

2023 National Wage & Salary Survey

RECEPTIONIST - 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.

	<u>Number of Orgs</u>	<u>Number of Employees</u>	<u>Weighted Average</u>	<u>Median</u>
TOTAL RESPONSES	418	984	\$39,401	\$38,371
<u>Geographic Area</u>				
California (Vigilant)	1	1	\$40,562	\$40,562
Hawaii - Honolulu/West Region (Hawaii Employers Council)	37	144	\$42,055	\$37,449
Idaho (Vigilant)	2	2	\$40,577	\$40,577
Illinois - Chicago & surrounding suburbs (HR Source)	35	53	\$41,875	\$39,975
Michigan - Detroit Metro (American Society of Employers)	37	118	\$37,319	\$35,399
Michigan - Grand Rapids/W. Michigan (The Employers' Association)	38	59	\$39,456	\$39,389
Michigan - Saginaw/Bay/Midland (American Society of Employers)	5	5	\$34,931	\$35,521
Michigan - West Shoreline (Employers Association West Michigan)	8	11	\$39,178	\$38,579
Minnesota - Minneapolis/St. Paul Metro Area (MRA-The Management Association)	30	101	\$42,205	\$42,510
Minnesota - Non-Metro (MRA-The Management Association)	5	7	\$45,973	\$41,421
Missouri - Includes IL Metro East (AAIM Employers' Association)	25	35	\$38,994	\$37,842
Montana (Associated Employers)	32	103	\$34,885	\$33,889
Nevada (Nevada Association of Employers)	9	21	\$39,570	\$40,706
Ohio - Northeast (ERC)	12	15	\$36,808	\$36,884
Ohio - Northwest (The Employers' Association)	27	44	\$34,891	\$34,481
Oregon (Vigilant)	7	8	\$40,434	\$38,401
Oregon/Washington (Cascade Employers Association & United Employers Association)	35	106	\$38,234	\$40,755
Pennsylvania – Southeastern & New Jersey / Delaware / Maryland (MidAtlantic Employers' Association)	14	59	\$42,052	\$40,204
Washington (Vigilant)	14	17	\$41,062	\$36,935
Wisconsin - Milwaukee & Waukesha counties (MRA-The Management Association)	31	48	\$38,024	\$37,022
Wisconsin - Ozaukee & Washington counties (MRA-The Management Association)	6	6	\$38,633	\$38,350
Wisconsin - Racine & Kenosha counties (MRA-The Management Association)	8	21	\$39,113	\$37,305