

12 August 2025

# Salary report

## Administrative Worker

Administration



# Administrative Worker

gross total monthly  
salary(median)  
**6,532 SAR**

**Region:** Saudi Arabia

**Methodology:** Estimation model

**Work experience:** Senior (more than 6 years of experience)

**Salary:** gross, total, monthly

**Company size:** large company (250 or more employees)

**What are your working hours:** Full time

**Education:** all education levels

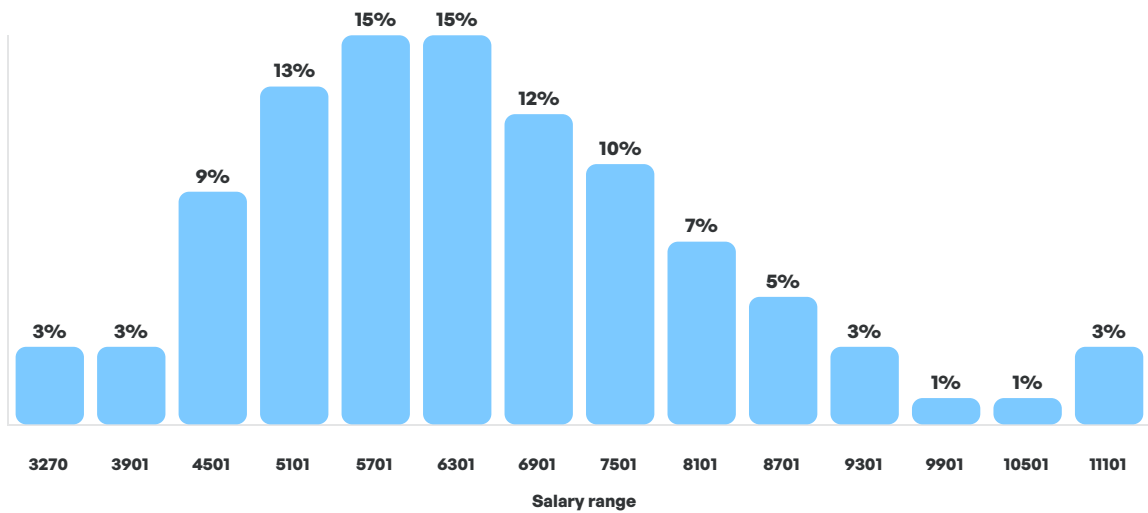
**Industry:** all industries

## 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.

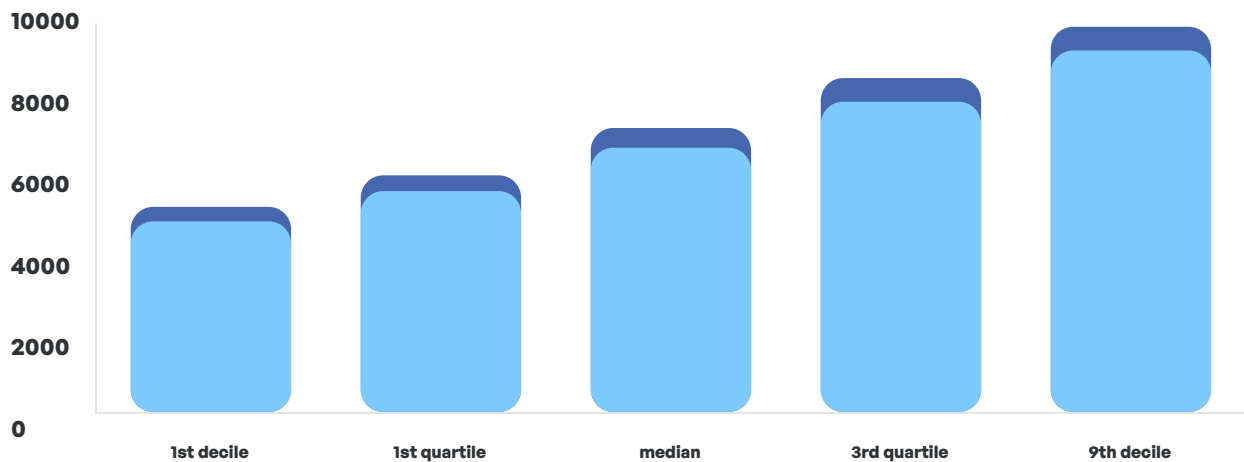
## Salary ranges

*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)*

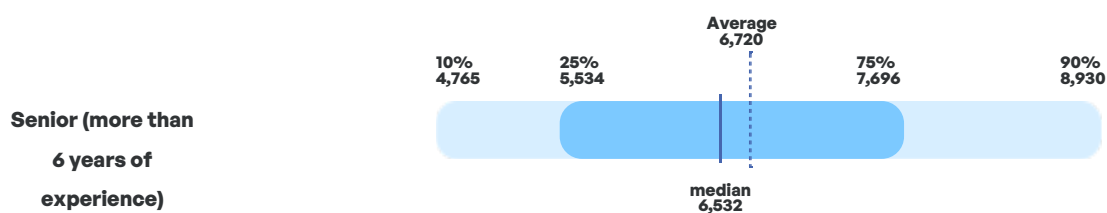
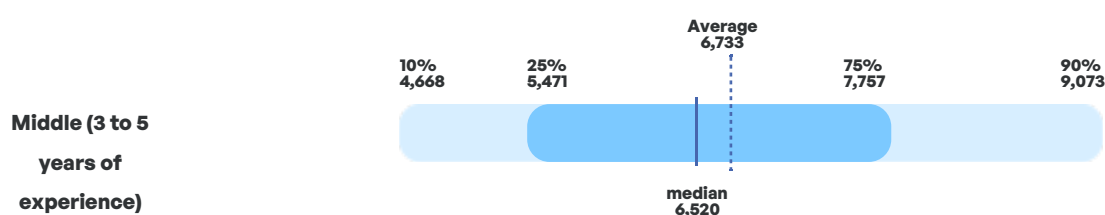
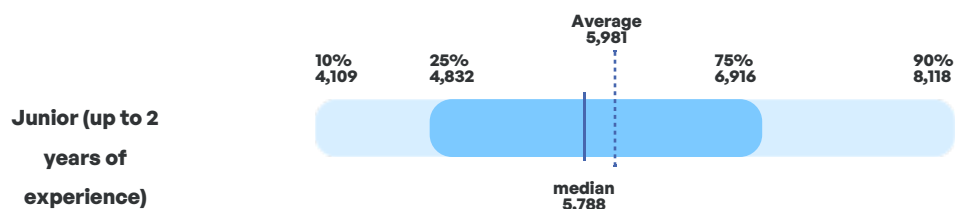


	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Basic salary	6,270	4,446	5,164	6,095	7,181	8,333
Total salary	6,720	4,765	5,534	6,532	7,696	8,930

**\*\*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

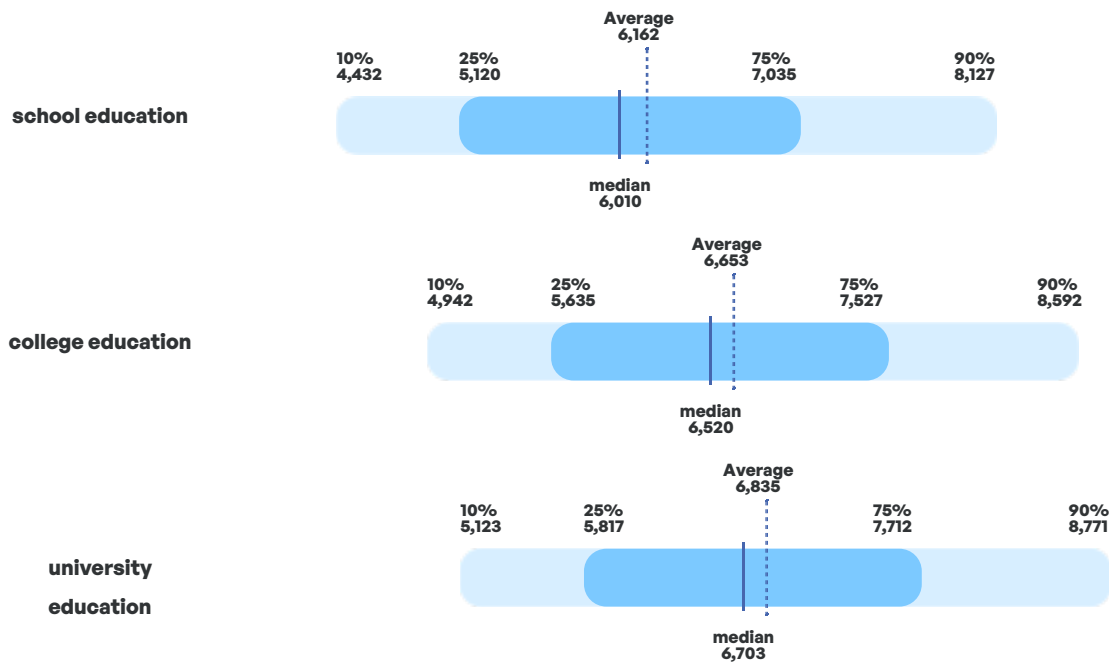
Region: Saudi Arabia | Company size: large company (250 or more employees)



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Junior (up to 2 years of experience)	5,981	4,109	4,832	5,788	6,916	8,118
Middle (3 to 5 years of experience)	6,733	4,668	5,471	6,520	7,757	9,073
Senior (more than 6 years of experience)	6,720	4,765	5,534	6,532	7,696	8,930

## Salaries by education

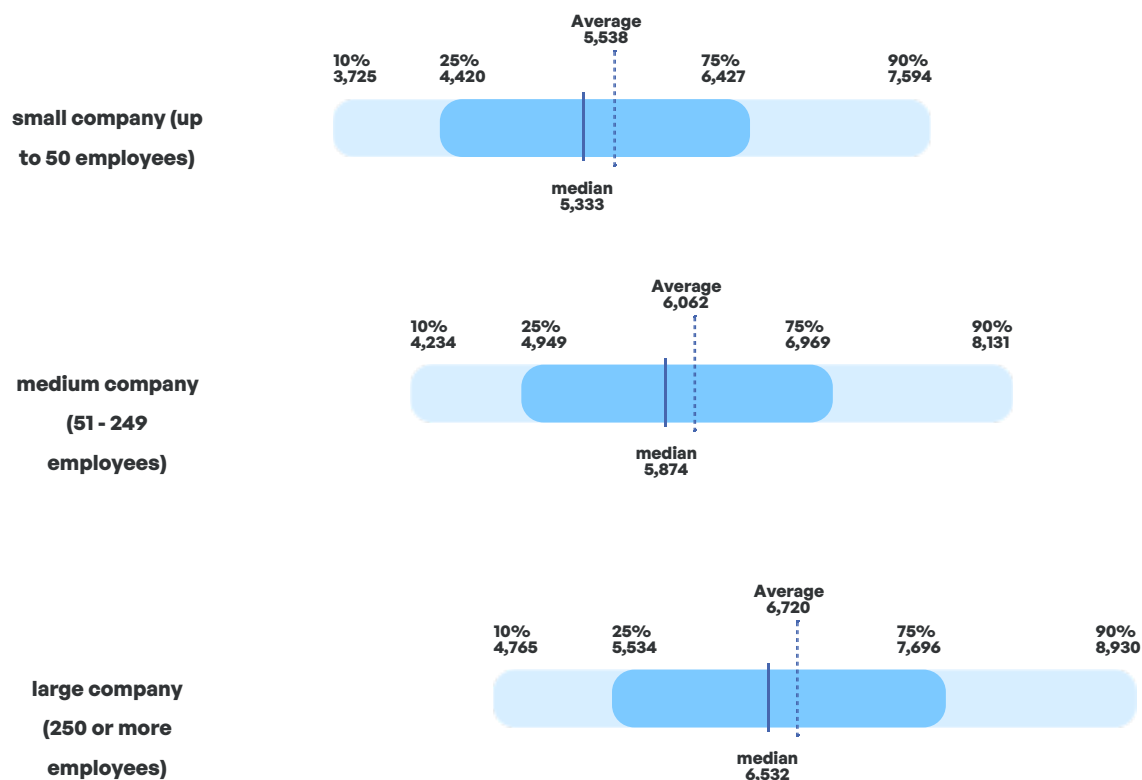
*Region: Saudi Arabia | Work experience: Senior (more than 6 years of experience) | Company size: large company (250 or more employees)*



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
school education	6,162	4,432	5,120	6,010	7,035	8,127
college education	6,653	4,942	5,635	6,520	7,527	8,592
university education	6,835	5,123	5,817	6,703	7,712	8,771

## 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)	5,538	3,725	4,420	5,333	6,427	7,594
medium company (51 - 249 employees)	6,062	4,234	4,949	5,874	6,969	8,131
large company (250 or more employees)	6,720	4,765	5,534	6,532	7,696	8,930

## Salaries by regions

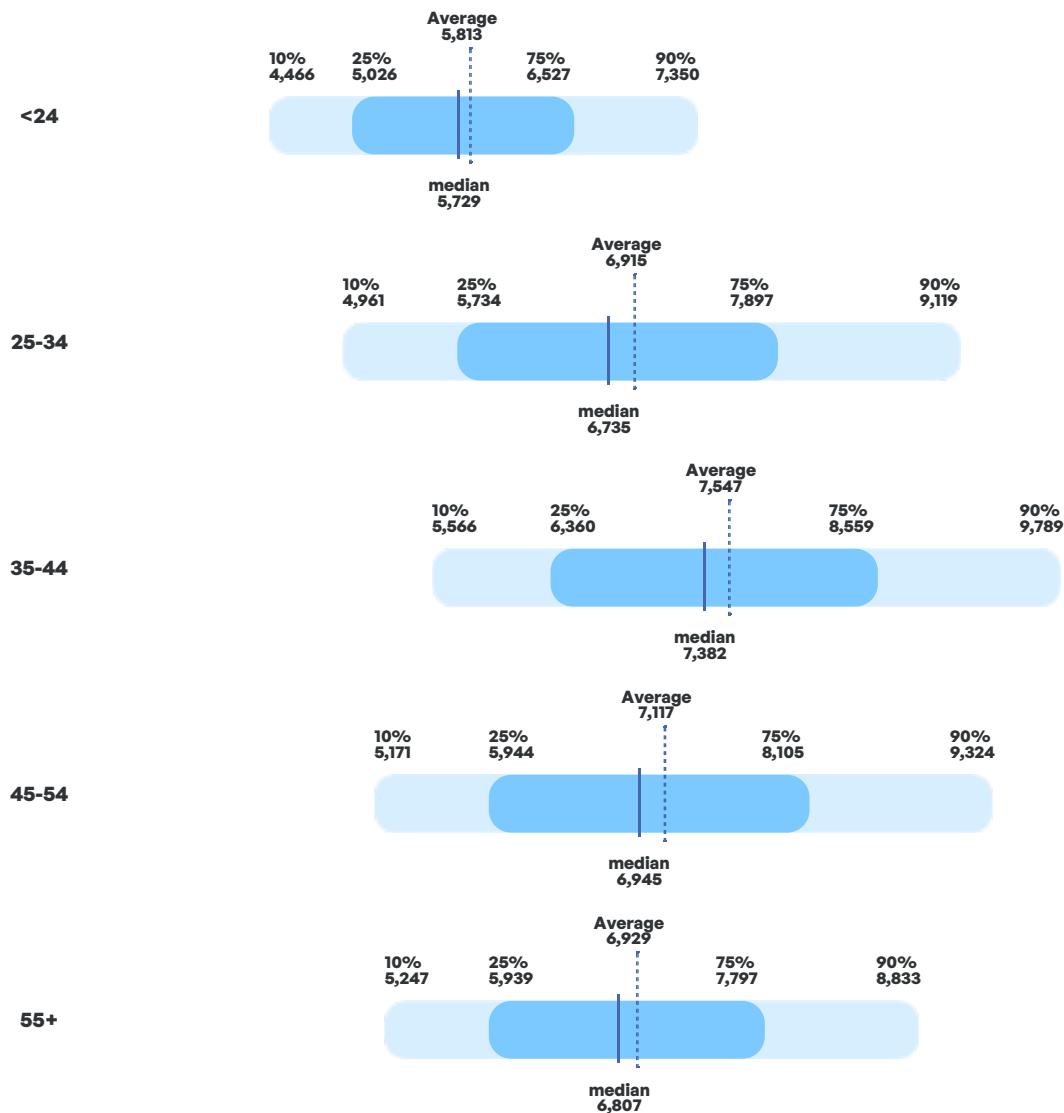
*Work experience: Senior (more than 6 years of experience) | Company size: large company (250 or more employees)*

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Total salary	6,720	4,765	5,534	6,532	7,696	8,930



## 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	5,813	4,466	5,026	5,729	6,527	7,350
25-34	6,915	4,961	5,734	6,735	7,897	9,119
35-44	7,547	5,566	6,360	7,382	8,559	9,789
45-54	7,117	5,171	5,944	6,945	8,105	9,324
55+	6,929	5,247	5,939	6,807	7,797	8,833

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