OFFICE CAREER LADDER

**INTERNSHIP**

**OFFICE ADMINISTRATION A.S.**

**ENTRY LEVEL**

**PATIENT CARE COORDINATOR**
- $27,061 - $31,616/yr
- Education: Certificate/Associates, Experience from internship

**ACCOUNT REPRESENTATIVE**
- $39,998 - $70,262/yr
- Education: Associates/Bachelors

**OFFICE COORDINATOR**
- $41,163 - $51,771/yr
- Education: Associates/Bachelors

**CUSTOMER SERVICE REPRESENTATIVE**
- $28,309 - $35,776/yr
- Education: Certificate/Associates, Experience from internship

**3+ YEARS EXPERIENCE**

**MEDICAL BILLER/CODER**
- $29,869 - $51,418/yr
- Education: Associates/Bachelors

**ACCOUNT REPRESENTATIVE**
- $39,998 - $70,262/yr
- Education: Associates/Bachelors

**OFFICE COORDINATOR**
- $41,163 - $51,771/yr
- Education: Associates/Bachelors

**CUSTOMER SERVICE REPRESENTATIVE**
- $28,309 - $35,776/yr
- Education: Certificate/Associates, Experience from internship

**EXECUTIVE ADMINISTRATIVE ASSISTANT**
- $42,078 - $62,254/yr
- Education: Bachelors Degree

**DIRECTOR**
- $65,072 - $137,000/yr
- Education: Bachelors/MBA

**OFFICE MANAGER**
- $41,163 - $65,478/yr
- Education: Bachelors Degree

**ASSISTANT MANAGER**
- $41,163 - $51,771/yr
- Education: Bachelors Degree

**ASSISTANT DIRECTOR**
- $125,000+/yr
- Education: Bachelors/MBA

**FRONT/BACK OFFICE MANAGER**
- $65,478+/yr
- Education: Bachelors/MBA

**DIRECTOR**
- $65,072 - $137,000/yr
- Education: Bachelors/MBA

**DATA SOURCE**
- EMSI (Dade-Broward-Palm Beach MSA) | 2016-2026 projection

*These are general examples of positions that might be found in this career track. Actual positions and salaries will vary depending on the industry and individual company.*

11/10/2016