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**OPTI STAFFING
Salary Guide:
Executive - 2023**

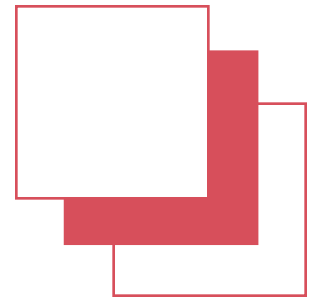




Welcome to Opti Staffing Group,

It has been our pleasure to provide dependable staffing solutions to the Pacific Northwest for over 20 years. We offer desirable positions with proven companies and a host of highly skilled and thoroughly vetted candidates. By focusing on critical positions within the Skilled Trades, Executive, and Operations fields, we have become leaders in the staffing industry, capable of offering reliable insight into what employers and job seekers are looking for.

One of the keys to our longevity has been our diligent Research Department. Their expertise has allowed us to keep ahead of market trends and provide keen guidance to our clients and candidates. We are pleased to offer the benefit of their insight to you through guides and reports like these. With our compensation analysis, you can stay informed and competitive in the current market.



Executive

How to use this guide:

In this guide you will find sample job titles where applicable, brief descriptions, and regional pay scale information for each of the executive positions listed below. If you do not find the position you are searching for or need any clarification on job titles or more precise compensation information, feel free to reach out to research@optistaffing.com. Our research team can provide any information not included in this guide as well as a detailed compensation analysis tailored to suit your needs.

Positions Covered In This Guide

- [Office Manager](#)
- [Executive Assistant](#)
- [Controller](#)
- [Assistant Controller](#)
- [Accountant](#)
- [Full Charge Bookkeeper](#)
- [Staff Accountant](#)
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- [Sales Coordinator](#)
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- [Corporate Recruiter](#)
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- [Payroll Clerk](#)
- [Payroll Administrator](#)
- [Benefits Administrator](#)
- [Director of Marketing](#)
- [Marketing Manager](#)
- [Director of Sales](#)
- [Sales Manager](#)
- [Territory Sales Manager](#)
- [Customer Service Manager](#)
- [General Manager](#)

Office Manager:

Supervises office activities to achieve maximum expense control and productivity. Develops procedures and policies for office activities, such as filing, dictating, records maintenance, typing, word processing, faxing and mail distribution. May also be responsible for the maintenance of office equipment and supplies. Requires a high school diploma or its equivalent with at least 7 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. Typically reports to a senior manager.

Pay Scales:

Washington

- Seattle Area: \$77,849 - \$101,367
- Tacoma Area: \$75,875 - \$98,796
- Vancouver Area: \$73,316 - \$95,464

Oregon

- Portland Area: \$73,504 - \$95,709
- Lake Oswego Area: \$73,504 - \$95,709

Alaska

- Anchorage Area: \$78,470 - \$102,175

Executive Assistant:

Sample Job Titles

Executive Secretary

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 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.

Pay Scales:

Washington

- Seattle Area: \$74,289 - \$93,119
- Tacoma Area: \$72,406 - \$90,758
- Vancouver Area: \$69,964 - \$87,697

Oregon

- Portland Area: \$70,143 - \$87,922
- Lake Oswego Area: \$70,143 - \$87,922

Alaska

- Anchorage Area: \$74,882 - \$93,862

Controller:

Sample Job Titles

Accounting Manager

Responsible for directing an organization's accounting functions. These functions include establishing and maintaining the organization's accounting principles, practices, procedures, and initiatives. Prepares financial reports and presents findings and recommendations to top management. Requires a bachelor's degree and at least 15 years of direct experience in the field. Typically requires a CPA. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top financial officer or CEO.

Pay Scales:

Washington

- Seattle Area: \$221,062 - \$315,364
- Tacoma Area: \$215,457 - \$307,367
- Vancouver Area: \$208,190 - \$297,001

Oregon

- Portland Area: \$208,723 - \$297,761
- Lake Oswego Area: \$208,723 - \$297,761

Alaska

- Anchorage Area: \$222,825 - \$317,879

Assistant Controller:

Sample Job Titles

Assistant Accounting Manager

Assists the corporate controller in directing an organization's accounting functions. These functions include establishing and maintaining an organization's accounting principles, practices, and procedures. Oversees the preparation and evaluation of budgets and other financial operating reports and presents findings and recommendations to top management. Requires a bachelor's degree in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to the corporate controller.

Pay Scales:

Washington

- Seattle Area: \$151,449 - \$198,683
- Tacoma Area: \$147,609 - \$193,645
- Vancouver Area: \$142,630 - \$187,114

Oregon

- Portland Area: \$142,995 - \$187,593
- Lake Oswego Area: \$142,995 - \$187,593

Alaska

- Anchorage Area: \$152,657 - \$200,268

Accountant:

Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. May require a bachelor's degree in area of specialty and 2 - 4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Pay Scales:

Washington

- Seattle Area: \$68,728 - \$83,958
- Tacoma Area: \$66,985 - \$81,829
- Vancouver Area: \$64,726 - \$79,069

Oregon

- Portland Area: \$64,891 - \$79,272
- Lake Oswego Area: \$64,891 - \$79,272

Alaska

- Anchorage Area: \$69,276 - \$84,627

Full Charge Bookkeeper:

Full Charge Bookkeeper will be responsible for the Accounts Payable, Accounts Receivable, Payroll, Financial Statements, Balance Sheets and Month - end close. Summarizes details in separate ledgers or computer files and transfers data to general ledger. Reconciles and balances accounts. May compile reports to show statistics, such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of business. May calculate employee wages from records or time cards and prepare checks for payment of wages. May prepare withholding, Social Security, and other tax reports. May compute, type, and mail monthly statements to clients. May complete records to or through trial balance. May require an Associate degree with and 3 - 5 years of experience in the field. Typically reports to the Business owner.

Pay Scales:

Washington

- Seattle Area: \$41,810 - \$52,300
- Tacoma Area: \$40,750 - \$50,980
- Vancouver Area: \$39,370 - \$49,260

Oregon

- Portland Area: \$39,470 - \$49,380
- Lake Oswego Area: \$39,470 - \$49,380

Alaska

- Anchorage Area: \$42,140 - \$52,720

Staff Accountant:

A staff accountant is a person who maintains all the accounts and ledger books of a company. The post of a staff accountant usually comes under the authority of the Finance and Accounts department. However, staff accountants tend to work along with the Human Resource department. Handling the post of a staff accountant is by no means a simple task and the person must be aware of accounting, accounting standards, federal and local labor laws, human resource norms, etc. The educational qualifications required for staff accountant job description vary according to the size of the organization and its structure. In small and medium - sized organizations, a graduate degree in accountancy is sufficient to qualify for the position of a staff accountant. However, the educational requirements in bigger companies may vary. Typically Reports to a supervisor or manager.

Pay Scales:

Washington

- Seattle Area: \$68,743- \$83,973
- Tacoma Area: \$67,003 - \$81,843
- Vancouver Area: \$64,743 - \$79,083

Oregon

- Portland Area: \$64,913- \$79,293
- Lake Oswego Area: \$64,913 - \$79,293

Alaska

- Anchorage Area: \$69,293 - \$84,643

Cost Accountant:

Determines and implements cost accounting procedures and methods. Responsible for the preparation and analysis of cost reports and costing audits. Examines and reviews unusual cost records and ensures cost data is allocated correctly. May require a bachelor's degree and 2 - 4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

Pay Scales:

Washington

- Seattle Area: \$77,304 - \$95,036
- Tacoma Area: \$75,343 - \$92,626
- Vancouver Area: \$72,802 - \$89,502

Oregon

- Portland Area: \$72,989 - \$89,731
- Lake Oswego Area: \$72,989 - \$89,731

Alaska

- Anchorage Area: \$77,920 - \$95,794

Project Accountant:

Project Accountants are responsible for tracking the financial progress of specific endeavors within a given period. Monitoring organizational elements, budgets and revenues are common activities in the broad range of industries which employ Project Accountants. Typical duties include reporting progress to a project manager, forecasting revenues, creating reports and reviewing compliance to project guidelines. Typically reports to a project manager or supervisor.

Pay Scales:

Washington

- Seattle Area: \$69,516 - \$93,414
- Tacoma Area: \$67,753 - \$91,045
- Vancouver Area: \$65,468 - \$87,974

Oregon

- Portland Area: \$65,636 - \$88,200
- Lake Oswego Area: \$65,636 - \$88,200

Alaska

- Anchorage Area: \$70,070 - \$94,159

CPA Accountant:

Sample Job Titles

Tax Accountant; Audit Manager

Maintains tax records and prepares tax returns, related schedules, and related reports. Prepares paperwork for local, state and federal level returns. May require a bachelor's degree and 0 - 2 years of experience in the field or in a related area. Has knowledge of commonly - used concepts, practices, and procedures within a particular field. Relies on instructions and pre - established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Pay Scales:

Washington

- Seattle Area: \$72,503 - \$91,601
- Tacoma Area: \$70,665 - \$89,278
- Vancouver Area: \$68,282 - \$86,267

Oregon

- Portland Area: \$68,456 - \$86,488
- Lake Oswego Area: \$68,456 - \$86,488

Alaska

- Anchorage Area: \$73,082 - \$92,332

Supply Chain Manager:

Manages and oversees overall supply chain operations, including purchasing and inventory of materials as well as selection of vendors. Makes recommendations to improve productivity, quality, and efficiency of operations. Coordinates and resolves issues regarding existing and new products. Interacts with clients to ensure that all requirements are being met. Requires a bachelor's degree in area of specialty and 5 - 7 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 extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Pay Scales:

Washington

- Seattle Area: \$116,605 - \$151,241
- Tacoma Area: \$113,648 - \$147,405
- Vancouver Area: \$145,374 - \$185,643

Oregon

- Portland Area: \$110,096 - \$110,096
- Lake Oswego Area: \$110,096 - \$110,096

Alaska

- Anchorage Area: \$117,535 - \$152,447

Purchasing/Buying Asst:

Sample Job Titles

Procurement Clerk; Bid Clerk; Award Clerk

Creates purchase orders for the acquisition of materials. Researches, interviews, and negotiates with suppliers to obtain prices and specifications. Provides routine administrative support. Requires a high school diploma or its equivalent with 0 - 2 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. Performs a variety of complicated tasks. Typically reports to a manager. A wide degree of creativity and latitude is expected.

Pay Scales:

Washington

- Seattle Area: \$50,000 - \$67,000
- Tacoma Area: \$42,360 - \$55,030
- Vancouver Area: \$47,100 - \$63,100

Oregon

- Portland Area: \$41,030 - \$53,320
- Lake Oswego Area: \$41,030 - \$53,320

Alaska

- Anchorage Area: \$43,810 - \$56,920

Purchaser/Buyer:

Sample Job Titles

Commodities Buyer; Procurement Specialist

Responsible for purchasing commodities to support a company's supply chain. Evaluates vendor quotes and services to determine the most desirable suppliers. Requires a bachelor's degree in area of specialty and 2 - 4 years of experience in the field or in a related area. Familiar with the standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is expected. Typically reports to a manager.

Pay Scales:

Washington

- Seattle Area: \$71,352 - \$88,314
- Tacoma Area: \$69,543 - \$86,074
- Vancouver Area: \$67,197 - \$83,171

Oregon

- Portland Area: \$67,369 - \$83,384
- Lake Oswego Area: \$67,369 - \$83,384

Alaska

- Anchorage Area: \$71,921 - \$89,018

Inventory Control:

Records and maintains control of all inventory items purchased and produced. Ensures compliance with established internal control procedures. Requires a high school diploma with 2 - 5 years' experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor/manager.

Pay Scales:

Washington

- Seattle Area: \$63,790 - \$82,090
- Tacoma Area: \$62,190 - \$79,990
- Vancouver Area: \$60,090 - \$77,290

Oregon

- Portland Area: \$60,190 - \$77,490
- Lake Oswego Area: \$60,190 - \$77,490

Alaska

- Anchorage Area: \$64,290 - \$82,690

Production Manager:

Manages the operations of an assigned production area to ensure that volume, cost, and quality standards are achieved. Ensures physical and workforce resources are adequate to meet the organization's production schedule. Manages the activities of production personnel including workflow, assembly methods, and work force utilization. May require a bachelor's degree in area of specialty and at least 5 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 extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a Manufacturing Manager.

Pay Scales:

Washington

- Seattle Area: \$109,103 - \$145,819
- Tacoma Area: \$106,336 - \$142,121
- Vancouver Area: \$102,750 - \$137,328

Oregon

- Portland Area: \$103,013 - \$137,679
- Lake Oswego Area: \$103,013 - \$137,679

Alaska

- Anchorage Area: \$109,973 - \$146,982

Warehouse Manager:

Sample Job Titles

Warehouse Supervisor

Manages all warehouse activities. Manages the warehouse ensuring the receipt, coordination, and safety of goods coming through a warehouse. Also ensures that orders arrive and are dispatched on time to the appropriate destinations and in the expected quantities. Requires a high school diploma or its equivalent with 5-7 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. Performs a variety of complicated tasks. Leads and directs the work of others. A wide degree of creativity and latitude is required. Typically reports to a head of a unit/department.

Pay Scales:

Washington

- Seattle Area: \$86,783 - \$119,775
- Tacoma Area: \$84,582 - \$116,738
- Vancouver Area: \$81,730 - \$112,801

Oregon

- Portland Area: \$81,939 - \$113,090
- Lake Oswego Area: \$81,939 - \$113,090

Alaska

- Anchorage Area: \$87,475 - \$120,731

Operations Manager:

Manages the day-to-day activities of an organization's non-manufacturing operations department. Assists in evaluating current and proposed systems and procedures. Recommends changes when necessary and assists in implementation of new processes. Requires a bachelor's degree with at least 8 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a senior manager or head of unit/department.

Pay Scales:

Washington

- Seattle Area: \$105,526 - \$136,694
- Tacoma Area: \$120,850 - \$133,228
- Vancouver Area: \$141,467 - \$174,522

Oregon

- Portland Area: \$99,636 - \$129,064
- Lake Oswego Area: \$99,636 - \$129,064

Alaska

- Anchorage Area: \$106,368 - \$137,784

Materials Manager:

Manages the purchasing and inventory control functions. Provides support to production scheduling on all material flow issues to meet production schedules and client requirements. Interfaces with product line coordinators on the planning and forecasting of client orders to meet shipments. Requires a bachelor's degree with at least 7 years' experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Pay Scales:

Washington

- Seattle Area: \$120,778 - \$154,195
- Tacoma Area: \$117,716 - \$150,285
- Vancouver Area: \$113,745 - \$145,216

Oregon

- Portland Area: \$114,037 - \$145,588
- Lake Oswego Area: \$114,037 - \$145,588

Alaska

- Anchorage Area: \$121,742 - \$155,425

Planner/Scheduler:

Sample Job Titles

Construction Planner/Scheduler

Responsible for the planning and scheduling of construction work and work crew. Gathers and analyzes information to prepare reports on the progress of projects. Ensures that assignment and scheduling of work follows company policy. Evaluates current procedures and recommends changes to improve the efficiency of planning and scheduling of projects. Requires a bachelor's degree in area of specialty and 2 - 4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Pay Scales:

Washington

- Seattle Area: \$91,088 - \$116,682
- Tacoma Area: \$88,778 - \$113,723
- Vancouver Area: \$85,784 - \$109,888

Oregon

- Portland Area: \$86,003 - \$110,169
- Lake Oswego Area: \$86,003 - \$110,169

Alaska

- Anchorage Area: \$91,814 - \$117,613

Engineering Manager:

Manages engineering activities within an organization. Implements and maintains engineering objectives and initiatives. Manages creation and improvement of products that involve the engineering department. Requires a bachelor's degree in engineering and 8 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Pay Scales:

Washington

- Seattle Area: \$93,700 - \$116,100
- Tacoma Area: \$91,300 - \$113,100
- Vancouver Area: \$88,200 - \$109,300

Oregon

- Portland Area: \$88,500 - \$109,600
- Lake Oswego Area: \$88,500 - \$109,600

Alaska

- Anchorage Area: \$94,400 - \$117,000

Quality Manager:

Manages total quality programs, policies, and initiatives. Responsible for identifying, analyzing and developing improvements in productivity, quality, client relationships, and customer service. Requires a bachelor's degree with 4-6 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. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a senior manager.

Pay Scales:

Washington

- Seattle Area: \$128,737 - \$164,053
- Tacoma Area: \$125,472 - \$159,893
- Vancouver Area: \$121,240 - \$154,500

Oregon

- Portland Area: \$121,551 - \$154,895
- Lake Oswego Area: \$121,551 - \$154,895

Alaska

- Anchorage Area: \$129,763 - \$165,361

Project Manager:

Manages and oversees project controls for engineering and construction projects. Responsible for project planning and scheduling, cost estimating and monitoring, and quality review. Manages project controls personnel. Establishes operating policies to mitigate risk. Provides guidance and consultation for project managers. May require a bachelor's degree in a related area and at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Sample Job Titles

Project Controls Manager; Scheduling Manager

Pay Scales:

Washington

- Seattle Area: \$141,980 - \$182,394
- Tacoma Area: \$138,379 - \$177,768
- Vancouver Area: \$133,712 - \$171,773

Oregon

- Portland Area: \$134,054 - \$172,213
- Lake Oswego Area: \$134,054 - \$172,213

Alaska

- Anchorage Area: \$143,112 - \$183,848

Document Control Clerk:

Responsible for clerical duties related to technical documentation of procedures and practices. Ensures proper upkeep of technical documents. Requires a high school diploma or its equivalent and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor.

Pay Scales:

Washington

- Seattle Area: \$46,930 - \$58,950
- Tacoma Area: \$45,470 - \$57,460
- Vancouver Area: \$44,200 - \$55,520

Oregon

- Portland Area: \$44,310 - \$55,660
- Lake Oswego Area: \$44,310- \$55,660

Alaska

- Anchorage Area: \$47,310 - \$59,420

Import/Export Clerk:

Prepares import/export documents in accordance with established procedures and guidelines. Checks shipping invoices for accuracy. May calculate value of duties and tariffs due on transported goods. May require an associate degree or its equivalent and 0 - 2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Pay Scales:

Washington

- Seattle Area: \$46,936 - \$61,569
- Tacoma Area: \$45,746 - \$60,008
- Vancouver Area: \$44,203 - \$57,984

Oregon

- Portland Area: \$44,316 - \$58,133
- Lake Oswego Area: \$44,316 - \$58,133

Alaska

- Anchorage Area: \$47,311 - \$62,060

Sales Coordinator:

Sample Job Titles

Sales Assistant

Creates reports for the sales force regarding market conditions, sales results, and team earnings. Provides customer service regarding products and services. Performs administrative duties for the sales team. May require an associate degree or its equivalent with 2 - 4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Pay Scales:

Washington

- Seattle Area: \$48,870 - \$61,306
- Tacoma Area: \$47,631 - \$59,752
- Vancouver Area: \$46,024 - \$57,737

Oregon

- Portland Area: \$46,142 - \$57,884
- Lake Oswego Area: \$46,142 - \$57,884

Alaska

- Anchorage Area: \$49,260 - \$61,795

Director of HR:

Plans, directs and carries out policies relating to all phases of personnel activity. Recruits, interviews, and selects employees to fill vacant positions. Plans and conducts new employee orientation programs to foster positive attitudes toward company goals. Keeps records of insurance coverage, pension plans, and personnel transactions such as hires, promotions, transfers, and terminations. Investigates accidents and prepares reports for insurance carriers. Conducts wage surveys within relevant labor markets to determine competitive wage rates. Prepares the budget for personnel operations. May be responsible for evaluating and suggesting new benefit or compensation structures or changes to existing plans. Requires a bachelor's degree with at least 7-10 years of direct experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. Typically reports to a Top Human Resources Executive.

Pay Scales:

Washington

- Seattle Area: \$167,026 - \$237,296
- Tacoma Area: \$162,790 - \$231,279
- Vancouver Area: \$157,300 - \$223,479

Oregon

- Portland Area: \$157,702 - \$224,051
- Lake Oswego Area: \$157,702 - \$224,051

Alaska

- Anchorage Area: \$168,358 - \$239,189

HR Manager:

Designs, plans, and implements human resources programs and policies for staffing, compensation, benefits, visa/green card processing, employee relations, training, and health and safety. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Pay Scales:

Washington

- Seattle Area: \$111,900 - \$142,200
- Tacoma Area: \$109,100 - \$138,600
- Vancouver Area: \$105,400 - \$133,900

Oregon

- Portland Area: \$105,700 - \$134,300
- Lake Oswego Area: \$105,700 - \$134,300

Alaska

- Anchorage Area: \$112,800 - \$143,300

Benefits Manager:

Sample Job Titles

Compensation Manager

Designs, plans, and implements corporate compensation and benefits programs, policies, and procedures. Responsible for reviewing programs, suggesting modifications, and ensuring achievement of competitive market position and other goals identified by the organization. Responsible for ensuring programs meet employee needs, comply with legal requirements, and are cost effective. Ensures the compensation and benefits programs enhance the organization's ability to recruit and retain employees. Requires a bachelor's degree in a related area and at least 7 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 extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Pay Scales:

Washington

- Seattle Area: \$115,772 - \$145,888
- Tacoma Area: \$112,837 - \$142,188
- Vancouver Area: \$109,031 - \$137,393

Oregon

- Portland Area: \$109,310 - \$137,744
- Lake Oswego Area: \$109,310 - \$137,744

Alaska

- Anchorage Area: \$116,696 - \$147,051

Corporate Recruiter:

Recruits, interviews, checks references, makes offers, and conducts orientation for new employees. Performs exit interviews and processes change of employee status. May require a bachelor's degree and at least 8 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 extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Pay Scales:

Washington

- Seattle Area: \$69,512 - \$88,491
- Tacoma Area: \$67,749 - \$86,247
- Vancouver Area: \$65,464 - \$83,338

Oregon

- Portland Area: \$65,632 - \$83,552
- Lake Oswego Area: \$65,632 - \$83,552

Alaska

- Anchorage Area: \$70,066 - \$89,197

HR Assistant:

Sample Job Titles

HR Coordinator

Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization development and training. May require an associate degree in a related area with 2 - 4 years of experience in the field or in a related area. Has knowledge of commonly - used concepts, practices, and procedures within a particular field. Relies on instructions and pre - established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Pay Scales:

Washington

- Seattle Area: \$50,100 - \$62,900
- Tacoma Area: \$48,800 - \$61,300
- Vancouver Area: \$47,100 - \$59,200

Oregon

- Portland Area: \$47,300 - \$59,400
- Lake Oswego Area: \$47,300 - \$59,400

Alaska

- Anchorage Area: \$50,500 - \$63,400

Payroll Clerk:

Inputs data from time sheets, production records, or individual time cards to computerized payroll system. Also responsible for balancing payroll runs, producing federal, state and local tax payments, and answering employee questions and troubleshooting issues. Requires a high school diploma or its equivalent with 0 - 3 years of experience in the field or in a related area. Has knowledge of commonly - used concepts, practices, and procedures within a particular field. Relies on instructions and pre - established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Pay Scales:

Washington

- Seattle Area: \$51,038 - \$65,152
- Tacoma Area: \$49,744 - \$63,499
- Vancouver Area: \$48,066 - \$61,358

Oregon

- Portland Area: \$48,189 - \$61,515
- Lake Oswego Area: \$48,189- \$61,515

Alaska

- Anchorage Area: \$51,445 - \$65,671

Payroll Administrator:

Maintains production records, timesheets, and the payroll system. May be responsible for computing, withholding, and deductions associated with net earnings. May require an Associate Degree or its equivalent and at least 4 years of experience in the field. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a payroll manager.

Pay Scales:

Washington

- Seattle Area: \$67,563 - \$84,048
- Tacoma Area: \$65,850 - \$81,917
- Vancouver Area: \$63,629 - \$79,154

Oregon

- Portland Area: \$63,792 - \$79,357
- Lake Oswego Area: \$63,792 - \$79,357

Alaska

- Anchorage Area: \$68,102 - \$84,719

Benefits Administrator:

Sample Job Titles

Benefits Coordinator

Administers and maintains company benefits programs. Functions as a liaison between vendors and employees and advises employees on eligibility, coverage, and other benefits matters. Compiles and maintains benefits records and documents. May require an Associate Degree or its equivalent and 2 - 4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Pay Scales:

Washington

- Seattle Area: \$64,405 - \$82,101
- Tacoma Area: \$62,772 - \$80,019
- Vancouver Area: \$60,655 - \$77,320

Oregon

- Portland Area: \$60,810 - \$77,518
- Lake Oswego Area: \$60,810 - \$77,518

Alaska

- Anchorage Area: \$64,919 - \$82,756

Director of Marketing:

Sample Job Titles

Marketing Executive

Directs and oversees an organization's marketing policies, objectives, and initiatives. Conducts market research and develops marketing plans for specific products, services, or business lines. Reviews changes to the marketplace and industry and adjusts marketing plan accordingly. Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Pay Scales:

Washington

- Seattle Area: \$173,673 - \$220,497
- Tacoma Area: \$169,269 - \$214,905
- Vancouver Area: \$163,561 - \$207,657

Oregon

- Portland Area: \$163,979 - \$208,189
- Lake Oswego Area: \$163,979 - \$208,189

Alaska

- Anchorage Area: \$175,059 - \$222,255

Marketing Manager:

Sample Job Titles

Pricing Manager

Develops and implements strategic marketing plans for an organization. Stays abreast of changes in the marketing environment to best serve the objectives of the organization and adjusts plans accordingly. Researches and develops pricing policies and recommends appropriate sales channels. Requires a bachelor's degree with at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Pay Scales:

Washington

- Seattle Area: \$110,608 - \$144,172
- Tacoma Area: \$107,803 - \$141,043
- Vancouver Area: \$104,167 - \$136,286

Oregon

- Portland Area: \$104,434 - \$136,635
- Lake Oswego Area: \$104,434 - \$136,635

Alaska

- Anchorage Area: \$111,490 - \$145,866

Director of Sales:

Directs and oversees an organization's sales policies, objectives, and initiatives. Sets short- and long-term sales strategies and evaluates effectiveness of current sales programs. Recommends product or service enhancements to improve client satisfaction and sales potential. Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Pay Scales:

Washington

- Seattle Area: \$184,754 - \$242,406
- Tacoma Area: \$180,069 - \$236,259
- Vancouver Area: \$169,441 - \$219,690

Oregon

- Portland Area: \$174,442 - \$228-875
- Lake Oswego Area: \$174,442 - \$228-875

Alaska

- Anchorage Area: \$186,228 - \$244,339

Sales Manager:

Manages and directs a sales force to achieve sales and profit goals. Designs and recommends sales programs and sets short- and long-term sales strategies. Evaluates and implements appropriate new sales techniques to increase the department's sales volume. May recommend product or service enhancements to improve customer satisfaction and sales potential. Ensures projects are completed on time and within budget. Acts as advisor to sales team regarding projects, tasks, and operations. May require a bachelor's degree in area of specialty and 7-10 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 extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to head of a unit/department.

Pay Scales:

Washington

- Seattle Area: \$119,300 - \$164,615
- Tacoma Area: \$116,275 - \$160,440
- Vancouver Area: \$112,353 - \$155,029

Oregon

- Portland Area: \$112,641 - \$155,426
- Lake Oswego Area: \$112,641 - \$155,426

Alaska

- Anchorage Area: \$120,252 - \$165,927

Territory Sales Mngr:

Manages and directs a sales force to achieve sales and profit goals within a district or territory. Designs and recommends sales and marketing programs and sets short- and long-term sales strategies. Requires a bachelor's degree in a related area and at least 4 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a top sales executive.

Pay Scales:

Washington

- Seattle Area: \$90,711 - \$140,812
- Tacoma Area: \$88,411 - \$137,241
- Vancouver Area: \$85,429 - \$132,613

Oregon

- Portland Area: \$85,648 - \$132,952
- Lake Oswego Area: \$85,648 - \$132,952

Alaska

- Anchorage Area: \$91,435 - \$141,935

Customer Service Mngr:

Manages a staff of customer service representatives and ensures that customers are retained, satisfied, and that their needs are fulfilled. Responsible for designing and implementing improved process or operational policies. Recommends changes to products or services to fulfill customer needs. Requires a bachelor's degree in business, marketing, or related area, and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Typically reports to a senior manager.

Pay Scales:

Washington

- Seattle Area: \$93,907 - \$119,876
- Tacoma Area: \$91,526 - \$116,836
- Vancouver Area: \$88,439 - \$112,896

Oregon

- Portland Area: \$88,665 - \$113,185
- Lake Oswego Area: \$88,665 - \$113,185

Alaska

- Anchorage Area: \$94,656 - \$120,832

General Manager:

Provides general management over finance, marketing, sales, manufacturing, engineering, materials, quality assurance/control, human resources, and information systems for a plant or other production facility. Makes decisions regarding improving productivity, quality, and efficiency of operations. May be required to meet certain certifications in field. Requires a bachelor's degree and at least 10 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 extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Leads and directs the work of others. A wide degree of creativity and latitude is required. Typically reports to top management.

Pay Scales:

Washington

- Seattle Area: \$198,256 - \$270,088
- Tacoma Area: \$193,229 - \$263,239
- Vancouver Area: \$186,712 - \$254,361

Oregon

- Portland Area: \$187,190 - \$225,012
- Lake Oswego Area: \$187,190 - \$225,012

Alaska

- Anchorage Area: \$199,837 - \$272,242