



11 October 2022

Administrative Worker - Administration

Total gross salary
(median)

9,538 SAR

Region: Saudi Arabia
 Work experience: all experience levels
 Company size: all company sizes
 Education: all education levels
 Industry: all industries
 Working hours: Full time

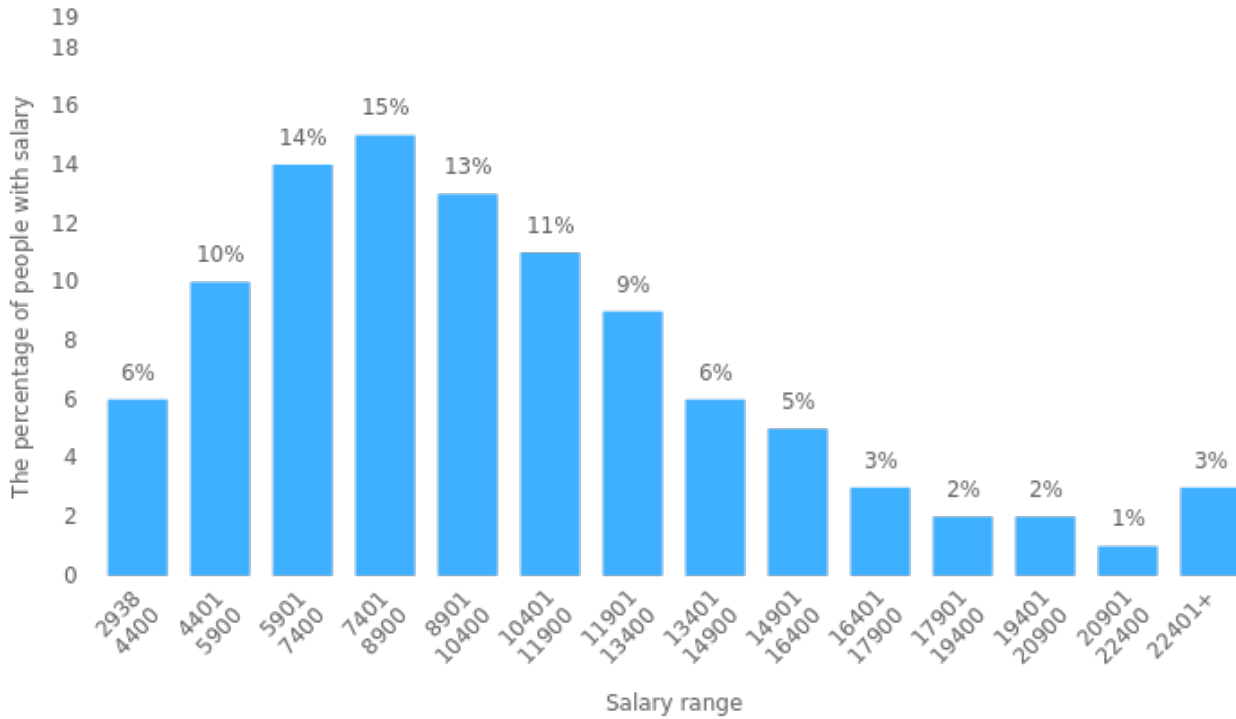
Methodology: Estimation model

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.

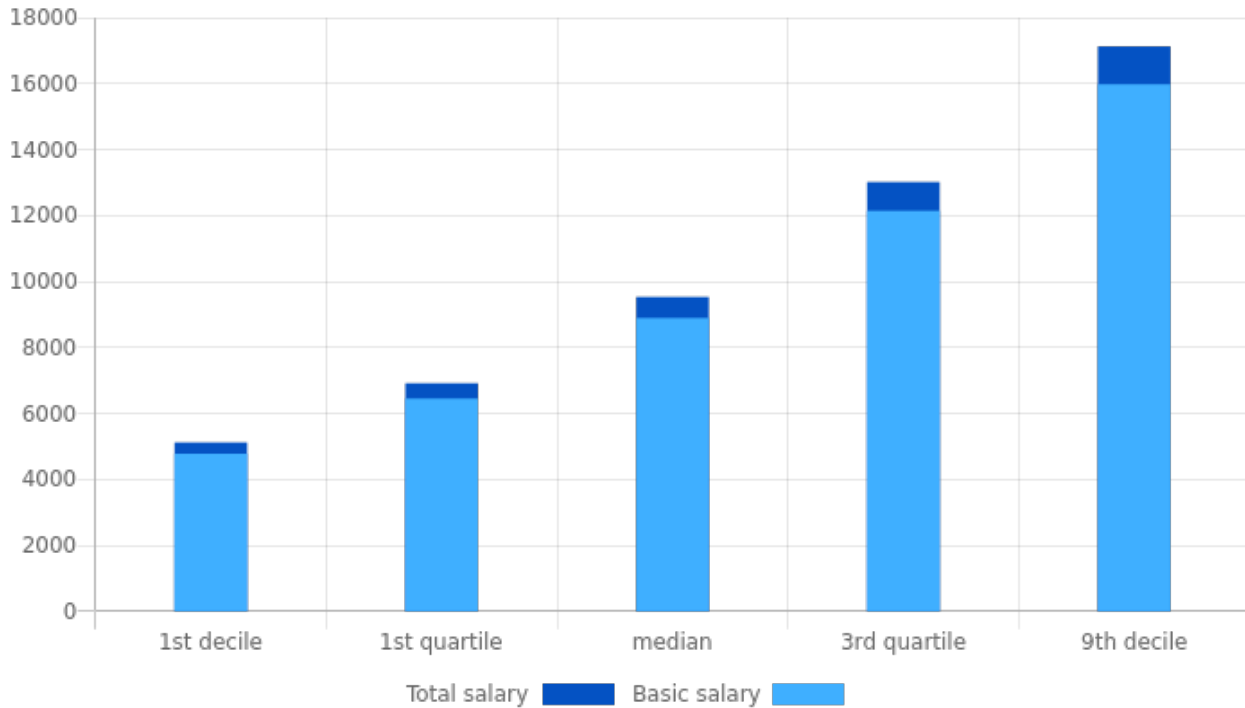
Salary ranges

Region: Saudi Arabia



Salary span

Region: Saudi Arabia

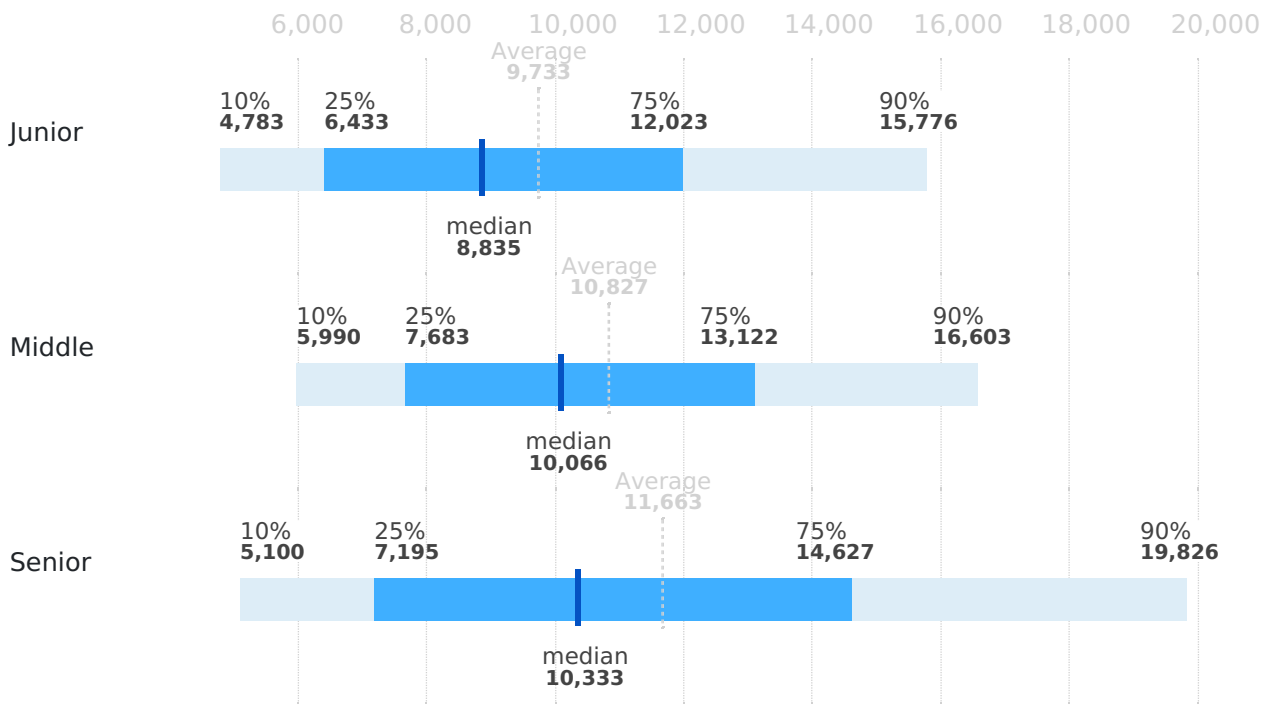


	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Basic salary	9,823	4,782	6,456	8,899	12,151	15,988
Total salary	10,528	5,125	6,920	9,538	13,023	17,137

**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

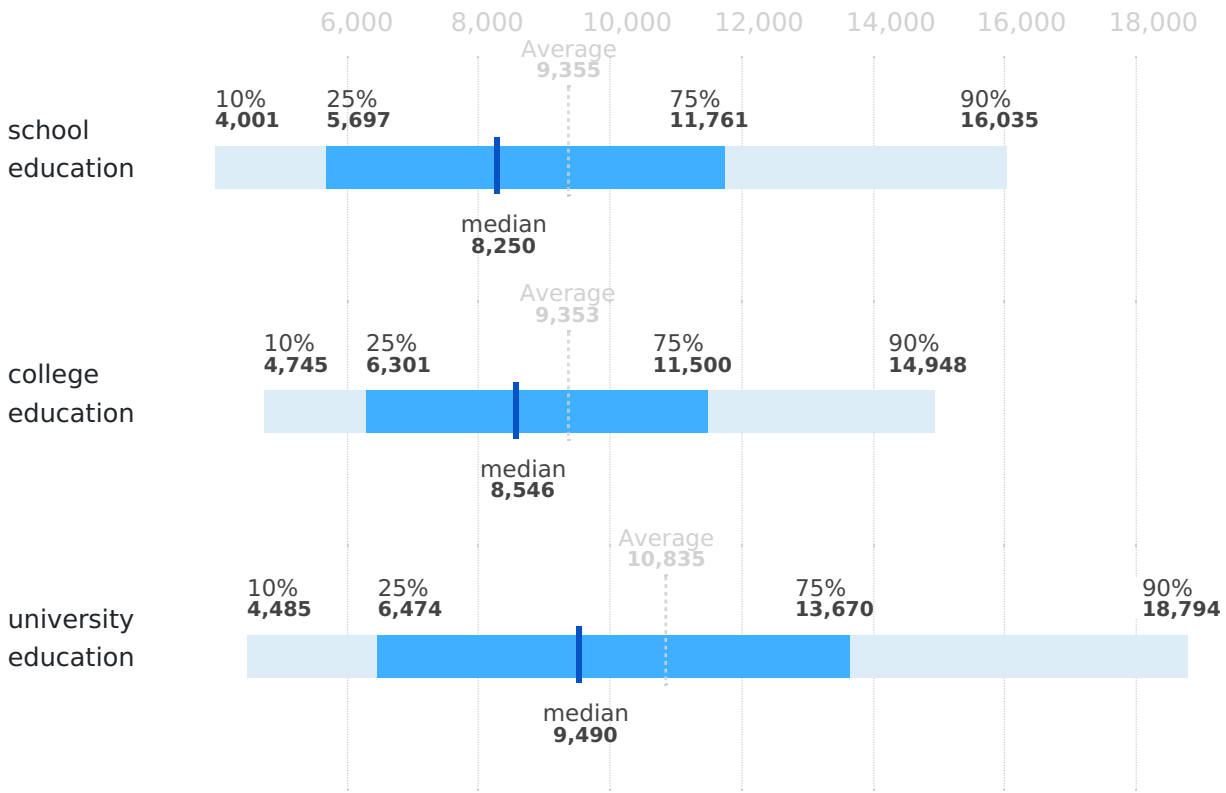
Region: Saudi Arabia



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Junior	9,733	4,783	6,433	8,835	12,023	15,776
Middle	10,827	5,990	7,683	10,066	13,122	16,603
Senior	11,663	5,100	7,195	10,333	14,627	19,826

Salaries by education

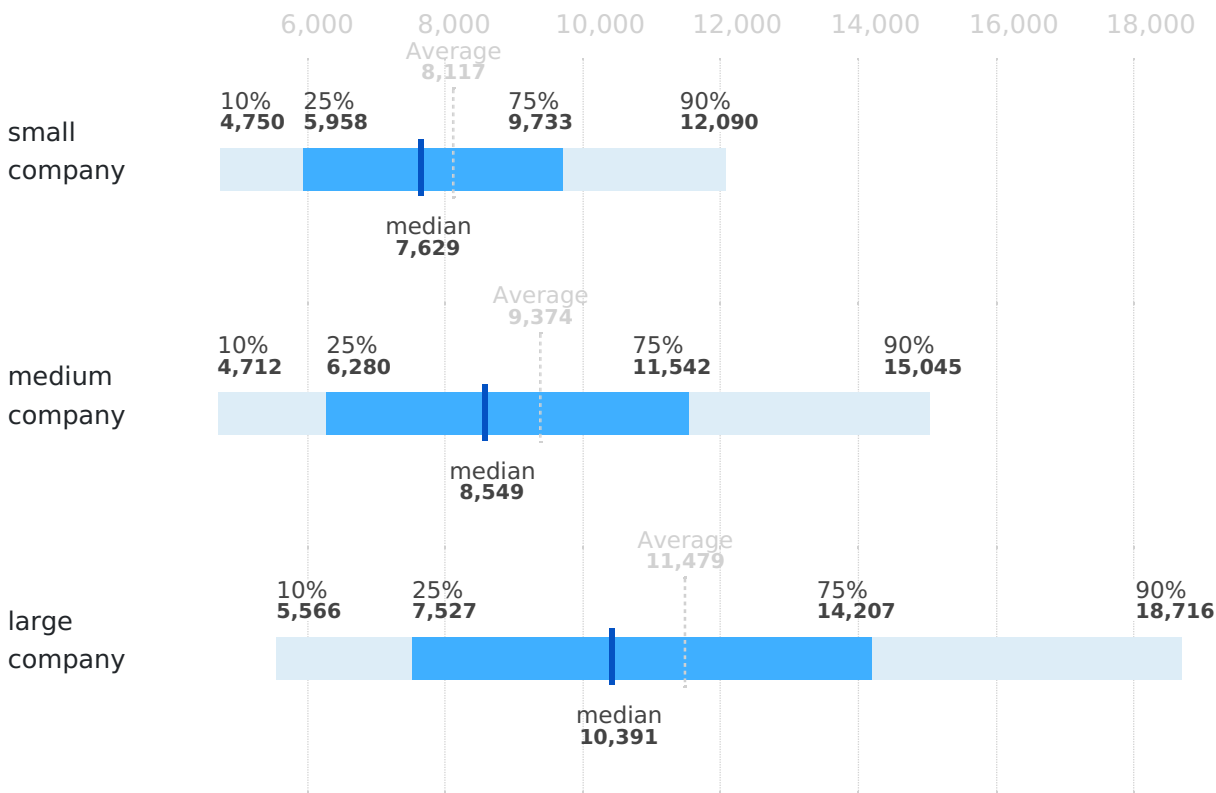
Region: Saudi Arabia



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
school education	9,355	4,001	5,697	8,250	11,761	16,035
college education	9,353	4,745	6,301	8,546	11,500	14,948
university education	10,835	4,485	6,474	9,490	13,670	18,794

Salaries by company size

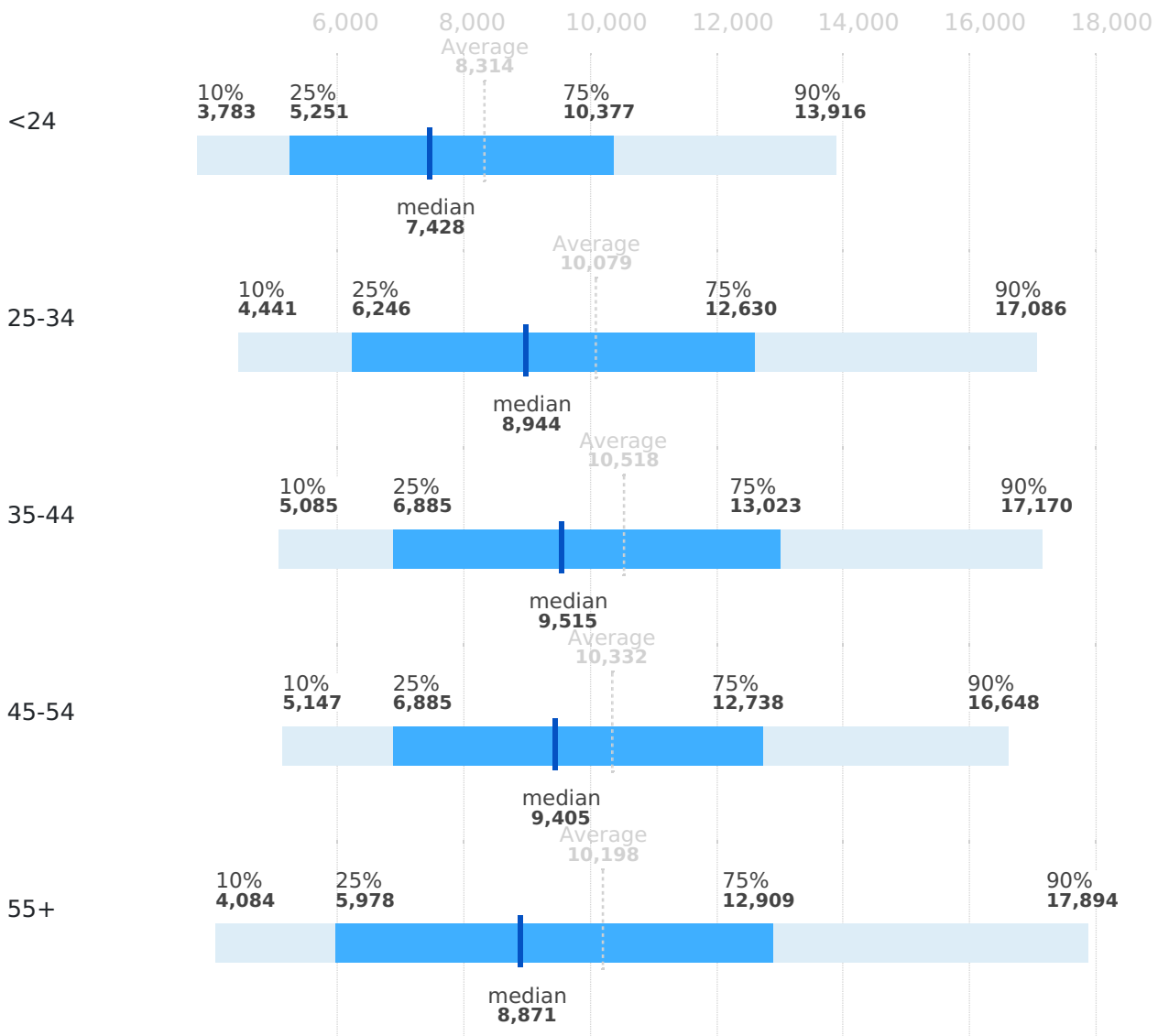
Region: Saudi Arabia



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
small company	8,117	4,750	5,958	7,629	9,733	12,090
medium company	9,374	4,712	6,280	8,549	11,542	15,045
large company	11,479	5,566	7,527	10,391	14,207	18,716

Salaries by age group

Region: Saudi Arabia



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
<24	8,314	3,783	5,251	7,428	10,377	13,916
25-34	10,079	4,441	6,246	8,944	12,630	17,086
35-44	10,518	5,085	6,885	9,515	13,023	17,170
45-54	10,332	5,147	6,885	9,405	12,738	16,648
55+	10,198	4,084	5,978	8,871	12,909	17,894

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