

Salary Comparison - Base Pay Report

Receptionist

Job Factors

Summary:	This is a specialized job performing reception duties at the corporate, divisional or departmental level. 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.
Company Size:	Approximately 250 Employees
Revenue:	Approximately \$165 Million

Market Data

Survey Sources:	Job Match (-, =, +) ¹	Market Salary Data Analysis		
		Est. Low Quartile (80%)	Est. Market Norm	Est. High Quartile (120%)
SalaryTrends®	=	\$25,600	\$32,000	\$38,400
Milliman	=	\$30,400	\$38,000	\$45,600
Economic Research Institute	=	\$27,900	\$34,900	\$41,900
CompData	=	\$28,100	\$35,100	\$42,100

° Market Salary Range ²

\$28,000	\$35,000	\$42,000
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Organization Comparison

° Organization Salary

\$35,000

° Organization Salary vs. Market ³

100%

¹ Represents estimates of specified market pay levels based on Cascade's comparison of Organization vs. survey job definitions. Using actual market data for specified job, survey pay levels are projected if the Organization Job is equal to (=) greater than (+) or less than (-) the Survey Job. All data has been aged to estimated current market levels (October 2019).

² Competitive Market Range assumes Company observes a "market average" base pay strategy. Estimated market norm reflects a simple average of all data sources combined.

³ Where market norm = 100%

Salary Comparison - Total Compensation Report

Receptionist

Job Factors

Summary: This is a specialized job performing reception duties at the corporate, divisional or departmental level. 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.

Company Size: Approximately 250 Employees

Revenue: Approximately \$5 Million

Market Data

Survey Sources:	Job Match (-, =, +) ¹	Market Salary Data Analysis		
		Est. Low Quartile	Est. Market Norm	Est. High Quartile
SalaryTrends®	=	\$25,600	\$32,000	\$38,400
Milliman	=	\$30,400	\$38,000	\$45,600
Economic Research Institute	=	\$27,900	\$34,900	\$41,900
CompData	=	\$28,100	\$35,100	\$42,100
° Market Salary Range ²		\$28,000	\$35,000	\$42,000
° Market Bonus (5% of Salary) ³		\$1,750		
° Market Benefits ⁴		\$7,500		
° Market Total Compensation		\$44,250		

Organization Comparison

° Organization Salary	\$35,000
° Organization Bonus (8% of Salary)	\$2,800
° Organization Benefits ⁵	\$6,850
° Organization Total Compensation	\$44,650
° Org. Salary vs. Market ⁶	100%
° Org. Total Cash vs. Market	99%

¹ Represents estimates of specified market pay levels based on Cascade's comparison of Organization vs. survey job definitions. Using actual market data for specified job, survey pay levels are projected if the Organization Job is equal to (=) greater than (+) or less than (-) the Survey Job. All data has been aged to estimated current market levels (October 2019).

² Competitive Market Range assumes Company observes a "market average" base pay strategy. Estimated market norm reflects a simple average of all data sources combined.

³ Market incentive percentage = 8% based on both for-profit and non-profit survey sources.

⁴ Market Benefits - Employer cost of medical/dental benefits assuming same benefit package and premium rates and a 5% match for 401(k).

⁵ Org. Benefits - Company cost of medical/dental benefits assuming same benefit package and premium rates and an 8% annual 401(k) contribution.

⁶ Where market norm = 100%.