

Survey Name:	2021 Canada MBD/TRS - All MBD Modules	Refinement:	All Data
Job Family:	Administration, Facilities & Secretarial	Scale:	In Whole Numbers
Job Sub-family:	Administration & Secretarial	Currency:	Canadian Dollar
Job Code:	AFS.01.001.M30	Number of Organizations:	61
Job Title:	General Office Administration & Secretarial Management - Manager (M3)	Number of Observations:	201
Job Type:	Job	Position Class:	50-55
Job Description:	General Office Administration & Secretarial Management is accountable for processes and teams in two or more of the following areas: •General Office Administration and Clerical Support •Reception/Telephone/Switchboard •Mailroom & Filing Support •Secretarial/Administrative Assistant Support •In some organizations may be accountable for office event planning and/or office space planning A Manager (M3) manages experienced professionals who exercise latitude and independence in assignments. Responsibilities typically include: • Policy and strategy implementation for short-term results (1 year or less). • Problems faced are difficult to moderately complex. • Influences others outside of own job area regarding policies, practices and procedures.		

* More than 35% of the rates within the sample are supplied by one organization

** Note only the Mean and Median will be displayed if more than 50% of the incumbents are supplied by one organization

Compensation Element	No. of Orgs	No. of Obs	* / **	Inc Wtd 10th %ile	Inc Wtd 25th %ile	Inc Wtd Mean	Inc Wtd Median	Inc Wtd 75th %ile	Inc Wtd 90th %ile
Base Salary	61	201		70,000	80,000	96,413	90,500	111,855	134,071
Salary Min	39	136		61,813	68,675	80,087	80,950	88,493	97,446
Salary Mid	37	134		78,450	87,500	102,750	102,000	116,900	136,570
Salary Max	39	136		99,107	109,400	124,808	122,000	140,000	165,613
Other Guaranteed Allowance	0	0		--	--	--	--	--	--
Total Guaranteed Cash Comp	61	201		70,000	80,000	96,413	90,500	111,855	134,071
STI Threshold % Base	4	13	**	--	--	10.3	8.5	--	--
STI Target	39	80		7,020	9,263	15,324	11,660	21,080	26,860
STI Target % of Base	39	80		7.9	10.0	13.7	12.5	17.0	20.0
STI Maximum % Base	14	39	**	--	--	23.7	20.0	--	--
STI Actual	36	92		2,500	3,966	11,946	8,679	19,562	28,104
STI Actual % Base	36	92		2.8	4.5	10.8	7.4	16.9	21.6
Sales Incentive (Target)	0	0		--	--	--	--	--	--
Sales Incentive Target % Base	0	0		--	--	--	--	--	--
Sales Incentive Actual	0	0		--	--	--	--	--	--
Sales Incentive Actual % Base	0	0		--	--	--	--	--	--
Profit Sharing Actual	0	0		--	--	--	--	--	--
Profit Sharing Actual % Base	0	0		--	--	--	--	--	--
Total Cash - Target	51	122		69,451	81,311	110,184	105,172	136,652	159,533
Total Cash Target - Receivers	39	80		82,650	96,484	123,428	119,175	148,796	165,537
Total Cash - Actual	61	201		70,014	81,798	101,881	93,000	123,248	143,559
Total Cash Actual - Receivers	36	92		82,022	87,550	113,533	106,902	136,828	158,580
LTI (B-S)	7	8		--	14,283	22,523	18,256	30,689	--
LTI % of Base (B-S)	7	8		--	8.8	16.5	14.1	23.3	--
TDC Target (B-S)	51	122		69,451	81,311	111,402	105,172	136,887	161,339
TDC Target (B-S), Rcvrs	6	7		--	162,975	198,131	208,325	224,166	--
TDC Actual (B-S)	61	201		70,014	81,798	102,778	93,000	123,248	144,046
TDC Actual (B-S) Rcvrs	7	8		--	165,027	189,669	194,018	206,276	--
Tenure - Organization	57	195		2	5	13	10	17	27

SAMPLE