

THE TRUE COST OF HIRING AN ON-SITE ADMINISTRATIVE ASSISTANT

	<u>Annual Cost</u>
Base salary (approximately \$14.42/hr x 40/hrs week x 52 weeks)	\$30,000
Benefits (15% of salary)	4,500
Payment for time not worked (13%)* (vacation, holidays, sick time, lunches)	3,900
Payroll Taxes (12%)	3,600
Administrative Costs (7%)** (recruiting, hiring, training, record maintenance, severance pay)	2,100
Equipment & Maintenance of Equipment & Supplies for Employee	3,900
Rent of space for in-house employee	<u>2,250</u>
Annual Total	\$50,250

* Source: U.S. Chamber of Commerce

**These costs assume a stable staffing situation. High turnover can double administrative costs annually.

***These costs do not include the cost of additional insurances such as worker's compensation or extra liability.

THE TRUE COST OF PARTNERING WITH **Portable Hands®**

	<u>Annual Cost</u>
Base retainer of 8 hours a month (\$50/hr) = (\$400/mth x 12 mths)	\$4,800
Occasional overage of hours some months (48/hrs annually)	2,400
Benefits (15% of salary)	0
Payment for not time worked (13%)* (vacation, holidays, sick time, lunches)	0
Payroll Taxes (12%)	0
Administrative Costs (7%)** (recruiting, hiring, training, record maintenance & severance pay)	0
Equipment & Maintenance of Equipment & Supplies for Employee	0
Rent of space for in-house employee	<u>0</u>
Annual Total	\$7,200

Total savings by partnering with **Portable Hands®**

\$43,050

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