

COMPENSATION:

Trending Up for Administrative Professionals as the Pandemic Recedes



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This snapshot of the 2024 American Society of Administrative Professionals' State of the Profession report offers insights about compensation trends to facilitate self-advocacy for administrative professionals and to provide a benchmark for organizational planning.

Executive Summary

The 2024 data about administrative professionals' (AP) compensation and benefit packages reflects the demanding, diverse, and indispensable roles that APs play within organizations.

- Average wages are on the rise, outpacing both 2023 trends and the rate of inflation.
- AP compensation is comparable to that of middle managers and project managers.
- Most APs are salaried, and the proportion of salaried APs is rising year-over-year.

Overall, the survey points to a growing awareness of the vital importance of APs as strategic business partners. APs can draw on this data when pursuing compensation adjustments or evaluating career opportunities, and organizations can use it to inform their compensation planning.

METHODOLOGY IN BRIEF

The 2024 survey was sent to the ASAP subscriber database of 92,343 administrative professionals. In total, 3,916 responded to the survey, a response rate of 4.4%. The margin of error on the survey is +/- 2% at a confidence interval of 95%.

AP JOB TITLES

The data continues to show a wide range of titles for administrative professionals. Consistent with our prior surveys, we found that:

- Thirty-six percent are executive assistants or senior executive assistants.
- Twenty-two percent are administrative assistants or senior administrative assistants.
- Nine other titles made up 25% of the sample, and the last 15% comprised 27+ titles.

Note: Numbers do not sum to 100% due to rounding.

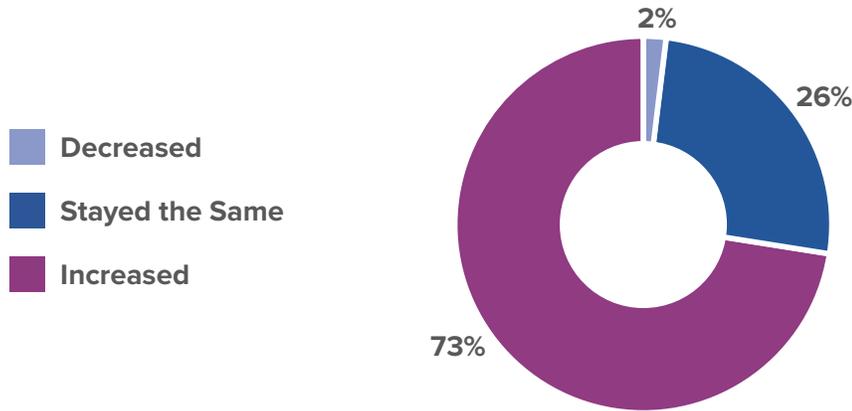
ABOUT ASAP

The [American Society of Administrative Professionals \(ASAP\)](#) is the world's leading association for the administrative profession. With 90,000+ members and growing, our mission is to provide the latest training and resources to administrative professionals and companies.

Annual Raises Are the Norm—Plus Bonuses for Some

The survey reveals that the market continues to recognize the value of APs' work; across job titles, nearly three-quarters say their compensation rose over the last year.

CHANGE IN ANNUAL COMPENSATION OVER LAST YEAR



73%

of APs say that their annual compensation has increased in the past year, and this is the case across all job levels.”

Additionally, more than a third (37%) receive annual bonuses, but there are notable differences among AP job titles and industries.

For example, when broken out by job title, the percentage of APs receiving bonuses ranges from more than a quarter (27%) to over half (58%). The gap is even wider when cross-referenced with industry: 74% receive a bonus in the top industry, versus just 11% in the bottom industry.

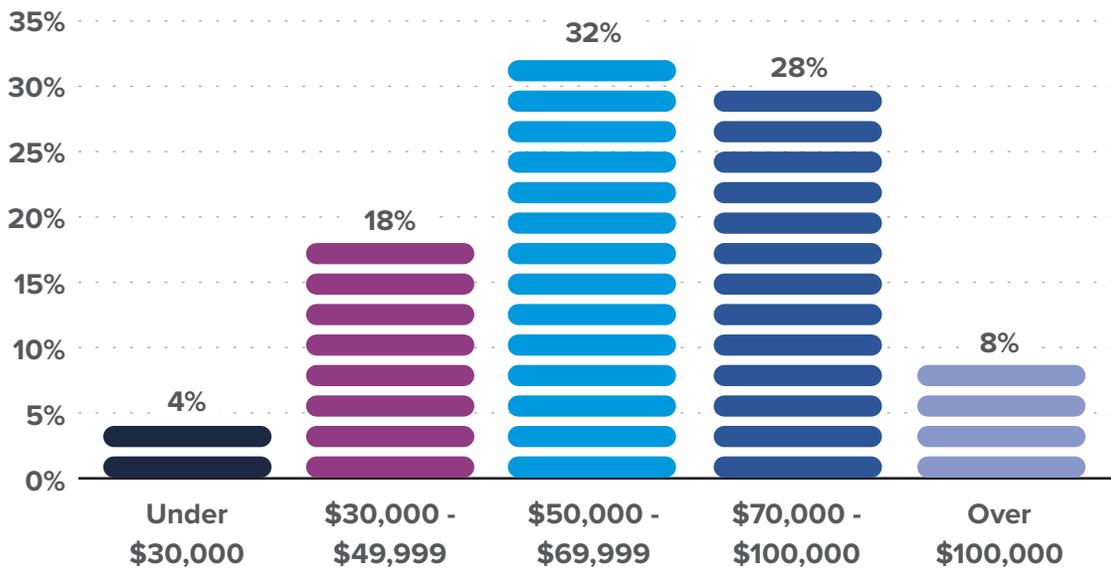
How does your compensation package stack up?

Get the full report to find out which industries offer more bonuses (and which offer less) and the job titles most likely to be eligible.

Compensation Picks Up Speed, Beating Inflation

Despite a slowing global economy and stubbornly high inflation, AP compensation has accelerated since last year. This is further evidence of the crucial contributions APs make to organizations. Over two-thirds of APs (69%) earn more than \$50,000 a year now, which is on par with middle managers and project managers.

TOTAL ANNUAL COMPENSATION IN 2024



In fact, the average annual salary for APs has increased by \$10,000 since 2020. The average increase since last year, 5.9%, is also above the rate of inflation. That indicates that pay raises for APs go beyond cost of living adjustments.

“
5.9%
 The increase in annual compensation from 2023 to 2024 suggests APs are receiving pay increases over and above the rate of inflation (which stands at 3.4% in the US in 2023).”

Are salaries at your organization competitive? Read the full report for compensation dollar amounts by years of experience, job title, and industry.

More Than Half of APs Are Salaried

Compensation structures are shifting to match the heightened awareness of APs as key professionals. For the first time since 2020, the balance tips to salaried status over hourly compensation, with just over half of APs commanding a salaried role (51%).

APs WHO SUPPORT EXECUTIVES ARE MORE LIKELY TO BE SALARIED

	APs who support an executive team	APs who do not support executives
Hourly	46%	62%
Salaried	53%	36%



This trend towards APs being salaried suggests that the profession is moving in line with the management positions that APs typically support.”

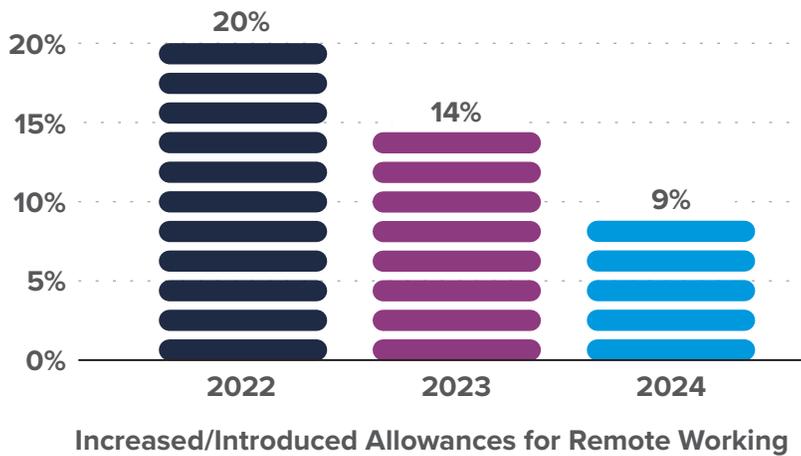
That said, some APs are more likely than others to be salaried. For instance, APs who are also line managers and APs who support executives are salaried at higher rates. Sector makes a difference too. In the Retail & E-commerce sector, almost two-thirds (62%) of APs are paid hourly and just over a third (36%) are salaried.

Is your compensation structure keeping pace? Read the full report to find out about salary trends across major AP job titles and 12 industries.

Most Benefits Packages Holding Steady or Growing

Consistent with prior years, just over half of APs report their company’s benefit package remains the same this year, although 46% of respondents receive additional benefits. Perhaps not surprisingly, however, fewer APs say their company introduced new remote work benefits or increased existing work-from-home benefits this year.

NEW REMOTE WORK BENEFITS



This could reflect a decreasing appetite for remote work as the pandemic recedes, or simply that existing remote work programs have stabilized.

Do your benefits match the market?

Read the full report to discover the eight most common benefits package improvements and their prevalence.

Keep Compensation Competitive with the Latest Data

This white paper is a snapshot from our 2024 benchmarking survey report. Each year since 2020, ASAP has produced the largest benchmarking survey ever for administrative professionals. This research aims to illustrate the current state of the administrative profession, act as a resource among members for self-advocacy, and help organizations to understand this diverse talent pool.

To get all the details, access the full report at asaporg.com/sop.