



Salary report Pro

Administrative Worker - Administration

Administration

1 October 2020



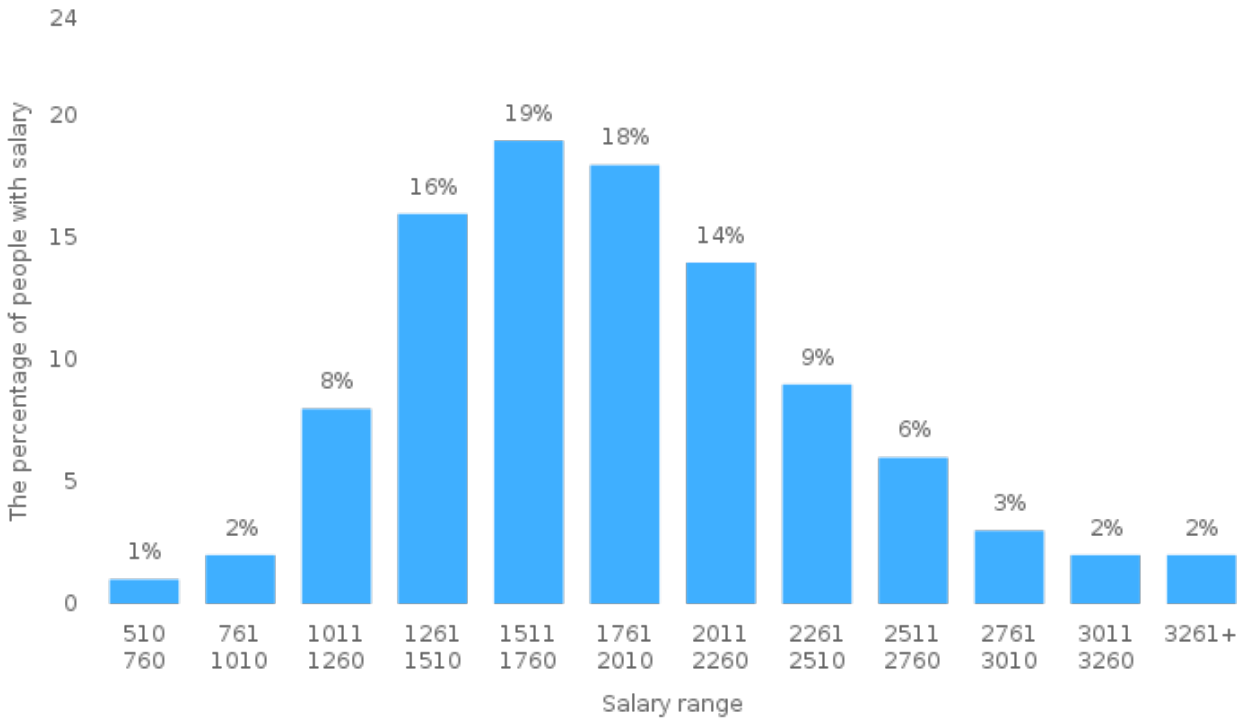
Total gross salary
(median)
1,823 GBP

Region: United Kingdom
Work experience: all experience levels
Company size: all company sizes
Education: all education levels
Industry: all industries
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.

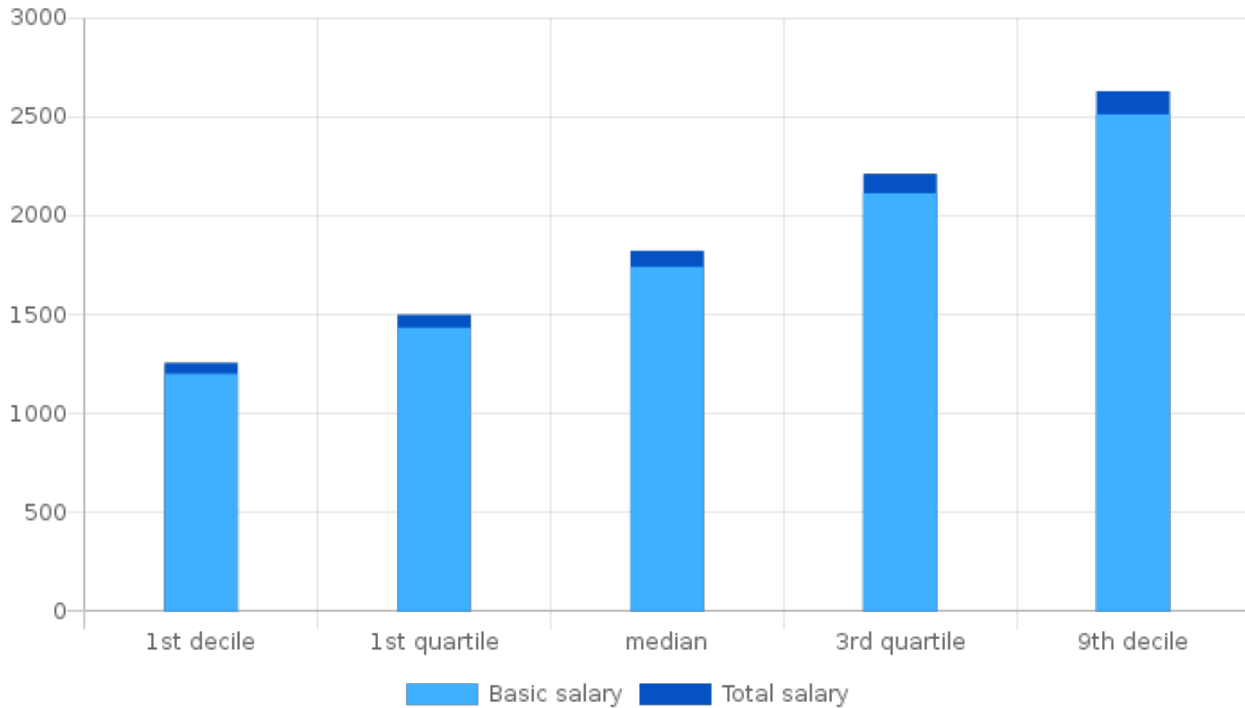
Salary ranges

Region: United Kingdom



Salary span

Region: United Kingdom

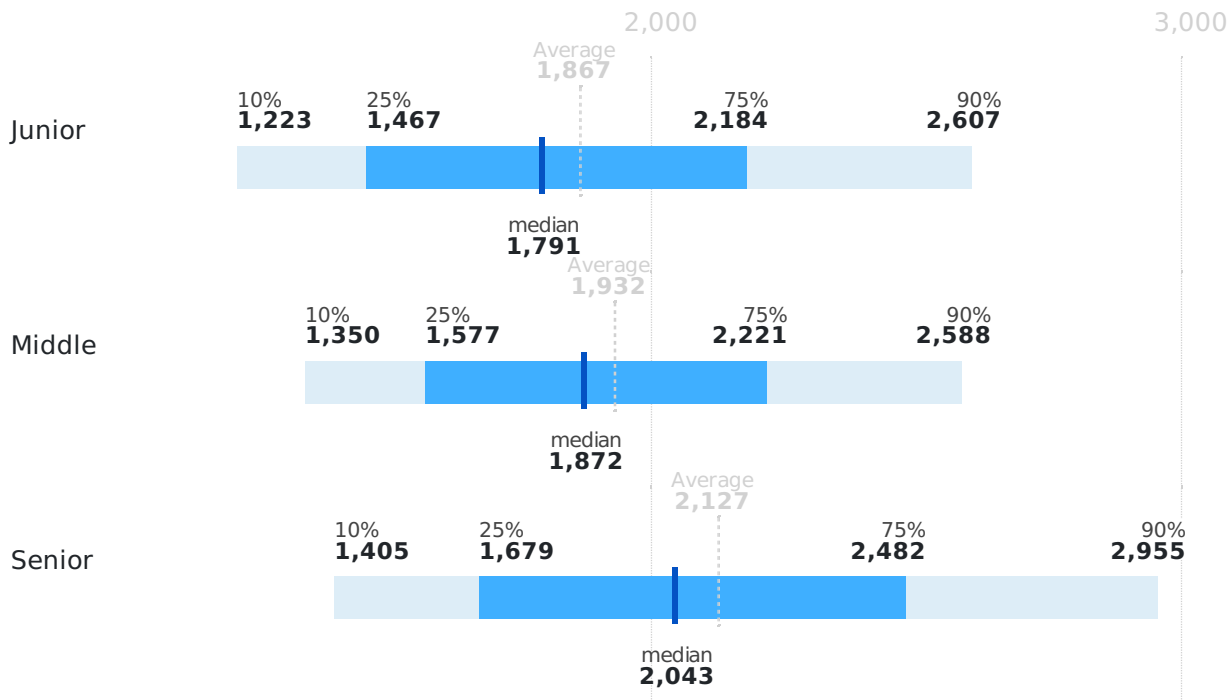


	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Basic salary	1,813	1,201	1,434	1,742	2,114	2,513
Total salary	1,897	1,257	1,500	1,823	2,212	2,630

**The total monthly 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

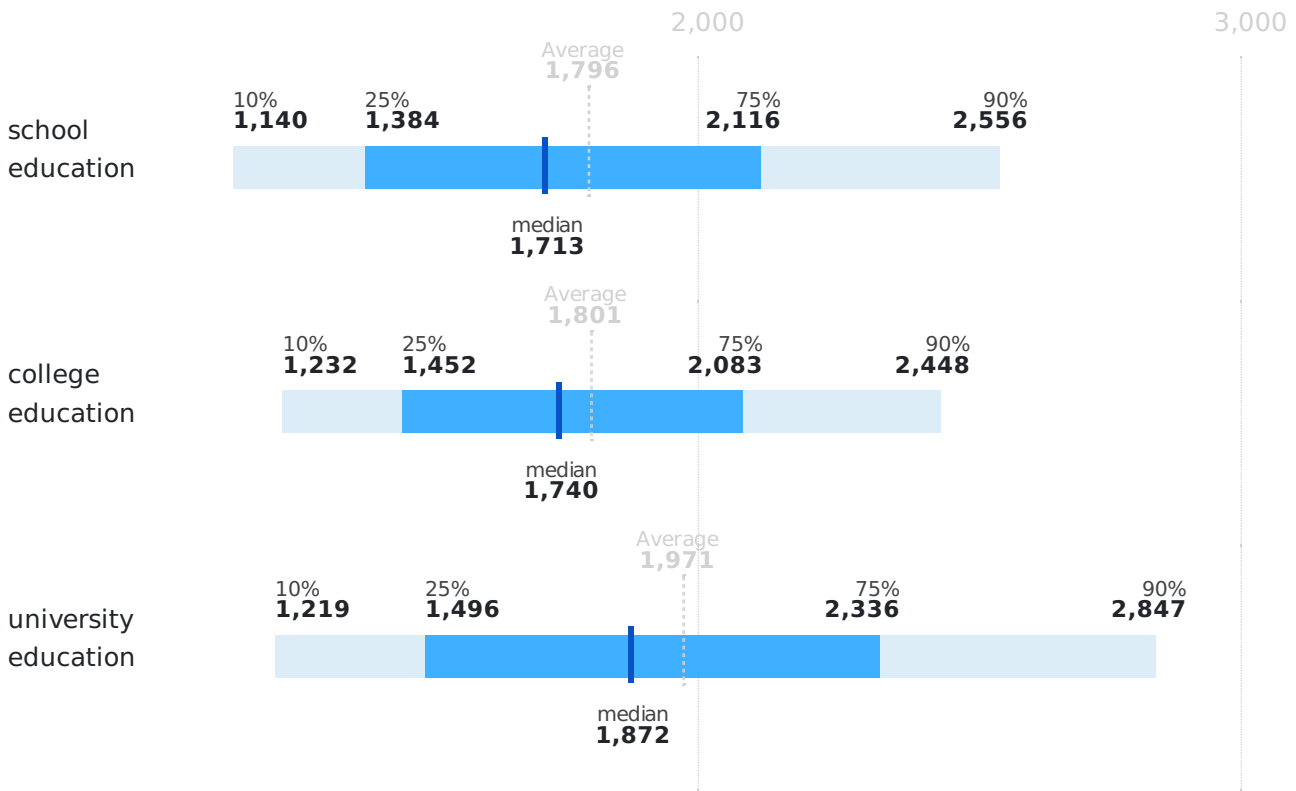
Region: United Kingdom



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Junior	1,867	1,223	1,467	1,791	2,184	2,607
Middle	1,932	1,350	1,577	1,872	2,221	2,588
Senior	2,127	1,405	1,679	2,043	2,482	2,955

Salaries by education

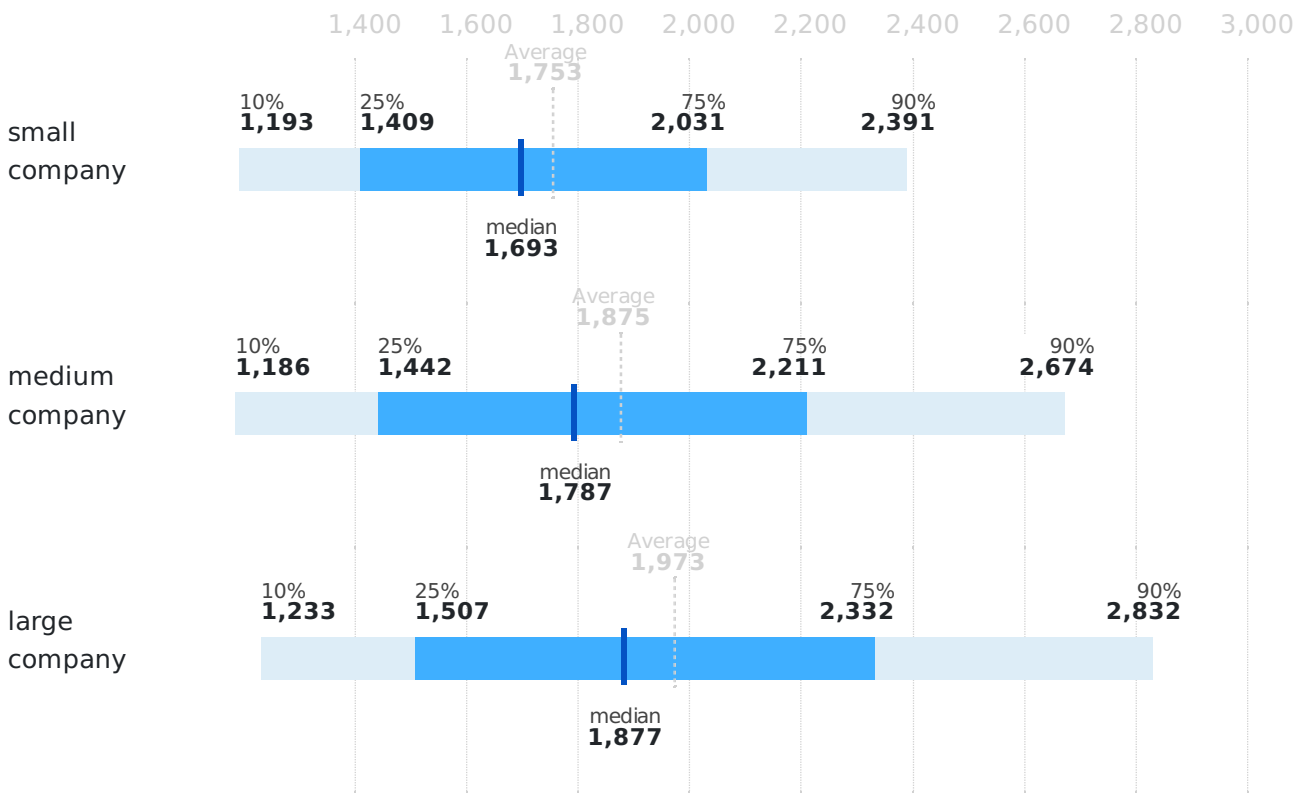
Region: United Kingdom



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
school education	1,796	1,140	1,384	1,713	2,116	2,556
college education	1,801	1,232	1,452	1,740	2,083	2,448
university education	1,971	1,219	1,496	1,872	2,336	2,847

Salaries by company size

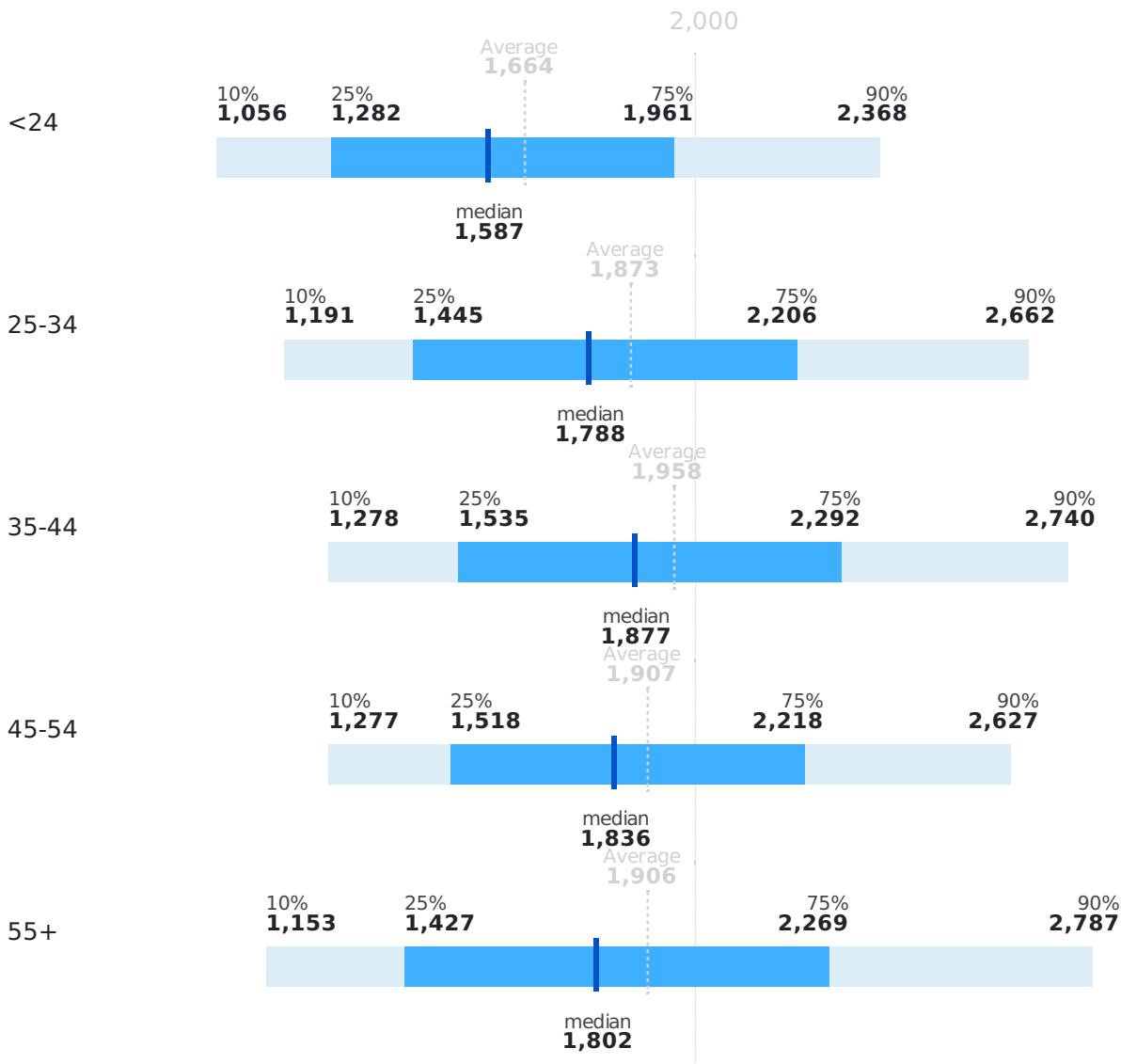
Region: United Kingdom



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
small company	1,753	1,193	1,409	1,693	2,031	2,391
medium company	1,875	1,186	1,442	1,787	2,211	2,674
large company	1,973	1,233	1,507	1,877	2,332	2,832

Salaries by age group

Region: United Kingdom



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
<24	1,664	1,056	1,282	1,587	1,961	2,368
25-34	1,873	1,191	1,445	1,788	2,206	2,662
35-44	1,958	1,278	1,535	1,877	2,292	2,740
45-54	1,907	1,277	1,518	1,836	2,218	2,627
55+	1,906	1,153	1,427	1,802	2,269	2,787



Contact

Profesia, spol. s r.o.
Pribinova 19
811 09 Bratislava
Slovenská republika

dravecky@paylab.com