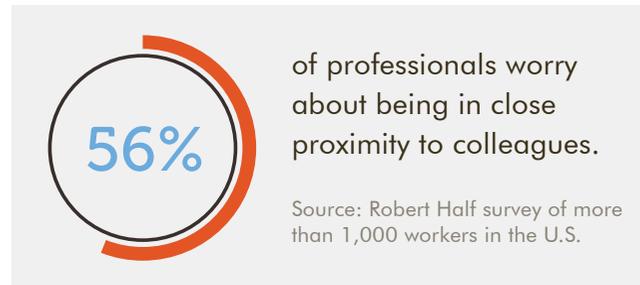
Robert Half, OfficeTeam's parent company, has been reporting on hiring trends and salary forecasts for 70 years. As the world's leading specialized staffing firm, we are an authority on hiring in the administrative profession. This guide covers some of the shifts our recruiters have identified and the starting salaries we expect to see for administrative positions in 2021.

Support staff: a key to business continuity

In a tougher economic environment than organizations have faced in recent years, tech-savvy and versatile administrative professionals are helping businesses stay in business. They are serving as important partners by supporting companies' efforts to run smoothly and maintain staff collaboration when many employees and executives are working remotely due to the COVID-19 pandemic.

For firms that have reopened office locations, administrative professionals are helping create a safer workplace. In many instances, they are responsible for implementing physical distancing best practices and managing a calendar of rotational shifts for on-site employees.

Some office support professionals are also taking on duties not part of their traditional purview as various company departments have become leaner due to staff furloughs and layoffs. In short, support professionals are on the front lines of business continuity efforts.



Administrative skills needed in 2021

Proficiency with the Microsoft Office suite and other standard tools is no longer enough in today’s workplace. Companies now seek office technology support gurus who can help colleagues master videoconferencing platforms and the latest software, providing particular attention to staff who are working remotely.

Whether teams are spread out geographically or physically distanced in the office, soft skills are being tested like never before. The best administrative professionals know how to get their messages across effectively while minimizing miscommunications that can happen when interactions lack a one-on-one, personal aspect.

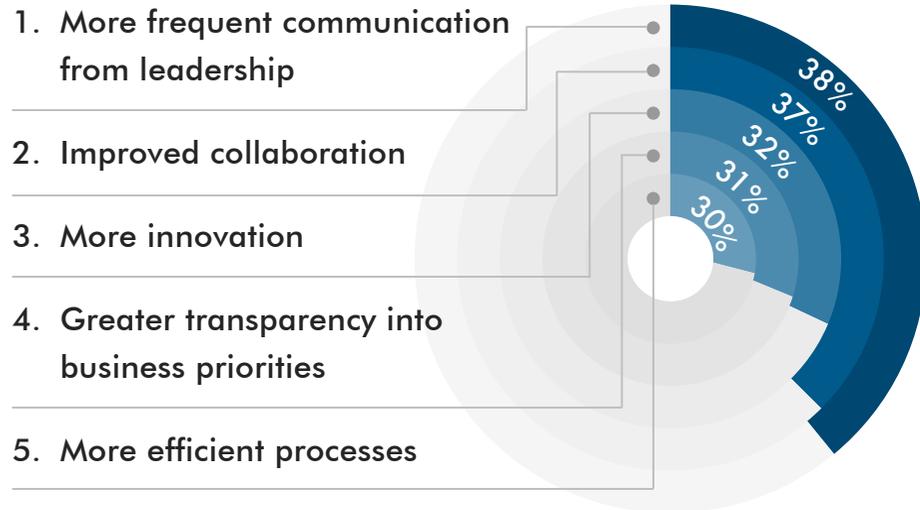


of workers want more freedom to work remotely, even after the pandemic.

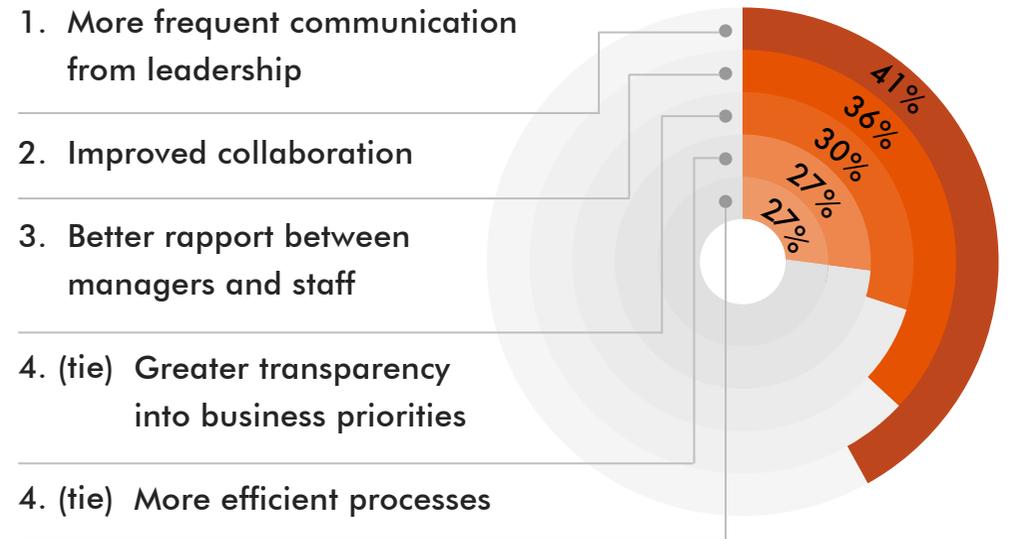
Source: Robert Half survey of more than 1,000 workers in the U.S.

Top 5 Changes Prompted by Working During COVID-19

United States



Canada



Multiple responses were permitted. Top responses are shown.
Source: Robert Half survey of more than 2,800 senior managers in the U.S. and 600 senior managers in Canada

Desired attributes include flexibility and versatility to adapt to changing priorities and work with new technologies. Administrative professionals also need to be self-directed — knowing what should be done, how to do it and when to escalate an issue.

Support for a remote workforce

Administrative duties have long been handled in person: greeting customers, helping onboard new hires and planning events, as well as building staff cohesion and maintaining a positive workplace culture. All those responsibilities remain, but many are now conducted with a virtual twist.

Support staff who have transitioned to working remotely full time have proven to their managers that, with the right tools and supplies, they can handle most administrative responsibilities off-site.

Flexible staffing for greater business resilience

With administrative professionals taking on more responsibilities that support key business initiatives, companies need to help prevent these new tasks from overloading staff. Adopting a flexible staffing model — an easily adjustable mix of full-time and temporary workers, both in-office and remote — can help. This approach lets managers keep day-to-day projects on track, access workers with skills that are underrepresented within teams and identify temporary professionals who have potential for future full-time roles.



44% of senior managers say maintaining morale has been challenging during the pandemic.

Source: Robert Half survey of more than 2,800 senior managers in the U.S.



In-Demand Tech Skills

- Electronic filing and documentation
- Email marketing
- Google Drive
- Graphic design and presentation software
- Microsoft 365
- Online research
- Social media

Top 3 Hiring Changes Companies Made Because of COVID-19



Conducted remote interviews and onboarding



Shortened the hiring process



Advertised fully remote jobs



Multiple responses were permitted. Top responses are shown.

Source: Robert Half survey of more than 2,400 senior managers in the U.S. and more than 500 senior managers in Canada

Demand for customer support

Customer contact centers for government agencies as well as for companies specializing in education, healthcare, medical insurance and financial services are seeing an uptick in activity. Call centers and other types of businesses have added chatbot systems to answer basic queries, but this is not significantly reducing hiring. Customer service and call center representatives who can quickly understand the needs and motivations of a company's clients are still essential.

And as the pandemic drives an increase in e-commerce, companies across industries are accelerating their plans to use technology to enhance customer service and outreach, anticipating an even higher demand for these professionals.

Hiring in the healthcare industry

The spread of COVID-19 has dramatically increased the workload of healthcare providers around the world. That has driven demand for skilled administrative staff who support them.

Greater use of telehealth services is prompting growth in administrative hiring for the healthcare field. And demand for medical coders is accelerating due to an increased volume in insurance claims.

Medical billers are also needed because of an uptick in insurance fraud. In addition, there is a push in many states to hire contact-tracing workers with the requisite soft skills to communicate with people who may have been exposed to the coronavirus.



of workers said they want to pursue a more meaningful or fulfilling position.

Source: Robert Half survey of 573 U.S. workers who said they've had career reconsiderations due to the COVID-19 pandemic

Why Companies Work With Interim Professionals

Scale the team as needed



Evaluate for a full-time role



Access specialized skills



Alleviate burden on full-time staff



Add flexibility during changing economic conditions



Access support for special projects



Multiple responses were permitted. Top responses are shown.
Source: Robert Half survey of more than 160 HR managers in the U.S. and more than 100 HR managers in Canada who planned to increase their use of interim professionals

Healthcare administrators continue to employ artificial intelligence (AI) and other technologies to streamline basic scheduling, inquiries and coding. This is driving demand for professionals with strong technical skills as organizations increasingly utilize new tools.

Help with hiring

The economic changes that have created a greater pool of available skilled talent have also brought about new hiring challenges. An attractive job posting that once might have drawn the interest of a couple dozen professionals can now yield a flood of resumes. For already overworked managers, vetting a large number of applicants comes at a high cost: time and energy. For this reason, employers are frequently turning to specialized staffing firms for help.

When freed from handling many hiring details, managers can concentrate on running their business and remaining competitive in a challenging economic environment. Simultaneously, as HR teams build strategic plans for their employees' return to the workplace, OfficeTeam is uniquely positioned to provide flexible staffing solutions that allow HR managers to focus on other relevant initiatives.



of workers are more motivated to work at an organization that values its staff during unpredictable times.

Source: Robert Half survey of 573 U.S. workers who said they've had career reconsiderations due to the COVID-19 pandemic



In-Demand Soft Skills

- Ability to work independently
- Discretion and sound judgment
- Emotional intelligence
- Leadership qualities
- Prioritization and multitasking
- Problem solving
- Public speaking
- Writing and verbal skills

In-Demand Positions (Remote or In-Office)

- Call center representative/manager
- Claims processor
- Customer service representative/manager
- Data entry specialist
- Executive assistant
- Human resources assistant
- Medical executive assistant
- Mortgage assistant
- Patient services specialist
- Receptionist

In-Demand Credentials

- Bachelor's degree
- Certified administrative professional (CAP)
- Certified associate in project management (CAPM)
- Certified professional in learning and performance (CPLP)
- Human resources information systems, such as HRIP or HRCI
- Microsoft Office specialist (MOS)
- Professional in human resources (PHR)
- SHRM* certified professional (SHRM-CP)
- SHRM* senior certified professional (SHRM-SCP)

* Society for Human Resource Management

More than 8 in 10 managers in the U.S. and Canada are concerned about retaining valued employees.



Source: Robert Half survey of more than 2,800 senior managers in the U.S. and 600 senior managers in Canada

Why managers say they are concerned

Employee morale has suffered.

Employees are managing heavy workloads and face burnout.

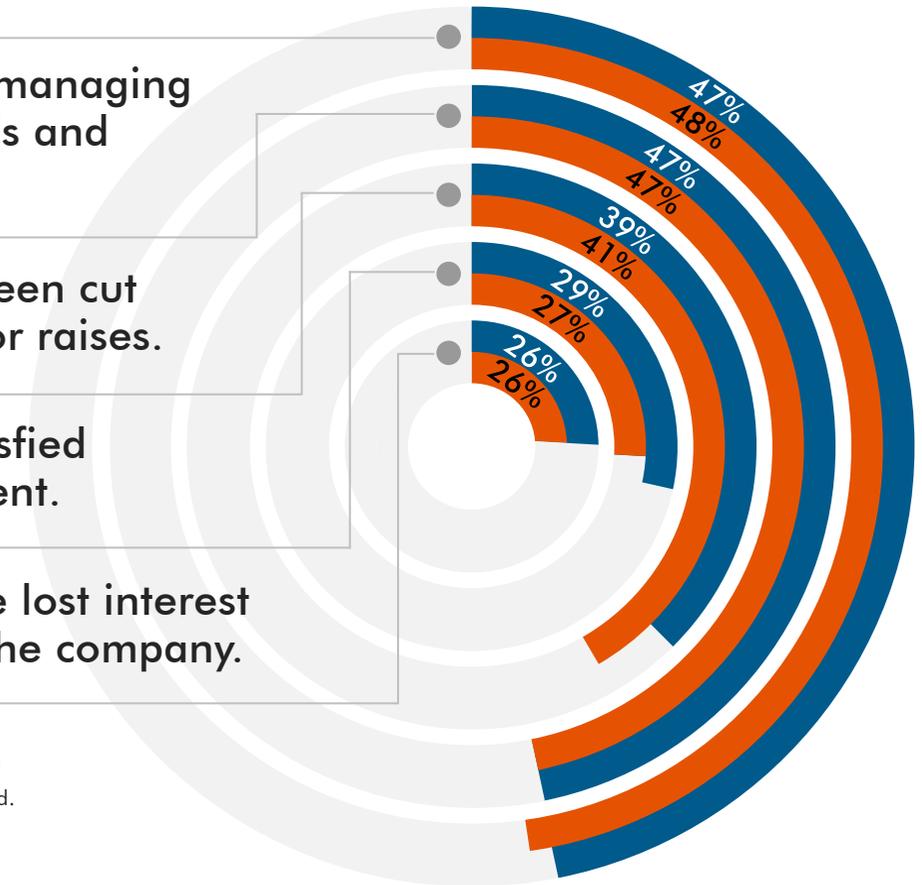
Salaries have been cut with no plans for raises.

Staff are dissatisfied with management.

Employees have lost interest in working for the company.

United States Canada

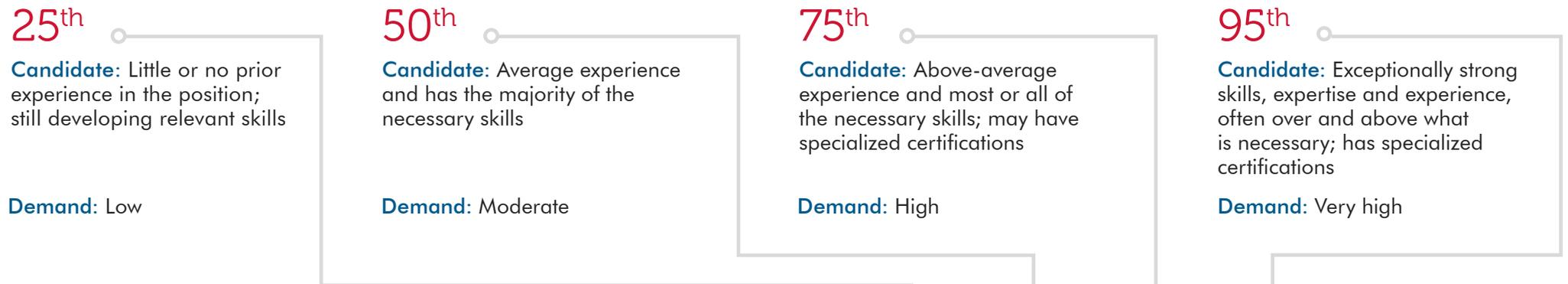
Multiple responses were permitted. Top responses are shown.



How to Use Our Salary Tables

Starting salaries for the positions listed in this guide do not include bonuses, benefits and other forms of compensation. We break down these pay rates into four percentiles to help you customize salary offers for each role. The percentiles account for differences in a candidate's level of experience and skills, professional certifications, demand for the role, and the size and complexity of the company that's hiring.

The 50th percentile represents the midpoint salary. The 95th percentile is typically reserved for candidates who are extremely difficult to find. An OfficeTeam staffing professional can help you determine where a particular role should fall within the salary percentiles stated in the guide.



	TITLE	25th	50th	75th	95th
Administrative	Senior Executive Assistant	58,750	63,750	74,500	90,000
	Executive Assistant	46,000	56,000	69,500	79,750

Administrative Salaries

UNITED STATES

	TITLE	25th	50th	75th	95th
Administrative	Senior Executive Assistant	58,750	63,750	74,500	90,000
	Executive Assistant	46,000	56,000	69,500	79,750
	Senior Administrative Assistant	41,500	44,500	50,750	62,500
	Administrative Assistant	34,750	37,250	42,750	50,000
	Entry-Level Administrative Assistant	29,250	33,750	37,250	41,000
	Marketing Assistant	35,500	39,000	45,250	53,250
	Sales Assistant	33,500	36,250	42,750	47,750
	Specialized Assistant — Legal	37,250	43,250	47,250	55,500
	Property Management Assistant	28,250	33,250	38,250	49,250
	Mortgage Assistant	31,000	33,250	37,000	44,000
	Project Assistant/Coordinator	31,750	38,500	41,750	43,750
	Purchasing Assistant	31,000	38,000	42,750	52,000
	Management	Office Manager	44,000	46,250	53,000
Facilities Manager		45,250	62,500	73,250	93,250

Administrative Salaries

UNITED STATES

	TITLE	25th	50th	75th	95th
Office Services	Office/Facilities Coordinator/Assistant	30,250	34,750	40,250	43,500
	Office Clerk	26,250	27,750	30,250	36,000
	Mail Assistant/Clerk	26,250	28,000	30,000	35,250
	File Clerk	26,500	28,250	30,250	35,250
	Claims Processor	34,750	36,500	38,750	42,500
	Logistics Clerk	29,000	35,750	41,250	54,500
	Dispatcher	29,000	33,250	35,500	43,250
	Document Control Clerk	27,500	32,500	37,000	42,750
	Proofreader	41,000	46,000	53,250	63,750
	Presentation Specialist	46,000	51,500	59,250	69,000
Data Entry	Senior Data Entry Specialist	32,750	35,000	39,250	45,500
	Data Entry Specialist	26,750	30,000	33,500	39,250
	Senior Order Entry Specialist	32,750	38,000	43,000	49,000
	Order Entry Specialist	27,750	30,750	34,500	38,750

Administrative Salaries

UNITED STATES

	TITLE	25th	50th	75th	95th
Reception	Front Desk Coordinator	26,500	29,500	33,750	39,250
	Receptionist	26,500	30,000	32,000	35,500
Customer Service/ Call Center	Customer Service Manager	43,250	48,000	55,250	70,500
	Senior Customer Service Representative	35,500	40,000	45,000	57,250
	Customer Service Representative	31,250	33,250	37,250	45,500
	Call Center Manager	48,250	54,000	62,250	79,750
	Senior Call Center Representative	37,500	42,750	48,750	61,750
	Call Center Representative	31,000	34,500	41,000	46,750
Human Resources	HR Benefits Specialist/Coordinator	43,000	48,000	56,250	69,250
	HR Recruiting Specialist/Coordinator	39,000	44,500	51,750	64,500
	HR Assistant	34,000	37,500	43,500	56,000
Administrative Healthcare	Credentialing Specialist	35,250	38,750	45,000	54,000
	Patient Registration/Intake/Admissions Clerk	28,250	32,000	36,500	46,500
	Insurance Referral Coordinator	30,000	34,000	40,250	50,000
	Insurance Verification Clerk	31,000	34,500	39,750	49,750
	Insurance Authorization Clerk	32,250	36,250	41,750	53,000

Administrative Salaries

UNITED STATES

	TITLE	25th	50th	75th	95th
Administrative Healthcare (continued)	Medical Scheduler	28,750	32,250	37,000	47,500
	Medical Front Desk Coordinator	28,000	31,250	35,750	45,000
	Medical Receptionist	28,250	31,250	35,500	44,250
	Electronic Medical Records Specialist	29,500	33,250	38,500	48,750
	Medical Coding Manager	60,750	68,000	79,000	99,500
	Certified Professional Coder	47,500	53,500	61,750	78,750
	Medical Data Entry Specialist	28,250	30,750	34,500	42,750
	Patient Access/Services Representative	31,750	35,250	40,750	51,750
	Medical Customer Service Representative	31,250	35,000	40,250	51,500
	Member Services/Enrollment Manager	51,000	57,500	66,500	83,500
	Member Services Representative/Enrollment Specialist	31,500	35,000	40,000	50,500
	Provider Relations Specialist	33,500	37,250	43,000	50,000
	Medical Executive Assistant	49,250	56,000	63,750	79,250
	Medical Office Administrator	40,750	45,750	52,000	66,500
	Medical Secretary/Administrative Assistant	33,250	37,000	42,500	53,000

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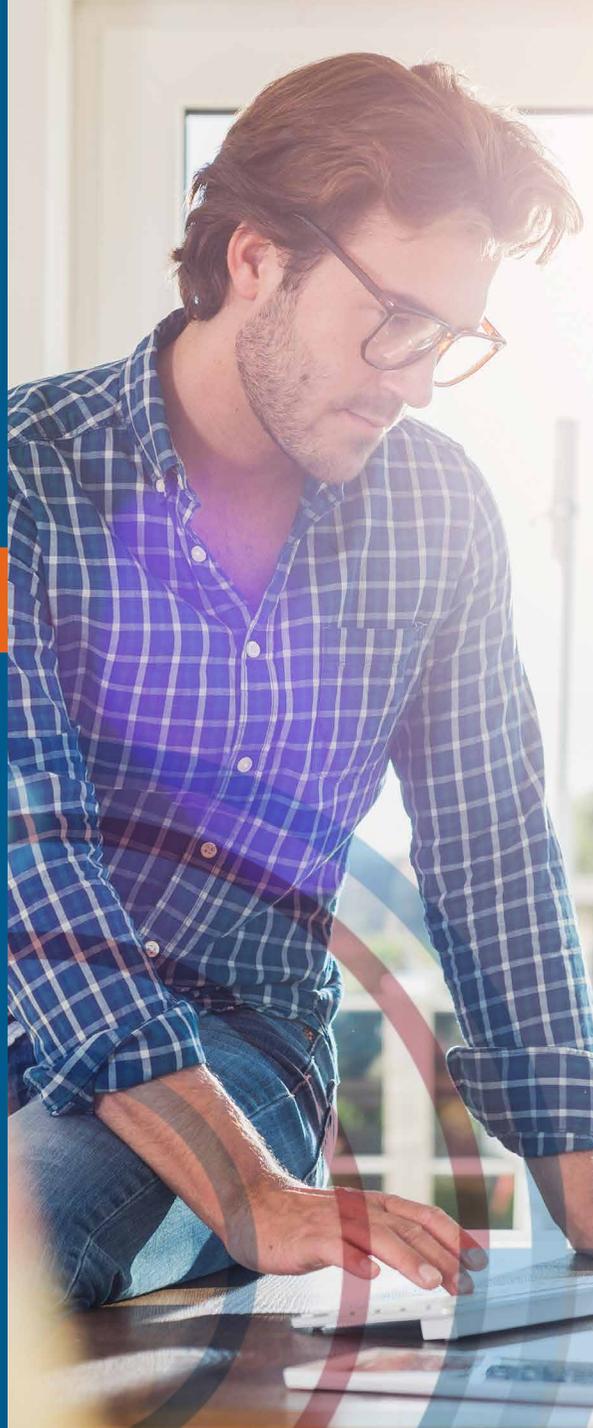
Salaries: Canada

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Adjusting Salaries for U.S. Cities

Due to cost of living, the availability of talent and other factors, starting salaries vary by market. We place candidates in cities across the United States, and we use what we learn each year to set regional variances to help guide you in determining pay in your area. Simply increase or decrease the national starting salary by the percentage listed for your city.

Alabama

Birmingham -5%
Huntsville -5%
Mobile -14%

Arizona

Phoenix +17%
Tucson +7%

Arkansas

Fayetteville -5%
Little Rock -5%

California

Fresno -8%
Irvine +30%
Los Angeles +32%
Monterey +15%
Oakland +34%
Ontario +20%
Sacramento +8%
San Diego +29%
San Francisco +41%
San Jose +40%
San Rafael +32%

Santa Barbara +27%
Santa Rosa +22%
Stockton -13%

Colorado

Boulder +19%
Colorado Springs... +0%
Denver +11%
Fort Collins +0%
Greeley -11%
Loveland -5%
Pueblo -15%

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Connecticut

Hartford +17%
New Haven..... +12%
Stamford..... +31%

Delaware

Wilmington +5%

District of Columbia

Washington..... +33%

Florida

Fort Myers -8%
Jacksonville..... -3.5%
Melbourne -9%
Miami/
Fort Lauderdale.... +6%
Orlando +1%
St. Petersburg -1.5%
Tampa..... +0.5%
West Palm Beach.... +4%

Georgia

Atlanta +6%
Macon -18%
Savannah -13%

Hawaii

Honolulu +7%

Idaho

Boise -11%

Illinois

Chicago +24%
Hoffman Estates ... +12%
Naperville..... +12%
Rockford -15%

Indiana

Fort Wayne -16%
Indianapolis -3%

Iowa

Cedar Rapids -5%
Davenport -4%
Des Moines..... +2%
Sioux City -16%
Waterloo/
Cedar Falls..... -12%

Kansas

Overland Park..... +1%

Kentucky

Lexington -8.5%
Louisville..... -8%

Louisiana

Baton Rouge -1%
New Orleans -1%

Maine

Portland..... -5%

Maryland

Baltimore +3%

Massachusetts

Boston..... +34%
Springfield +1%

Michigan

Ann Arbor..... +1%
Detroit..... +0%
Grand Rapids..... -14%
Kalamazoo -20%
Lansing..... -15%

Minnesota

Bloomington +6.5%

Duluth -20.4%
Minneapolis +7%
Rochester..... +2%
St. Cloud -14%
St. Paul +4%

Missouri

Kansas City..... -0.5%
St. Joseph -10%
St. Louis..... +0.5%

Nebraska

Omaha +0%

Nevada

Las Vegas +2%
Reno +1%

New Hampshire

Manchester..... +12%
Nashua +14%

New Jersey

Mount Laurel..... +15%
Paramus +30%
Princeton +25%
Woodbridge..... +26.5%

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New Mexico

Albuquerque -8.5%

New York

Albany -4%

Buffalo -6.5%

Long Island +25%

New York +40.5%

Rochester -6.5%

Syracuse -9.7%

North Carolina

Charlotte +3.5%

Greensboro +0%

Raleigh +4%

Ohio

Akron -11%

Canton -18%

Cincinnati -2.5%

Cleveland -4%

Columbus -2%

Dayton -13%

Toledo -14%

Youngstown -24%

Oklahoma

Oklahoma City -7%

Tulsa -7%

Oregon

Portland +11%

Pennsylvania

Harrisburg -5%

Lehigh Valley +0%

Philadelphia +15%

Pittsburgh -2%

Reading -5%

Rhode Island

Providence +1.5%

South Carolina

Charleston -4%

Columbia -6%

Greenville -4%

South Dakota

Sioux Falls -16%

Tennessee

Chattanooga -11%

Cool Springs +1%

Knoxville -11%

Memphis -4.5%

Nashville +2%

Texas

Austin +9%

Dallas +11%

El Paso -28%

Fort Worth +10%

Houston +9.5%

Midland/Odessa ... +8%

San Antonio +1%

Utah

Salt Lake City +9%

Virginia

Norfolk/

Hampton Roads ... -1.5%

Richmond -1%

Tysons Corner +32%

Washington

Seattle +27%

Spokane -18%

Wisconsin

Appleton -15%

Green Bay -13.5%

Madison +1%

Milwaukee +2%

Waukesha +1%

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Instantly Calculate Local Salaries

Tailor the listed salaries in this guide to your particular area. Get a custom pay range for more than 550 cities in just a few clicks with our Salary Calculator.

[See Local Salaries](#)



Hiring Trends in Canada

As companies adapt to a changed business environment, some employers are bringing back workers who were temporarily laid off and hiring additional administrative professionals for key support roles.

A cautious recovery

Wary of overhiring before revenues sufficiently rebound, some businesses are supplementing their full-time staff with temporary workers. Salaries are likely to remain relatively flat into 2021, although compensation for administrative professionals with in-demand technical skills and industry-specific experience is increasing.

Hot jobs in healthcare

Healthcare jobs are returning faster than those in other industries. Consumers who canceled or postponed routine care and elective procedures due to the COVID-19 pandemic are rescheduling, prompting medical centers and insurance companies to hire for key

administrative positions. As the use of telehealth for physical and mental wellness increases, medical providers are seeking tech-savvy support professionals, including remote customer service representatives. HR specialists are also needed to help hire, onboard and train incoming staff.

The increasing importance of technology

Technology is helping keep firms running smoothly. Communication apps, in particular, are allowing employees and customers to connect remotely. As companies continue to build out their digital infrastructure, administrative professionals are playing important support roles. While IT and business transformation teams are leading the process by identifying needs and devising strategies around new artificial intelligence (AI) or cloud-based tools, it is often support staff who first use them and help colleagues learn and increase their efficiency with them.

What's in Demand

Positions

- Administrative assistant
- Call center/customer service representative
- Data entry specialist
- Executive assistant
- HR benefits coordinator

Technical Skills

- Collaboration software
- Customer relationship management
- Document creation
- Online conferencing
- Social media

Credentials

- Bachelor's degree
- Certified administrative professional (CAP)
- Certified associate in project management (CAPM)
- Certified human resources leader (CHRL)
- Certified human resources professional (CHRP)
- Human resources information systems, such as HRIP or HRCI
- Microsoft Office specialist (MOS)
- Registered professional recruiter (RPR)

Administrative Salaries

CANADA

	TITLE	25th	50th	75th	95th
Administrative	Senior Executive Assistant	59,500	64,750	76,250	91,000
	Executive Assistant	50,500	57,500	66,250	76,000
	Senior Administrative Assistant	47,500	53,000	60,000	72,500
	Administrative Assistant	36,250	41,750	47,500	57,250
	Entry-Level Administrative Assistant	32,750	36,000	41,250	52,750
	Marketing Assistant	36,250	39,750	48,250	60,500
	Sales Assistant	37,750	42,250	51,250	61,000
	Specialized Assistant — Legal	37,750	41,750	49,250	62,250
	Property Management Assistant	34,250	38,500	43,000	51,250
	Mortgage Assistant	38,000	42,000	49,250	55,000
	Project Assistant/Coordinator	44,500	50,250	57,750	67,250
	Purchasing Assistant	42,000	47,500	55,250	60,500
	Management	Office Manager	45,500	50,000	60,000
Facilities Manager		55,500	63,250	73,000	92,500

All salaries listed on pages 23-26 are in Canadian dollars.

Administrative Salaries

CANADA

	TITLE	25th	50th	75th	95th
Office Services	Office/Facilities Coordinator/Assistant	32,000	36,250	38,750	46,250
	Office Clerk	31,750	33,750	37,750	43,500
	Mail Assistant/Clerk	32,000	34,000	39,750	43,500
	File Clerk	31,750	33,750	39,000	42,250
	Claims Processor	37,000	40,500	46,000	51,000
	Logistics Clerk	36,250	40,250	47,500	58,250
	Dispatcher	37,250	40,500	47,250	53,500
	Document Control Clerk	32,000	39,000	45,000	56,000
	Proofreader	49,000	55,750	63,750	68,000
	Presentation Specialist	47,250	53,750	60,250	70,250
Data Entry	Senior Data Entry Specialist	35,250	38,750	45,250	51,750
	Data Entry Specialist	31,750	34,750	39,500	47,750
	Senior Order Entry Specialist	38,750	44,000	48,750	54,000
	Order Entry Specialist	33,000	40,750	45,000	48,750

Administrative Salaries

CANADA

	TITLE	25th	50th	75th	95th
Reception	Front Desk Coordinator	35,500	40,000	45,750	52,000
	Receptionist	34,000	37,250	43,250	50,500
Customer Service/ Call Center	Customer Service Manager	55,000	60,000	79,250	94,250
	Senior Customer Service Representative	42,500	47,750	52,250	62,750
	Customer Service Representative	32,750	36,500	39,750	49,750
	Call Center Manager	54,000	61,500	71,500	86,750
	Senior Call Center Representative	43,750	49,250	56,750	71,500
	Call Center Representative	35,500	40,750	45,750	51,750
Human Resources	HR Benefits Specialist/Coordinator	51,500	57,750	63,500	69,000
	HR Recruiting Specialist/Coordinator	42,250	49,750	55,500	62,500
	HR Assistant	40,750	46,250	51,250	59,250

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Administrative Salaries

CANADA

	TITLE	25th	50th	75th	95th
Administrative Healthcare	Medical Receptionist	36,750	40,500	46,500	57,500
	Electronic Medical Records Specialist	38,500	43,750	48,500	63,250
	Medical Data Entry Specialist	37,750	40,750	45,500	50,000
	Medical Office Administrator	38,500	45,000	51,000	69,250
	Medical Secretary/Administrative Assistant	35,750	38,250	47,250	58,250

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Adjusting Salaries for Canadian Cities

Due to cost of living, the availability of talent and other factors, starting salaries vary by market. We place candidates in cities across Canada, and we use what we learn each year to set regional variances to help guide you in determining pay in your area. Simply increase or decrease the national starting salary by the percentage listed for your city.

Alberta

Calgary +3.2%
Edmonton +1.5%

British Columbia

Fraser Valley +0.5%
Vancouver +3%
Victoria -1%

Manitoba

Winnipeg -2.5%

Ontario

Kitchener/
Waterloo +0%
Ottawa +0.5%
Toronto +3%

Quebec

Montreal +2%
Quebec City -4%

Saskatchewan

Regina -4%
Saskatoon -3%

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Benefits and Perks

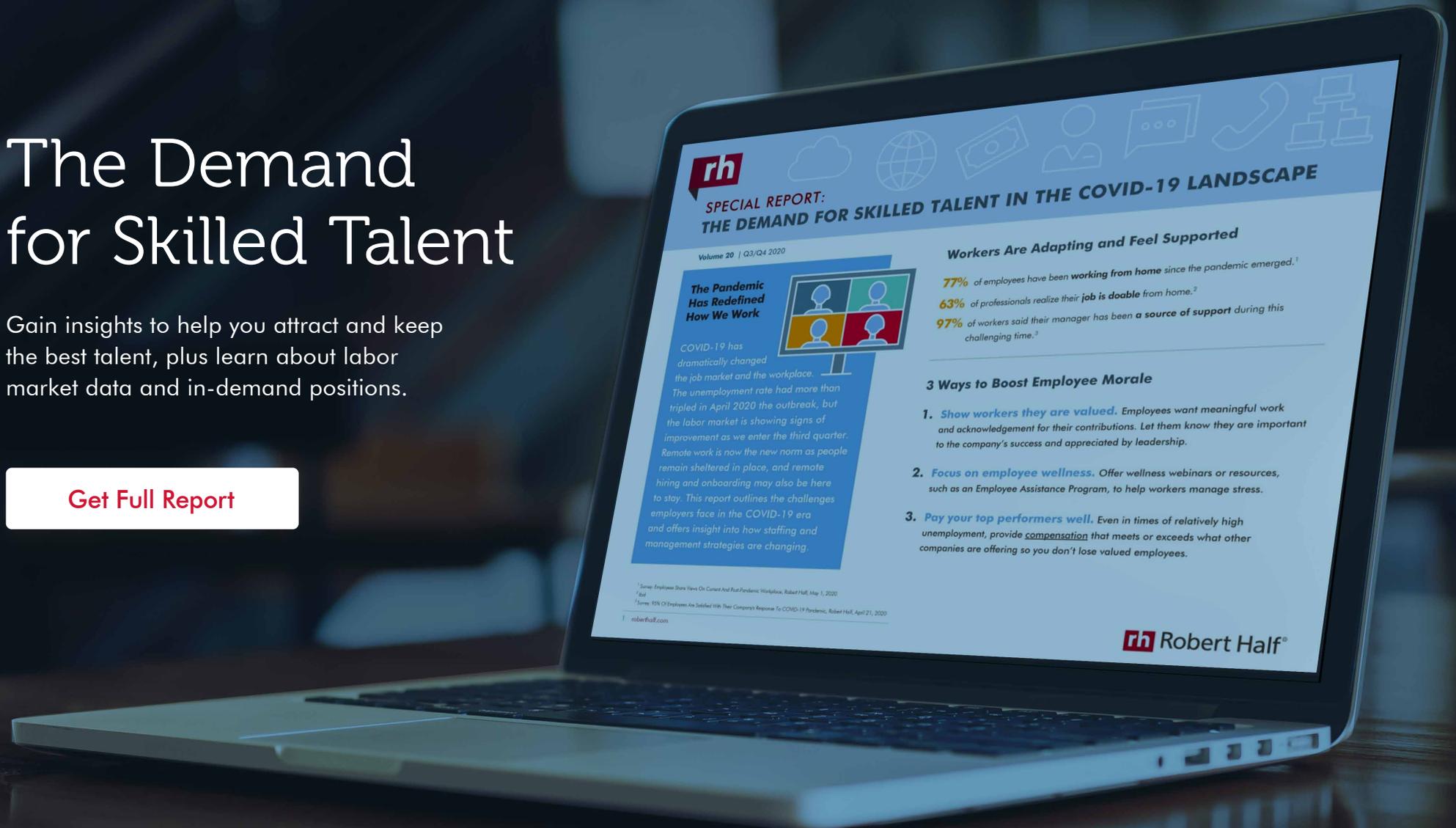
Resources

About Us

The Demand for Skilled Talent

Gain insights to help you attract and keep the best talent, plus learn about labor market data and in-demand positions.

[Get Full Report](#)



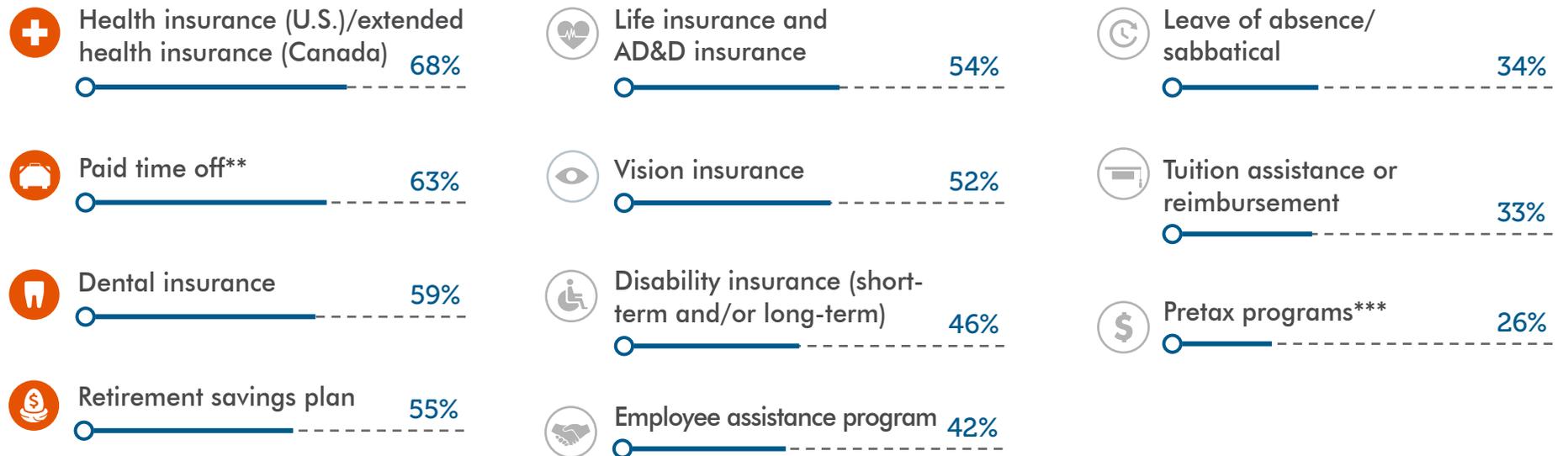
Trends in Benefits and Perks

Benefits and perks can play as significant a role as salary in your ability to attract and retain top talent. See what other firms offer, and what workers want, so you can keep pace.

Health insurance tops workers' benefits wish list*

● Most wanted benefits

■ Percentage of companies offering



Footnotes and survey details are on Page 31.

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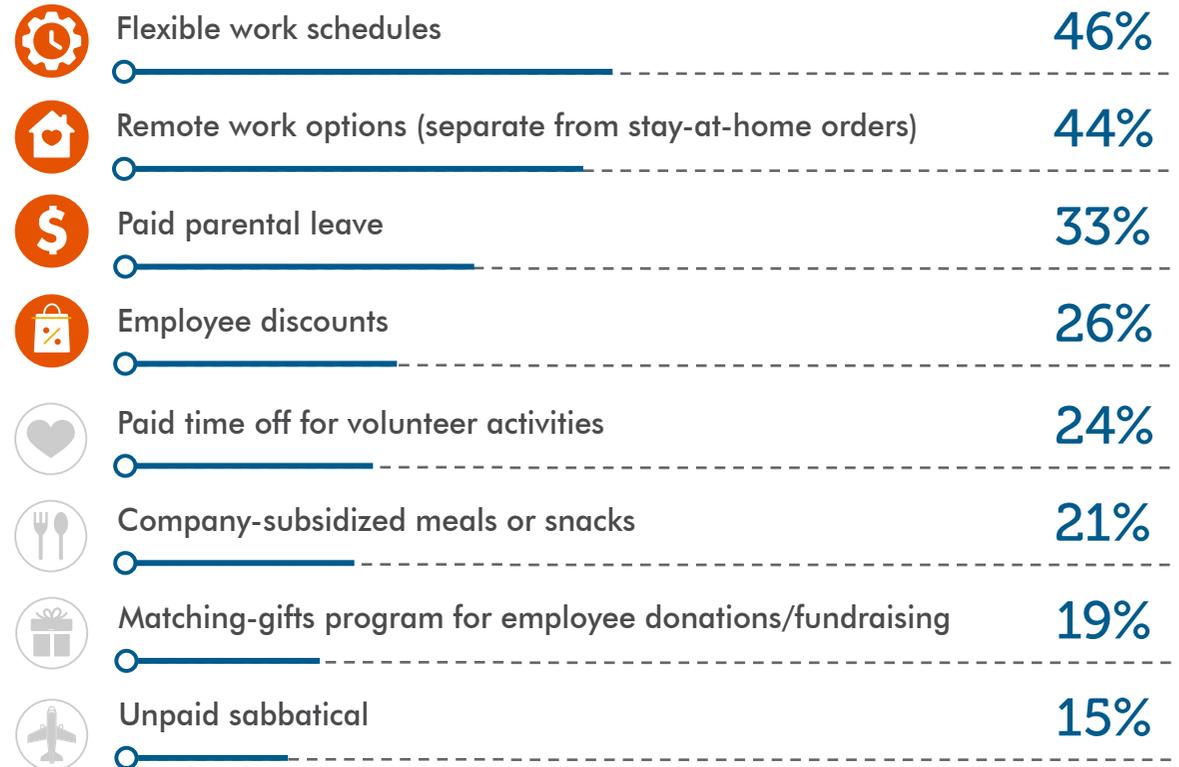
Employees want to work from home more



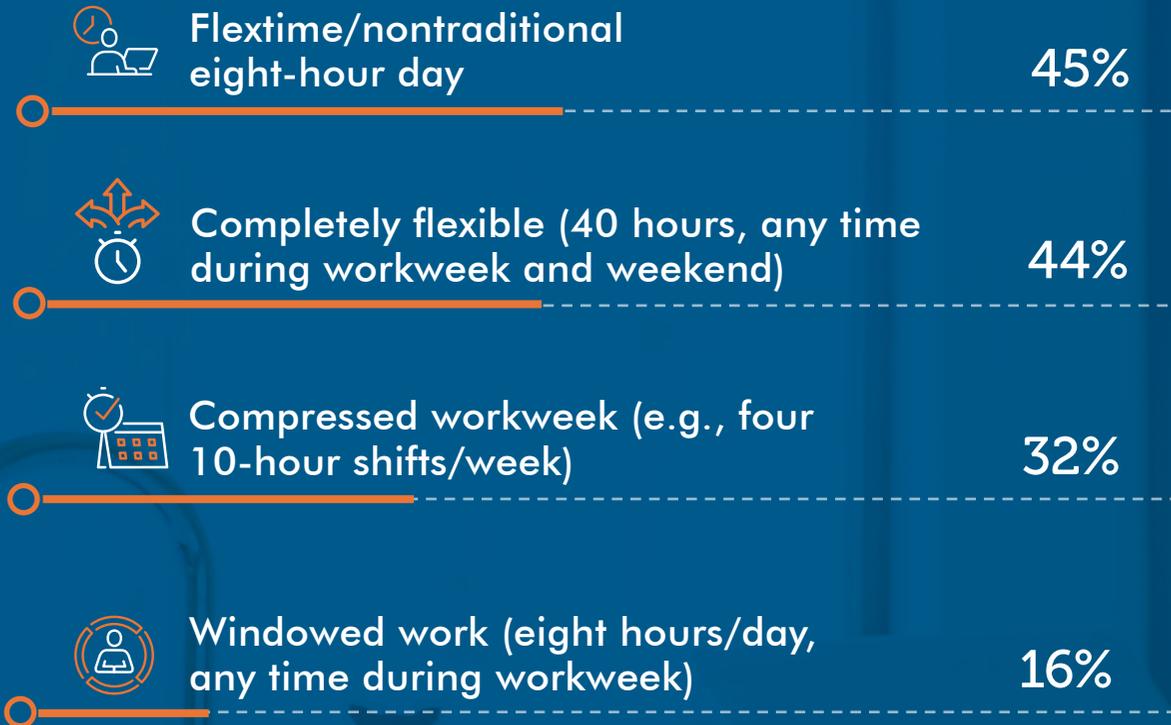
Average number of days per week employees prefer to work from home after stay-at-home advisories are lifted

Flexible schedules most valued perk*

● Most wanted perks
■ Percentage of companies offering



Employees' preferred flexible work options*



* Multiple responses were permitted. Top responses are shown.

** Paid time off includes vacation, sick days and paid holidays.

*** Examples of pretax programs include commuter benefits, flexible spending accounts and health savings accounts.

Source: Robert Half surveys of 500 HR managers and more than 1,500 workers in the U.S. and Canada

Resources



10 Lessons for Managing Your Staff in the COVID-19 Era

Explore 10 of the most important things we've learned about business, the workforce and adapting to change during the pandemic.

[Get the Report →](#)



The OfficeTeam Blog

Get help navigating the new business environment with insights and advice on managing remote teams, the current hiring landscape and more.

[Read the Blog →](#)



A Guide to Business Continuity Management

Protiviti, a Robert Half subsidiary, answers the 15 most frequently asked questions about keeping your business running through unexpected events.

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About OfficeTeam

With 300 locations worldwide, OfficeTeam can provide administrative support for your busy periods, seasonal peaks and special projects. We staff on-site and remote executive assistants, customer service and call center representatives, human resources specialists, medical coders, claims processors, and other office professionals across the United States and Canada.

Our staffing professionals work closely with you to find the right match for your workplace and industry. They blend their experience with state-of-the-art matching technology trained on decades of our exclusive placement data. And we back up our service with a satisfaction guarantee.*

Delivering value to you



Remote staffing options — millions of candidates and the right setup so they can work securely from anywhere



Flexible, cost-effective staffing services that can scale quickly to meet business demands



Your satisfaction guaranteed*

* Contact your local office for more details.



Contact your [local office](#) [online](#) or at **1.844.776.7614** for personalized assistance in locating top talent for your unique hiring needs.



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