StarkHR Compensation Survey for XYZ Company LLC

Detailed Report

Job Title	**RECEPTIONIST**
Responsibilities	Organize the things and keep the front desk clean and tidy. Ensure all the necessary stationery and the necessary forms are available. Note customer complaints and answer their queries. Welcome the customers in a friendly manner. Explain the company's policies and procedures to the customers. Attend calls and messages and redirect them to the respective departments when needed. In the case, if higher management is not able to receive their calls, keep a record of the messages received. Receive and forward mails and official documents to the concerned officials. Ensure that you keep a record of the documents sent and received. Schedule meetings of the clients with higher management. Maintain the attendance register. Keep the record of the inventory and other files updated. Monitor the daily inventory cost and note it down on designated ledgers. Manage extra work such as bookings, reservations, etc.
Requirements	High school diploma or any other qualification. Experience in working as a Recepcionist, Receptionist or relevant position. Proficient in Microsoft Office. Excellent interpersonal skills. Exceptional verbal as well as written communication skills. Outstanding customer service skills with a customer-oriented approach and pleasant personality. Knowledge of computers is mandatory. Familiarity with fax machines and printers. Excellent bookkeeping ability. Ability to multitask and work under pressure.

Annual 25th percentile wage	$	26,380.00
Annual median wage (or the 50th percentile)	$	31,110.00
Annual 75th percentile wage	$	37,830.00
Hourly 25th percentile wage	$	12.69
Hourly median wage (or the 50th percentile)	$	14.96
Hourly 75th percentile wage	$	18.19
Bonus	$	1,187.00
Profit Sharing		
FLSA Status		Exempt
No. Of Employees		527
No. Of Companies		91

Empty Cell = no/insufficient Data

SAMPLE