



This is a sample report...

...to assist you in evaluating the *2007 Natural Products Association Supplier Compensation Survey* report.

This sample report contains data for only one position:
Executive Assistant

The complete report contains the following sections:

- Participant List
- Executive Summary
- How to Interpret the Survey Results
- About Survey Sponsor
- Survey Methodology (including Data Definitions)
- Data for **28 different positions**

To purchase the complete report, please contact **Salary.com Surveys**:

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- **Email:** surveys@salary.com



Executive Assistant
 Job Code: OF13000004

Relieves the executive of administrative type functions in order to increase the time an executive has available for executive level responsibilities. May handle a wide variety of situations and conflicts involving the clerical and administrative function of the office. Responsible for confidential and time sensitive material. Prepares routine and advanced correspondence including letters, memoranda, and reports. Requires an associate's degree or its equivalent with at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. May direct and lead the work of others. Typically reports to an executive. A wide degree of creativity and latitude is expected.

Cash Compensation (All dollar amounts are displayed in \$000s)

Scope	Base Salary							Short-term Incentives							Total Cash Compensation							
	#orgs	#ees	25th pctile	50th pctile (median)	75th pctile	ee-wtd average	org-wtd average	#orgs	#ees	25th pctile	50th pctile (median)	75th pctile	ee-wtd average	org-wtd average	#orgs	#ees	25th pctile	50th pctile (median)	75th pctile	ee-wtd average	org-wtd average	
All Organizations	14	17	30.7	38.3	48.0	41.4	41.4	8	9	2.2	3.7	4.9	3.6	3.5	14	17	30.7	42.9	49.5	43.7	43.4	
Ownership Type																						
Private	13	16	30.1	38.0	45.7	39.5	39.1	7	8	1.9	3.4	5.0	3.5	3.4	13	16	30.1	41.9	47.6	41.7	40.9	
Number of Employees (FTEs)																						
<= 40	9	10	27.0	35.0	41.8	35.6	35.3	4	4						9	10	27.0	40.0	44.5	37.4	36.9	
> 40	5	7						4	5						5	7						
Revenue																						
<= \$9M	7	7	25.0	31.2	45.0	34.4	34.4	2	2						7	7	25.0	31.2	45.0	35.2	35.2	
Region																						
West Coast	8	11	35.3	40.7	50.9	42.3	42.6	5	6						8	11	39.5	43.5	51.7	44.8	44.6	
State																						
California	5	5	30.0	45.0	58.9	44.6	44.6	2	2						5	5	32.5	45.0	59.2	45.7	45.7	



Executive Assistant
Job Code: OF13000004

Job Characteristics

Pay Type	
Salaried	57.1%
Hourly	42.9%

Average Weekly Hours Worked			
25th pctile	50th pctile (median)	75th pctile	org-wtd average
40.0	40.0	40.0	39.7

FLSA Status	
Exempt	50.0%
Non-exempt	50.0%

Average Target Bonus (As a Percentage of Base Pay)			
25th pctile	50th pctile (median)	75th pctile	org-wtd average
4.5%	10.0%	17.5%	10.6%