



Salary report Pro

Administrative Worker

Administration

1 April 2025

Administrative Worker

gross total monthly salary (median)
7,977 SAR

Region: Saudi Arabia
 Work experience: Senior (more than 6 years of experience)
 Company size: large company (250 or more employees)
 Education: all education levels
 Industry: all industries

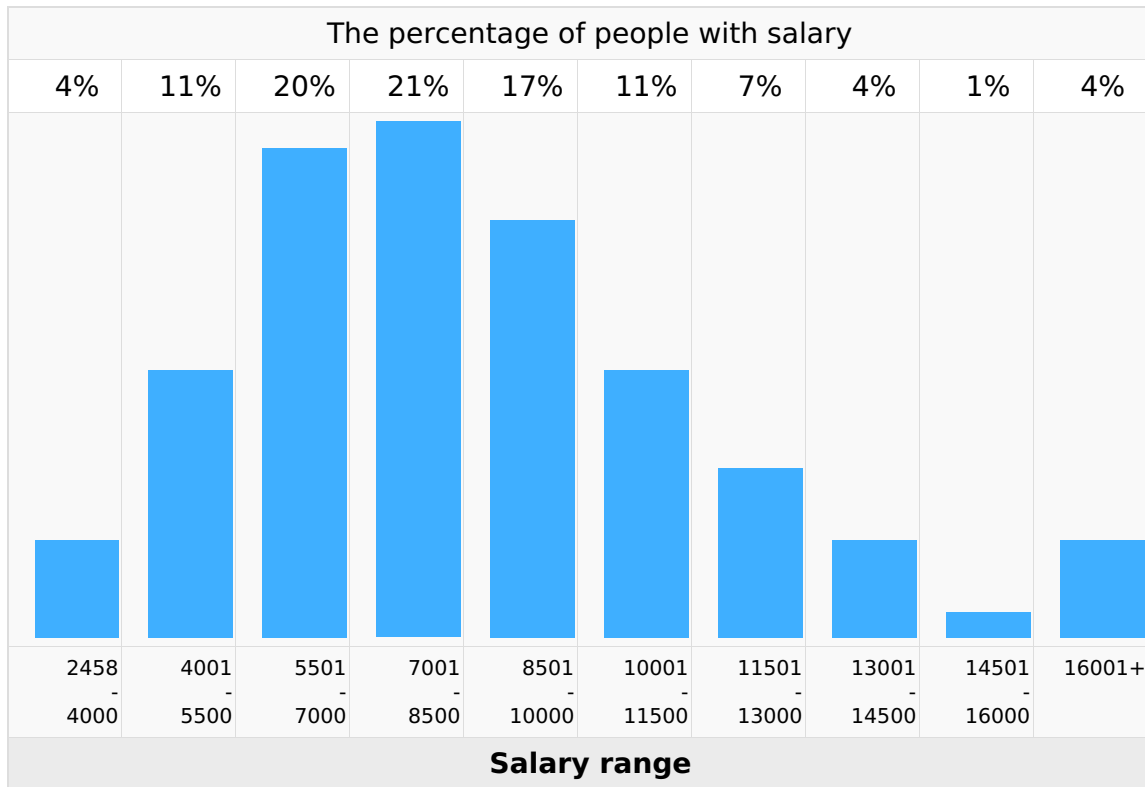
Methodology : Estimation model
 Salary: gross, total, monthly
 What are your working hours: Full time

Description of job position

- Transcribing documents using computers.
- Recording of incoming and outgoing correspondence.
- Handling corporate correspondence, email, and phone calls.
- Operating copier and fax equipment.
- Filing and locating documents.
- Welcoming and taking care of visitors, preparing and serving refreshments.
- Recording the minutes in meetings and negotiations.
- Reserving accommodation, travel tickets, airline tickets, and similar tasks.
- Responsibility for purchasing office supplies and other goods consumed on a daily basis.
- Managing the cash box and responsibility for entrusted cash and valuables.

Salary ranges

Region: Saudi Arabia | Work experience: Senior (more than 6 years of experience) | Company size: large company (250 or more employees)



Salary span

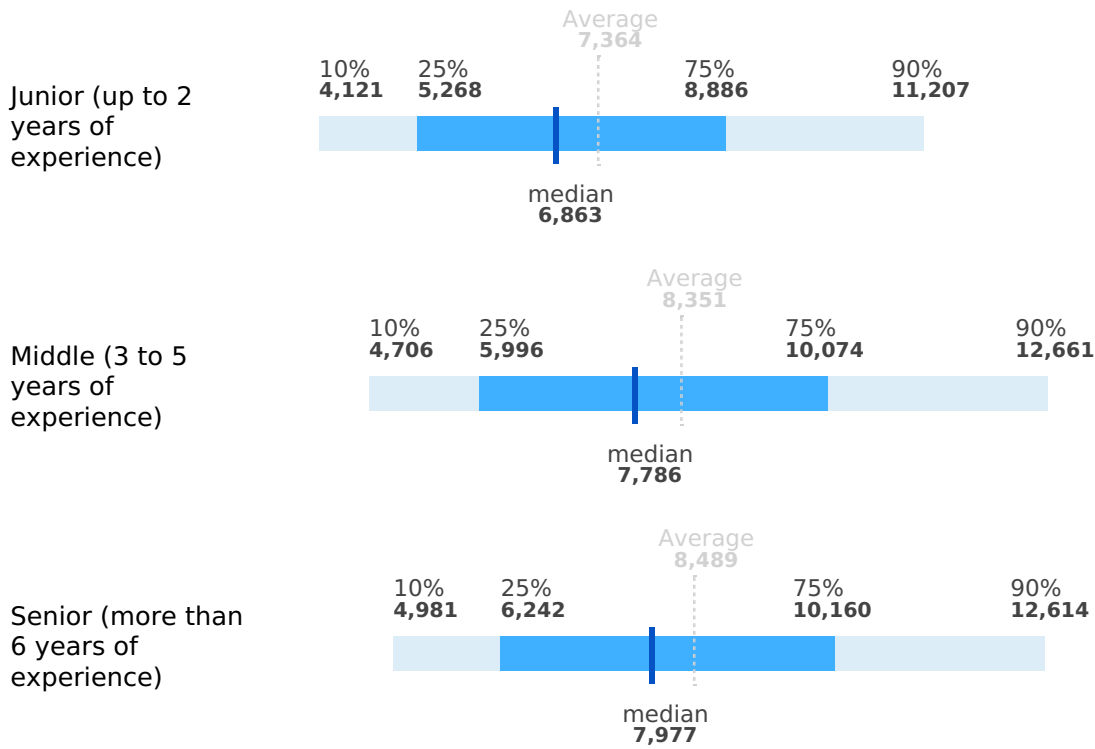
Region: Saudi Arabia | Work experience: Senior (more than 6 years of experience) | Company size: large company (250 or more employees)

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Basic salary	7,921	4,648	5,825	7,444	9,481	11,770
Total salary	8,489	4,981	6,242	7,977	10,160	12,614

**The total income includes a proportionate share of the financial benefits received throughout the year (e.g. Christmas bonus salary, bonus, commission) and the monthly variable salary component.

Salaries by work experience

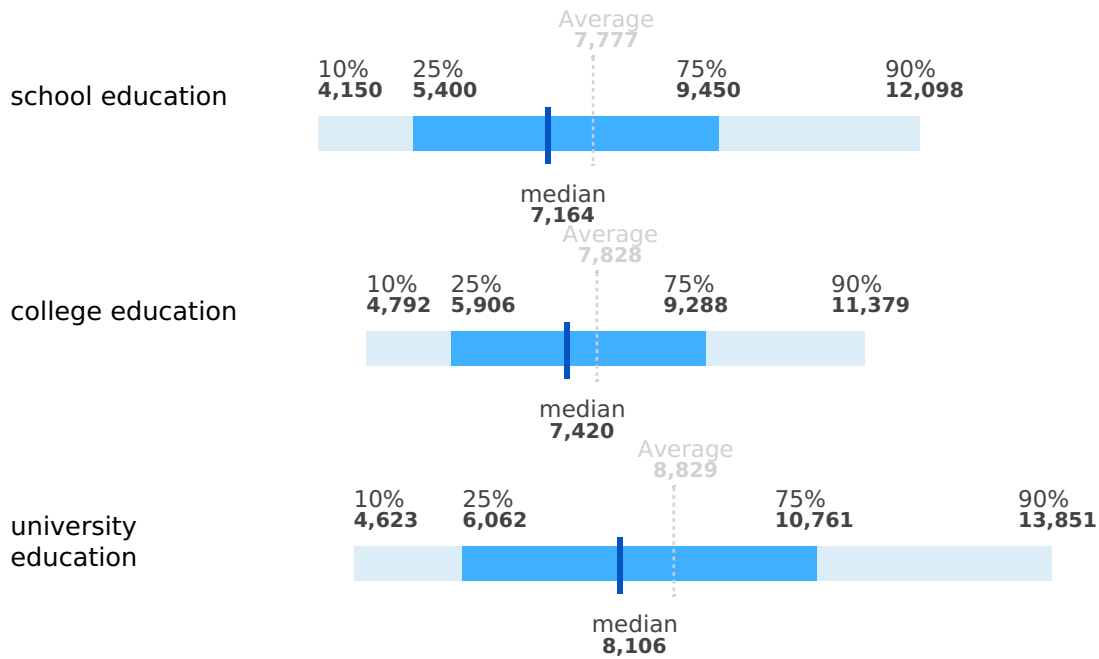
Region: Saudi Arabia | Company size: large company (250 or more employees)



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Junior (up to 2 years of experience)	7,364	4,121	5,268	6,863	8,886	11,207
Middle (3 to 5 years of experience)	8,351	4,706	5,996	7,786	10,074	12,661
Senior (more than 6 years of experience)	8,489	4,981	6,242	7,977	10,160	12,614

Salaries by education

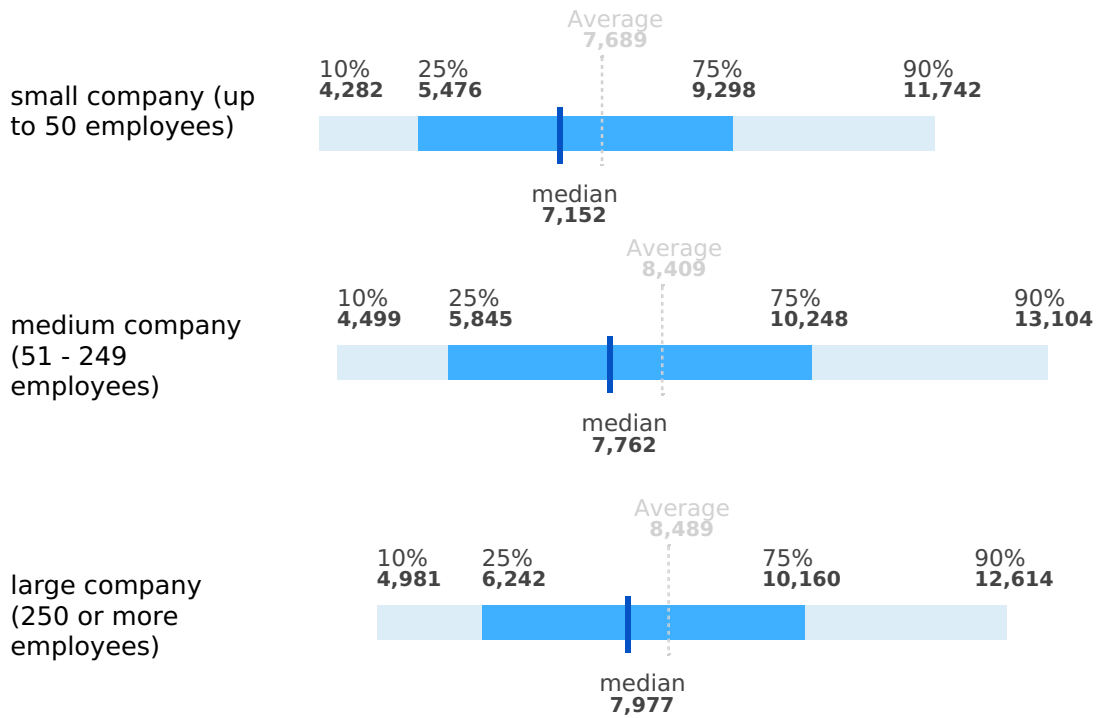
Region: Saudi Arabia | Work experience: Senior (more than 6 years of experience) | Company size: large company (250 or more employees)



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
school education	7,777	4,150	5,400	7,164	9,450	12,098
college education	7,828	4,792	5,906	7,420	9,288	11,379
university education	8,829	4,623	6,062	8,106	10,761	13,851

Salaries by company size

Region: Saudi Arabia | Work experience: Senior (more than 6 years of experience)



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
small company (up to 50 employees)	7,689	4,282	5,476	7,152	9,298	11,742
medium company (51 - 249 employees)	8,409	4,499	5,845	7,762	10,248	13,104
large company (250 or more employees)	8,489	4,981	6,242	7,977	10,160	12,614

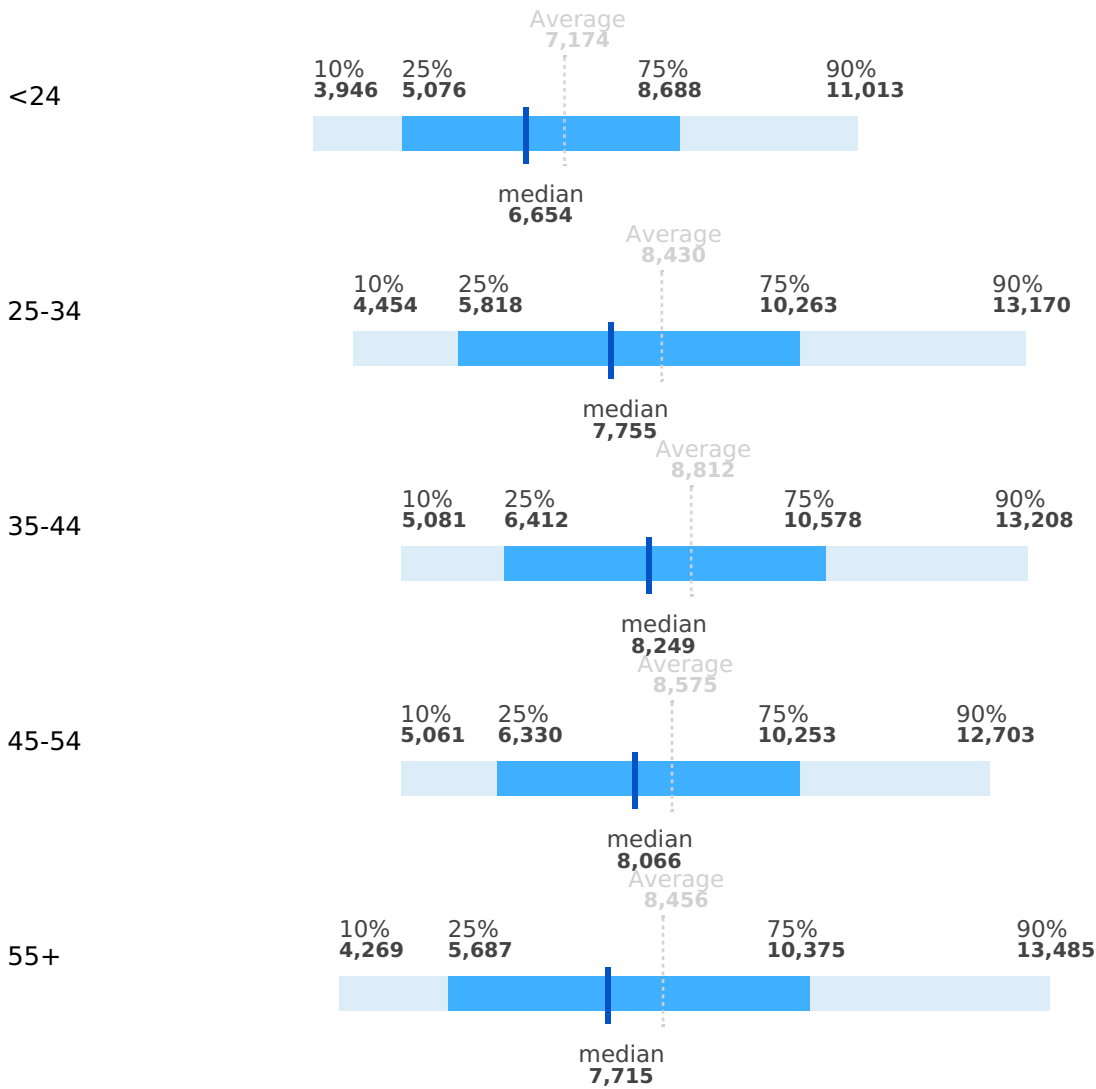
Salaries by regions

Work experience: Senior (more than 6 years of experience) | Company size: large company (250 or more employees)

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Total salary	8,489	4,981	6,242	7,977	10,160	12,614

Salaries by age group

Region: Saudi Arabia | Work experience: Senior (more than 6 years of experience) | Company size: large company (250 or more employees)



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
<24	7,174	3,946	5,076	6,654	8,688	11,013
25-34	8,430	4,454	5,818	7,755	10,263	13,170
35-44	8,812	5,081	6,412	8,249	10,578	13,208
45-54	8,575	5,061	6,330	8,066	10,253	12,703
55+	8,456	4,269	5,687	7,715	10,375	13,485



Contact

Alma Career Slovakia, s. r. o.
Pribinova 19
811 09 Bratislava
Slovak Republic

sales@manasat-hr.com