



Salary report Pro

Administrative Worker

Administration

1 April 2025

Administrative Worker

gross total monthly
salary (median)

**3,485
USD**

Region: Germany
 Work experience: Senior
 (more than 6 years of
 experience)
 Company size: small
 company (up to 50
 employees)
 Education: university
 education
 Industry: all industries

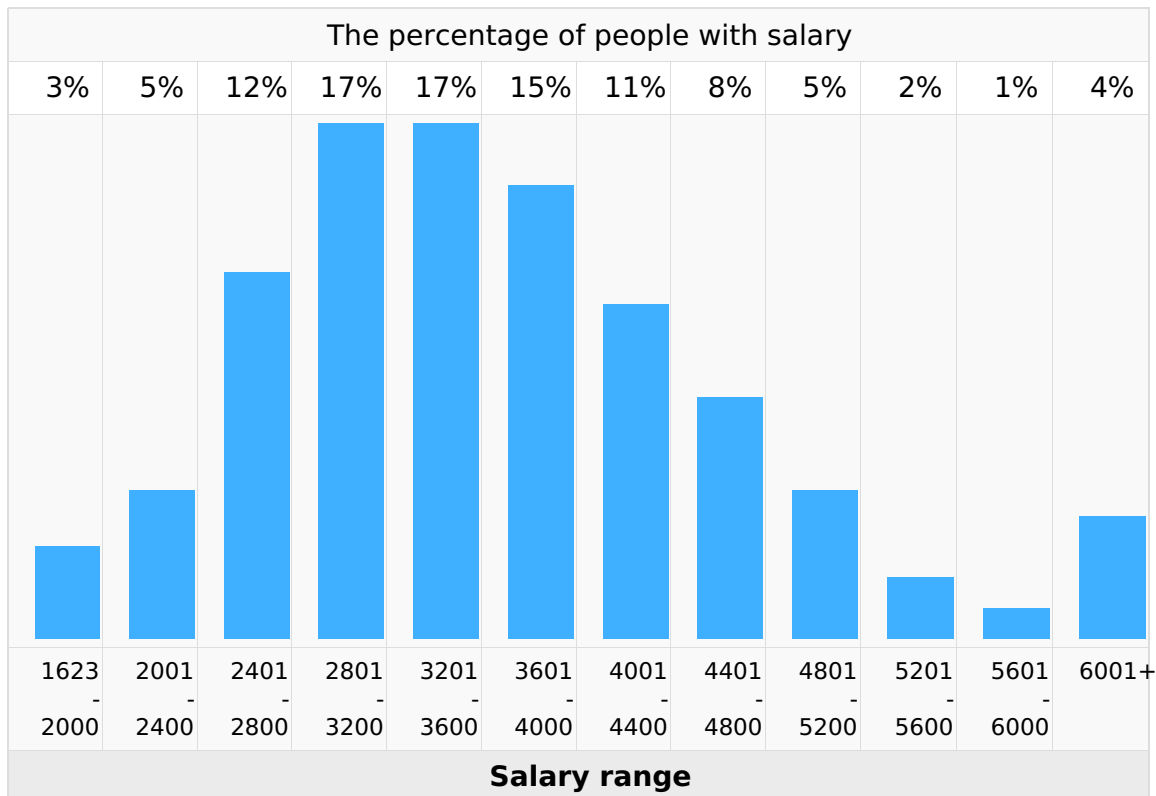
Methodology : Estimation
 model
 Salary: gross, total,
 monthly
 What are your working
 hours: Full time

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: Germany | Work experience: Senior (more than 6 years of experience) | Company size: small company (up to 50 employees) | Education: university education



Salary span

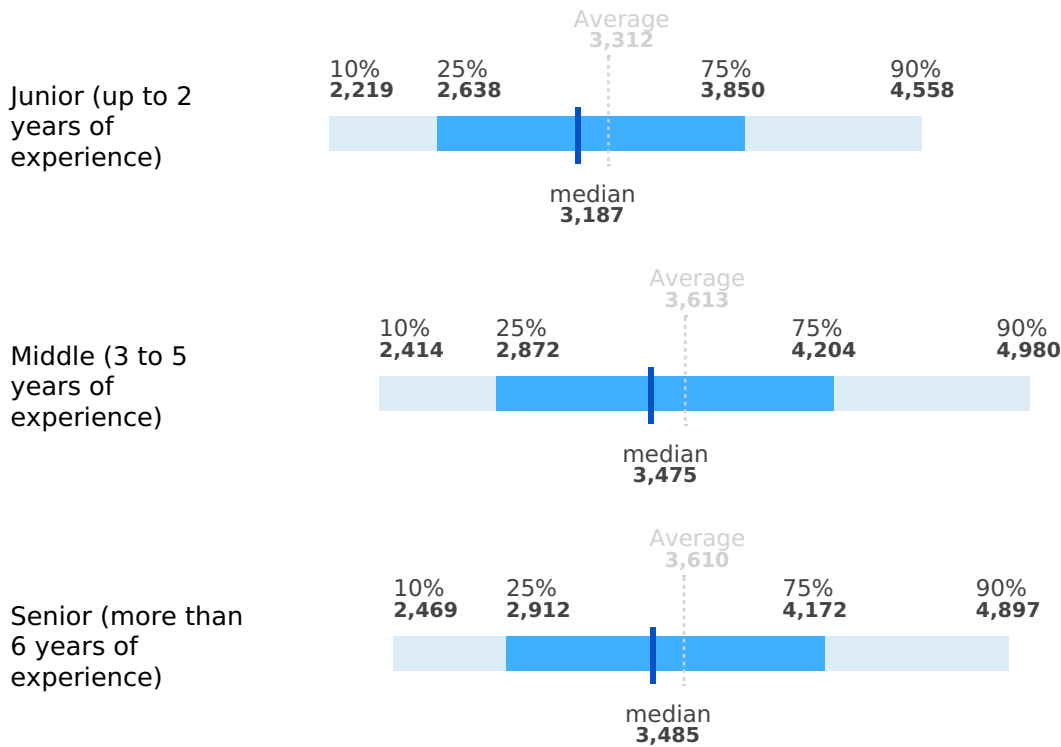
Region: Germany | Work experience: Senior (more than 6 years of experience) | Company size: small company (up to 50 employees) | Education: university education

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Basic salary	3,426	2,341	2,763	3,307	3,960	4,647
Total salary	3,610	2,469	2,912	3,485	4,172	4,897

**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

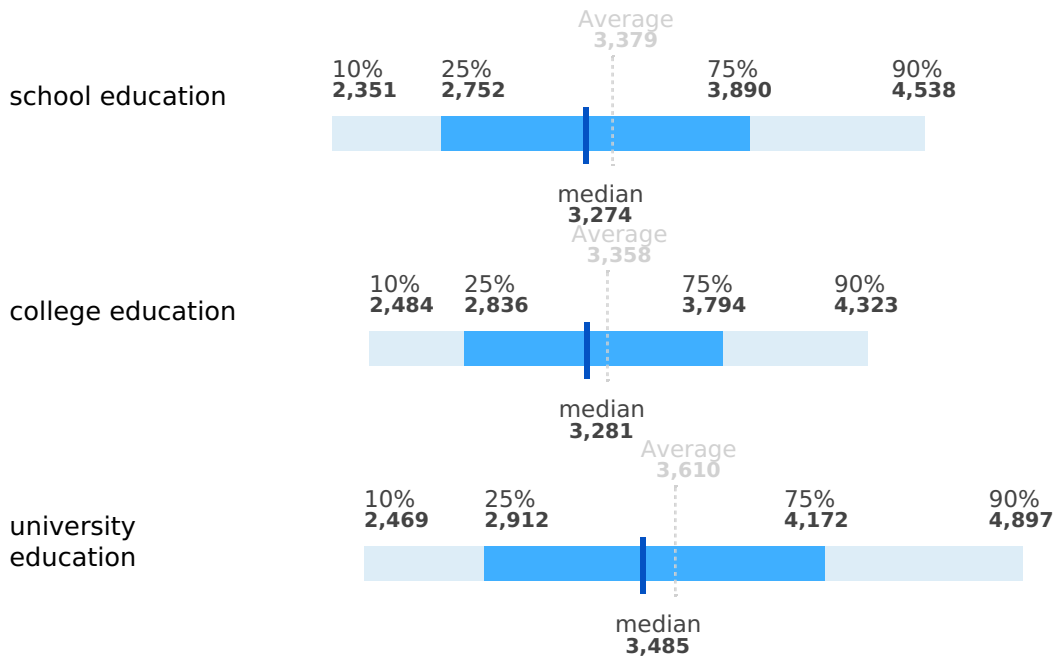
Region: Germany | Company size: small company (up to 50 employees) | Education: university education



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Junior (up to 2 years of experience)	3,312	2,219	2,638	3,187	3,850	4,558
Middle (3 to 5 years of experience)	3,613	2,414	2,872	3,475	4,204	4,980
Senior (more than 6 years of experience)	3,610	2,469	2,912	3,485	4,172	4,897

Salaries by education

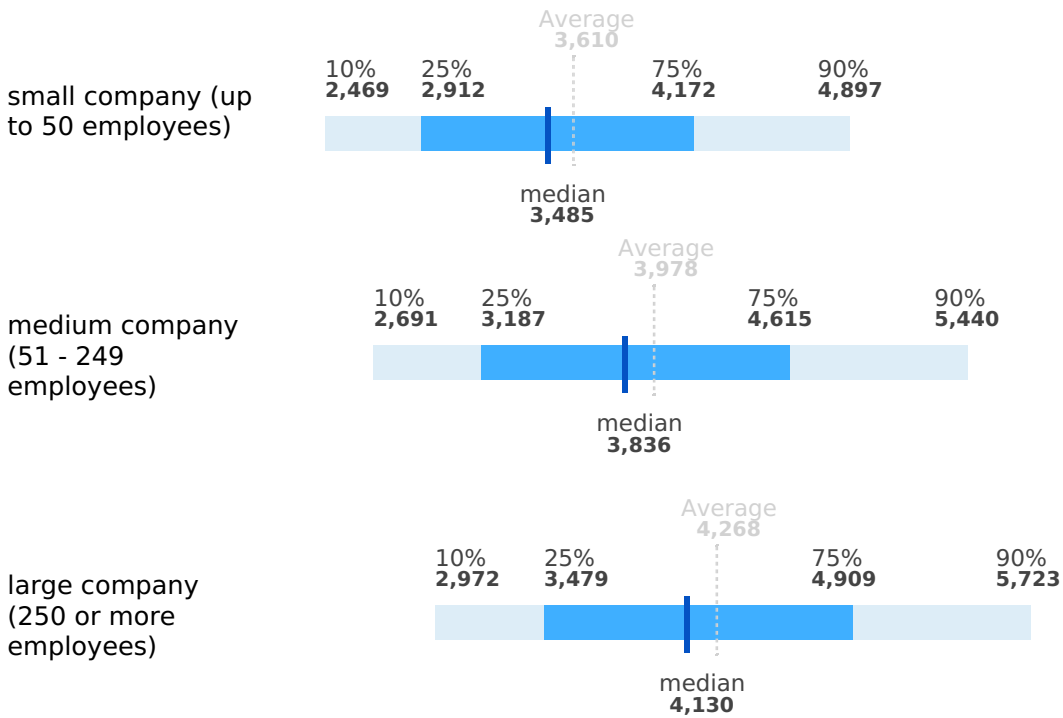
Region: Germany | Work experience: Senior (more than 6 years of experience) | Company size: small company (up to 50 employees)



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
school education	3,379	2,351	2,752	3,274	3,890	4,538
college education	3,358	2,484	2,836	3,281	3,794	4,323
university education	3,610	2,469	2,912	3,485	4,172	4,897

Salaries by company size

Region: Germany | Work experience: Senior (more than 6 years of experience) | Education: university education



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
small company (up to 50 employees)	3,610	2,469	2,912	3,485	4,172	4,897
medium company (51 - 249 employees)	3,978	2,691	3,187	3,836	4,615	5,440
large company (250 or more employees)	4,268	2,972	3,479	4,130	4,909	5,723

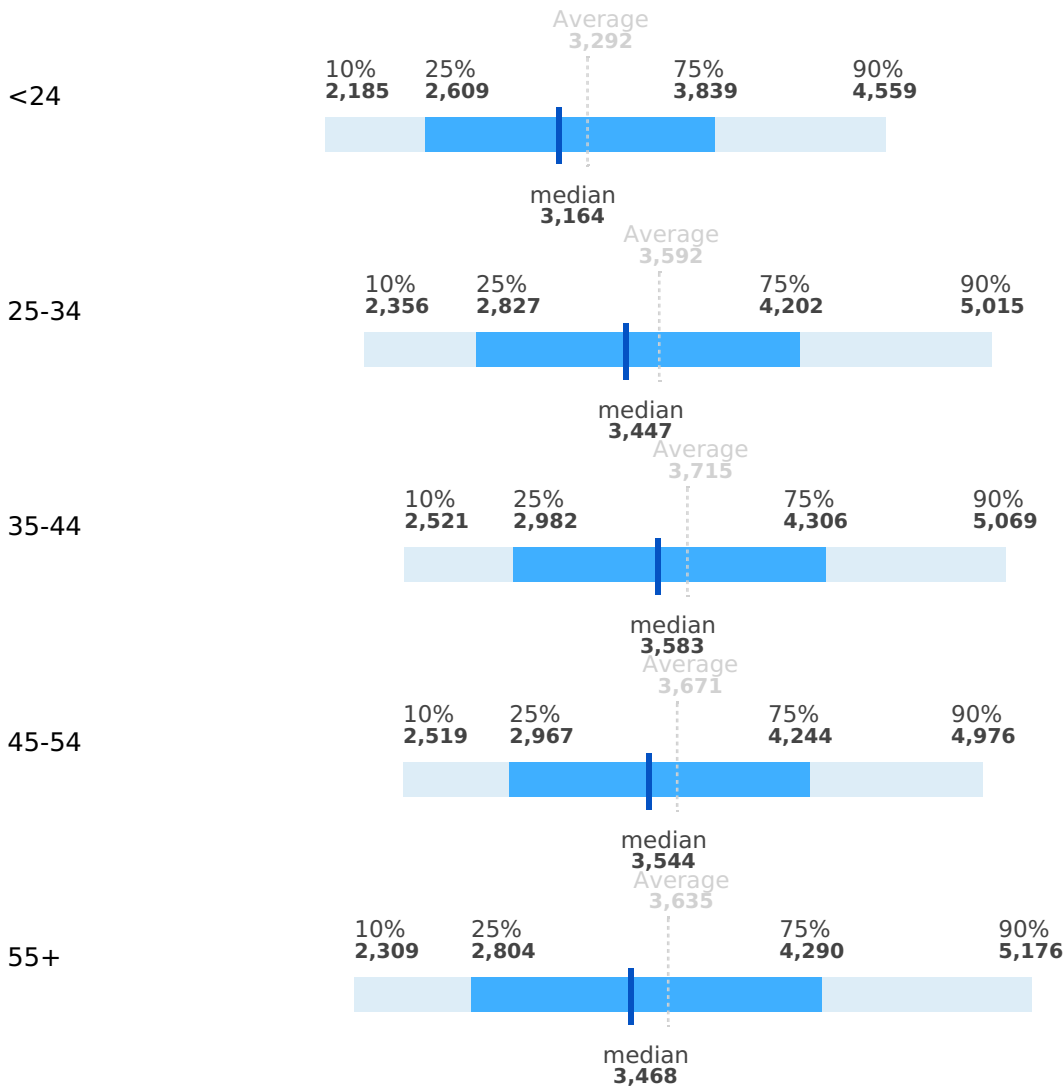
Salaries by regions

Work experience: Senior (more than 6 years of experience) | Company size: small company (up to 50 employees) | Education: university education

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Total salary	3,610	2,469	2,912	3,485	4,172	4,897

Salaries by age group

Region: Germany | Work experience: Senior (more than 6 years of experience) | Company size: small company (up to 50 employees) | Education: university education



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
<24	3,292	2,185	2,609	3,164	3,839	4,559
25-34	3,592	2,356	2,827	3,447	4,202	5,015
35-44	3,715	2,521	2,982	3,583	4,306	5,069
45-54	3,671	2,519	2,967	3,544	4,244	4,976
55+	3,635	2,309	2,804	3,468	4,290	5,176

Contact

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

sales@paylab.com