



# **Salary report Pro**

## **Administrative Worker - Administration**

**Administration**

14 December 2020

Total gross salary  
(median)

**47,382**  
**KES**

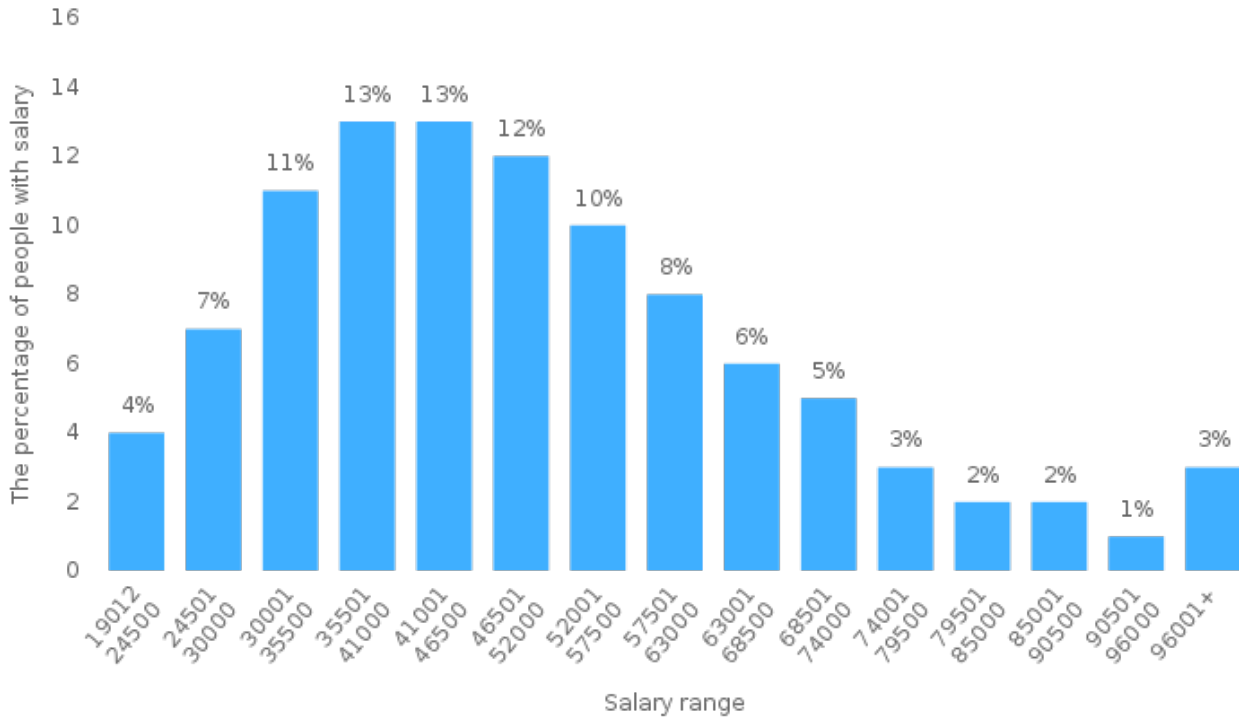
Region: Kenya  
 Work experience: all experience levels  
 Company size: all company sizes  
 Education: all education levels  
 Industry: all industries  
 Methodology: Estimation model

#### 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.

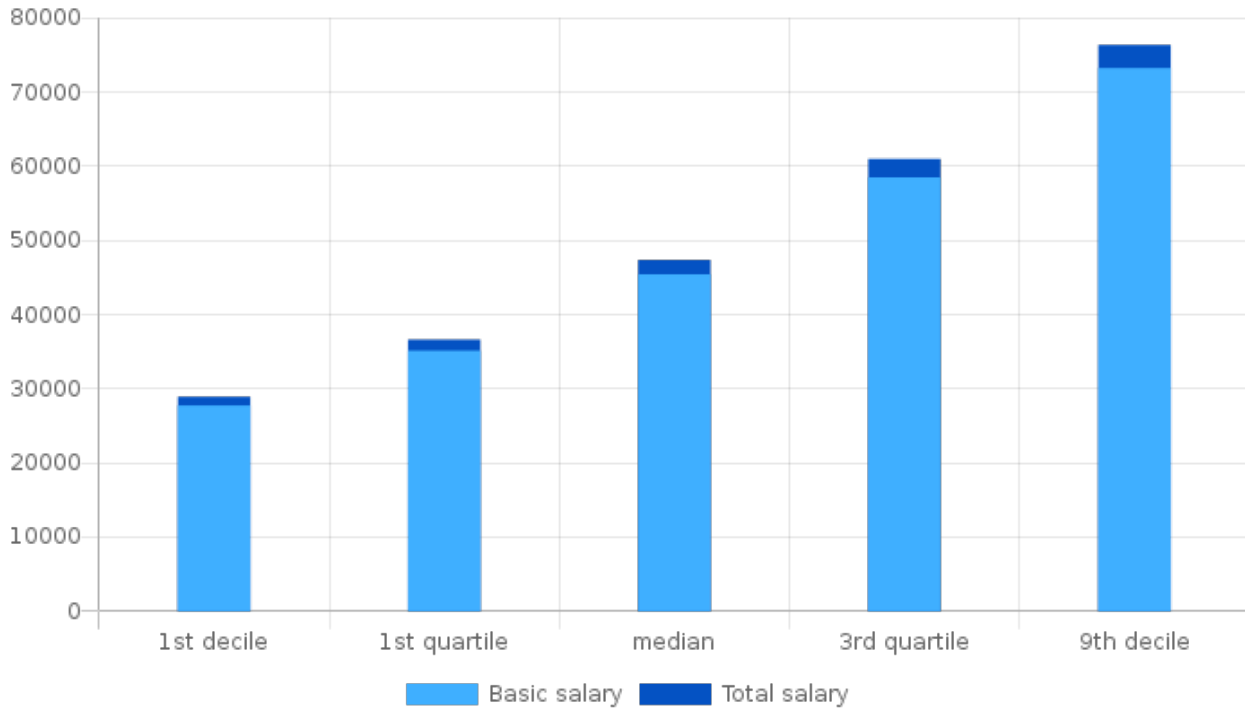
# Salary ranges

Region: Kenya



# Salary span

Region: Kenya

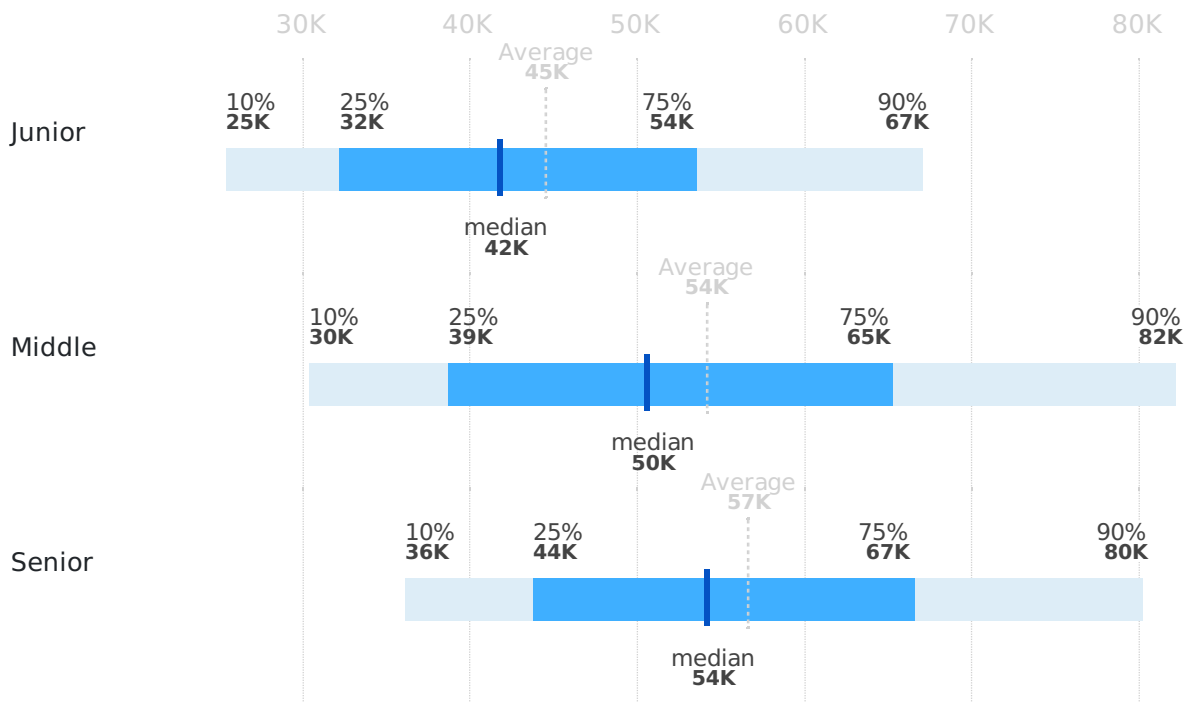


	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Basic salary	48,572	27,766	35,152	45,446	58,510	73,246
Total salary	50,641	28,949	36,649	47,382	61,002	76,367

\*\*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

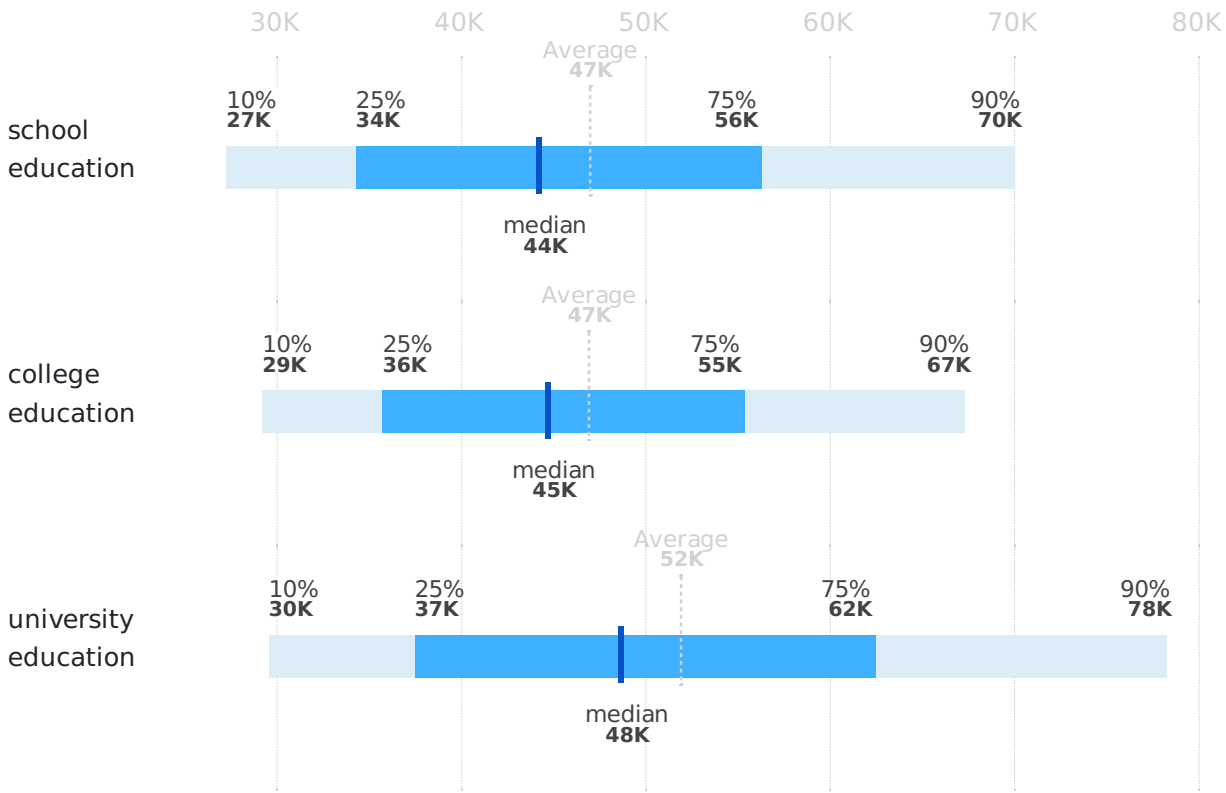
Region: Kenya



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Junior	44,513	25,431	32,203	41,645	53,628	67,148
Middle	54,107	30,407	38,758	50,459	65,388	82,317
Senior	56,599	36,121	43,766	54,045	66,604	80,275

# Salaries by education

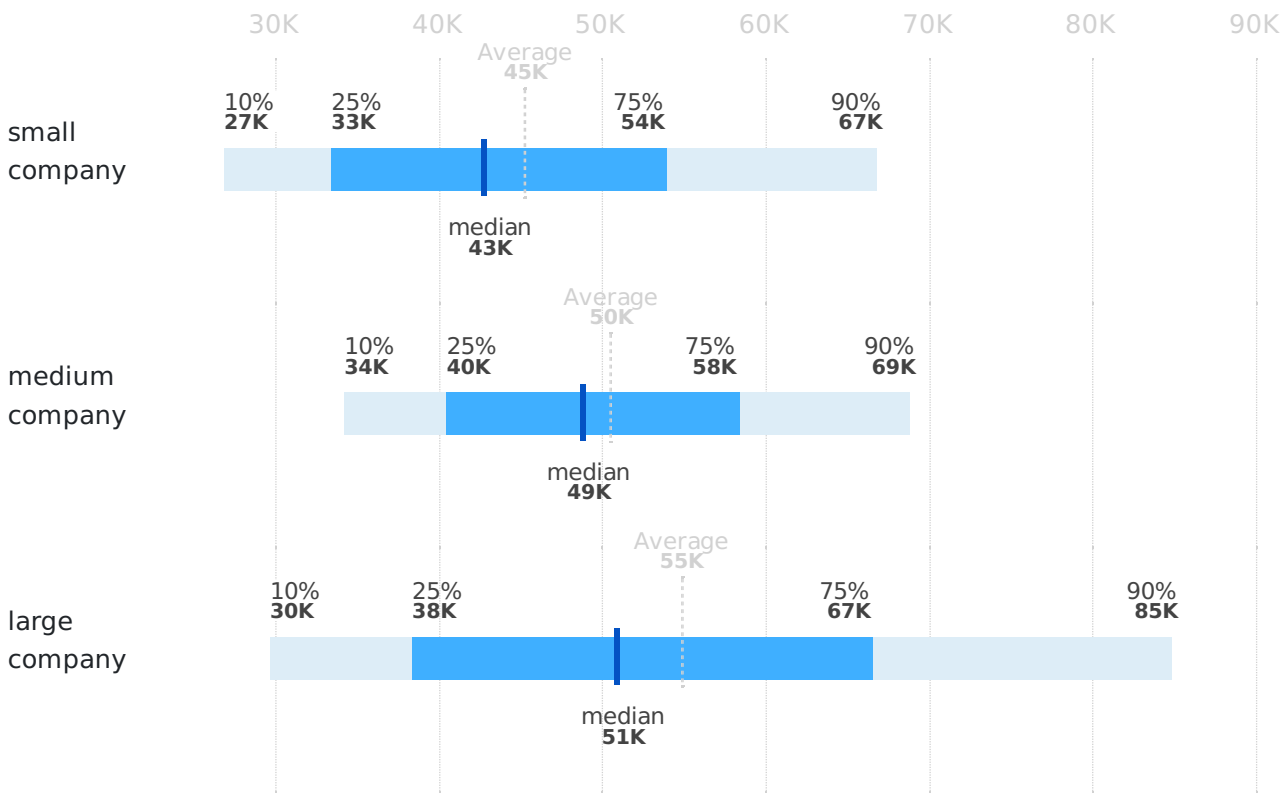
Region: Kenya



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
school education	46,921	27,288	34,311	44,047	56,332	70,118
college education	46,863	29,219	35,734	44,564	55,443	67,379
university education	51,855	29,578	37,478	48,498	62,491	78,288

# Salaries by company size

Region: Kenya



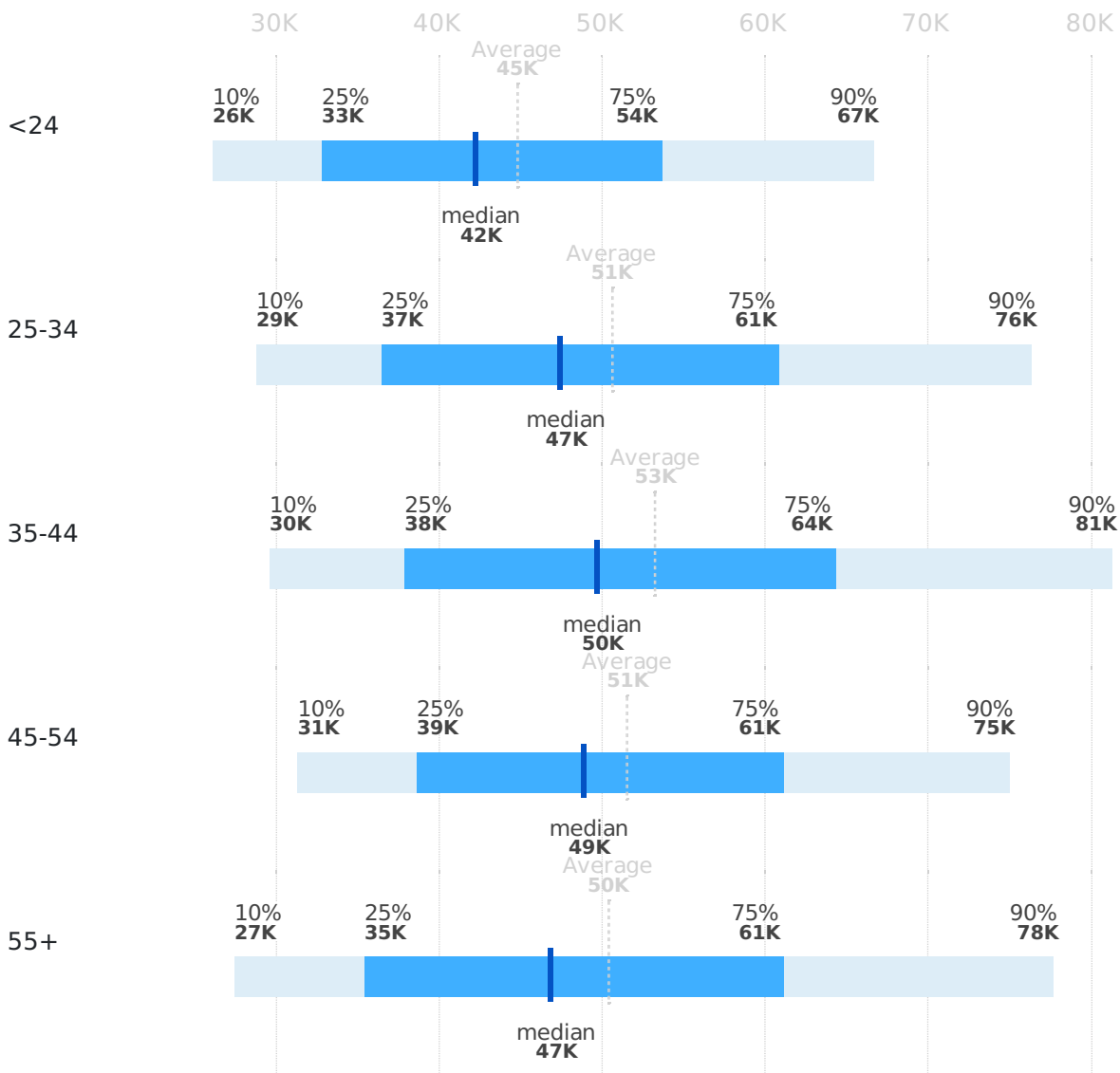
	Average	1st decile	1st quartile	median	3rd quartile	9th decile
small company	45,210	26,833	33,467	42,604	54,056	66,824
medium company	50,435	34,223	40,457	48,659	58,452	68,883
large company	54,804	29,699	38,409	50,744	66,663	84,908

# Salaries by regions

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Nairobi	55,130	31,515	39,898	51,583	66,410	83,137

# Salaries by age group

Region: Kenya



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
<24	44,767	26,156	32,827	42,062	53,698	66,735
25-34	50,579	28,812	36,527	47,292	60,969	76,413
35-44	53,228	29,668	37,940	49,559	64,423	81,319
45-54	51,489	31,352	38,706	48,753	61,235	75,037
55+	50,347	27,479	35,436	46,683	61,165	77,729





## Contact

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