



Salary report Pro

Administrative Worker - Administration

Administration

14 December 2020

Total gross salary
(median)

105,467
NGN

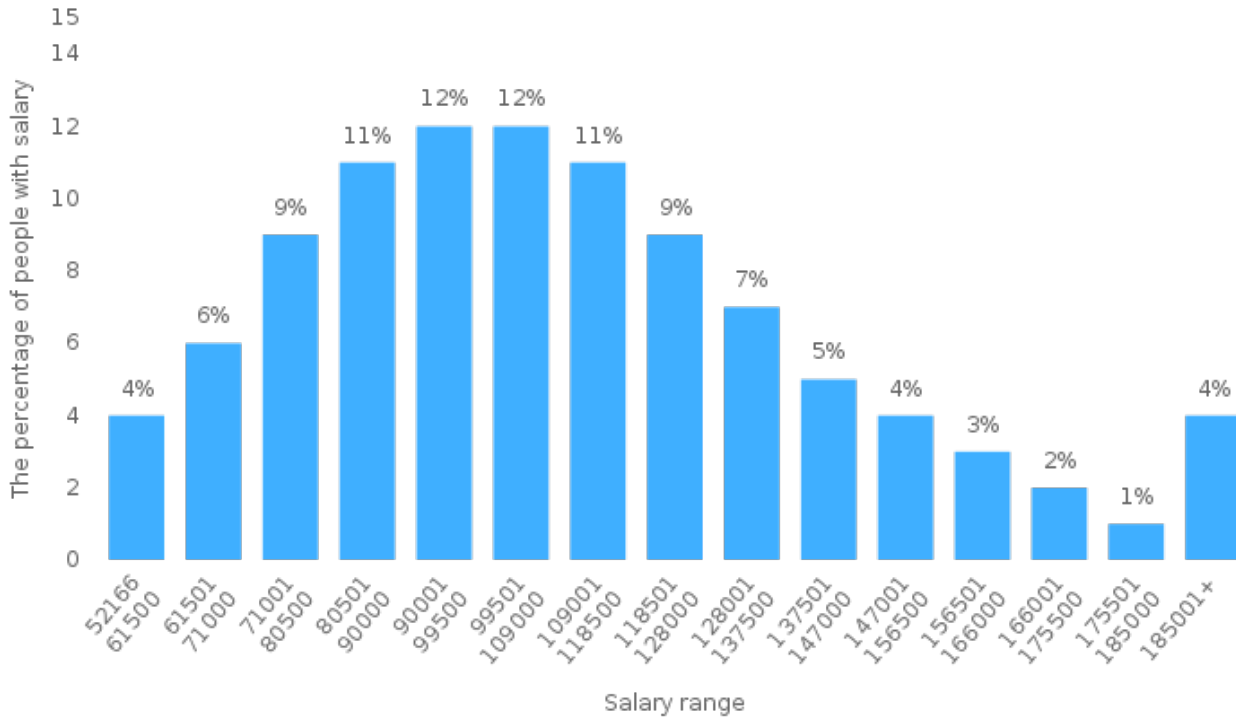
Region: Nigeria
Work experience: all experience levels
Company size: all company sizes
Education: all education levels
Industry: all industries
Methodology: Estimation model

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: Nigeria



Salary span

Region: Nigeria

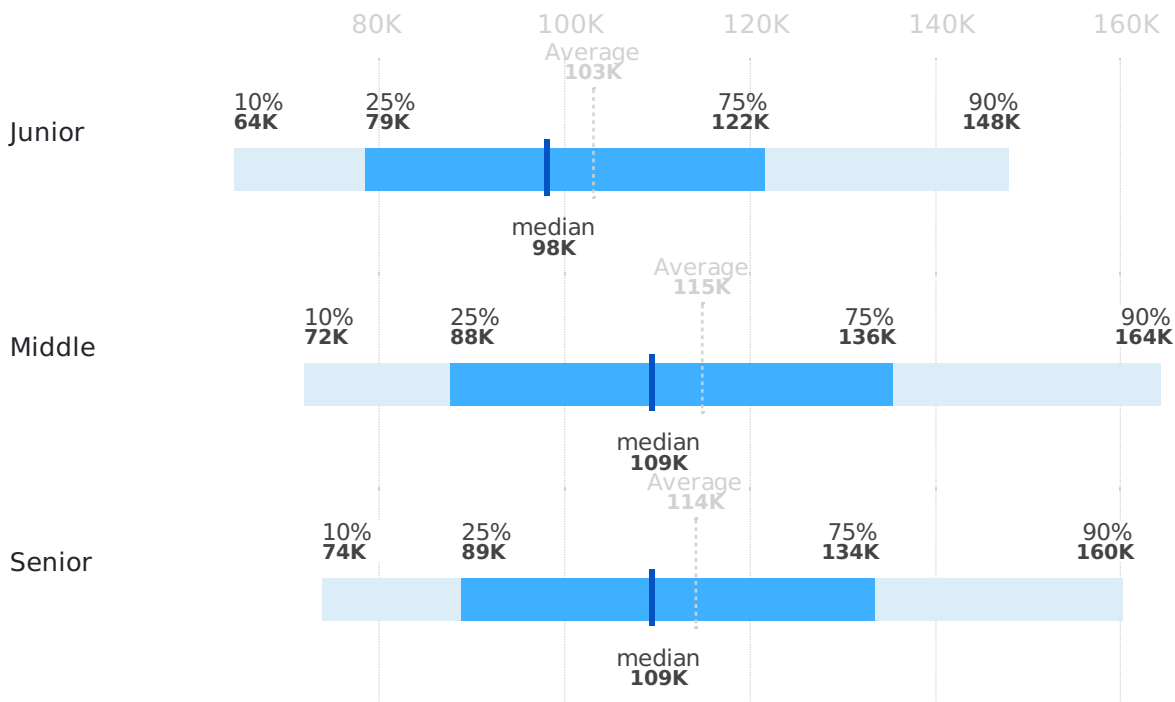


	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Basic salary	101,706	66,395	79,721	97,497	119,037	142,299
Total salary	110,021	71,822	86,238	105,467	128,769	153,932

**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

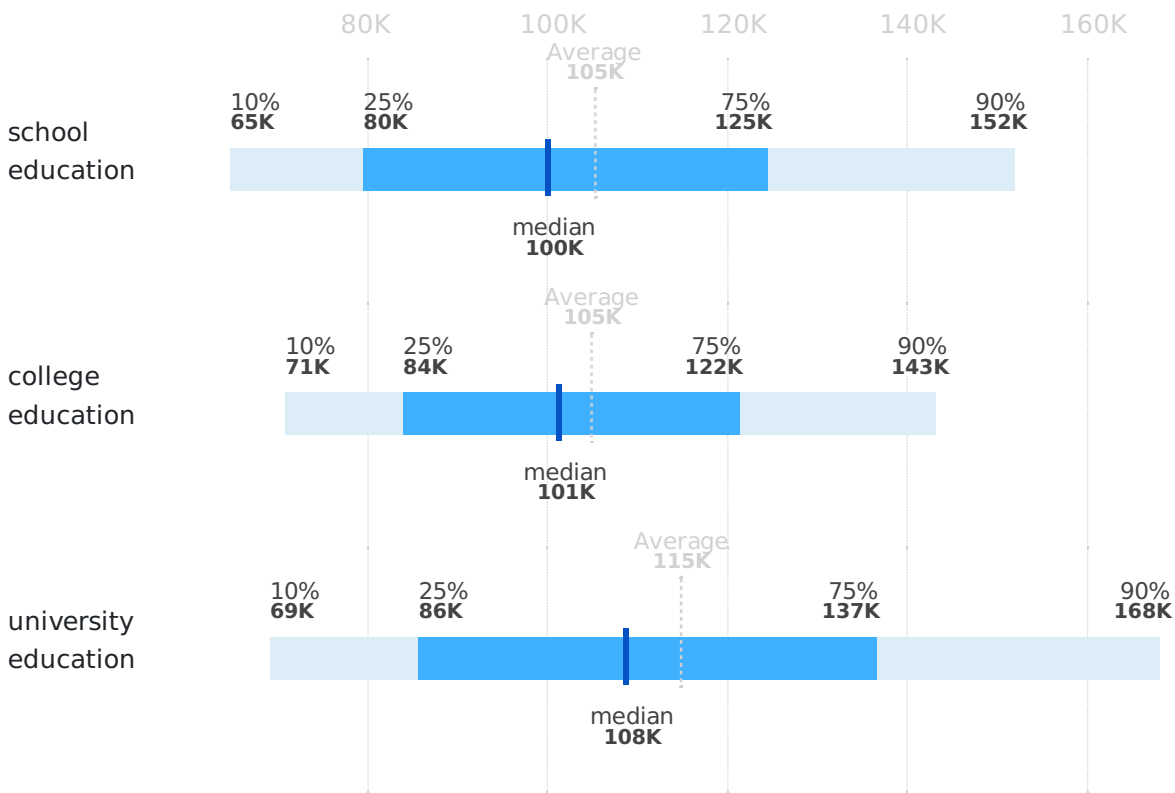
Region: Nigeria



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Junior	103,042	64,397	78,682	98,027	121,844	147,952
Middle	114,750	71,973	87,812	109,236	135,578	164,419
Senior	114,088	73,950	89,046	109,233	133,759	160,312

Salaries by education

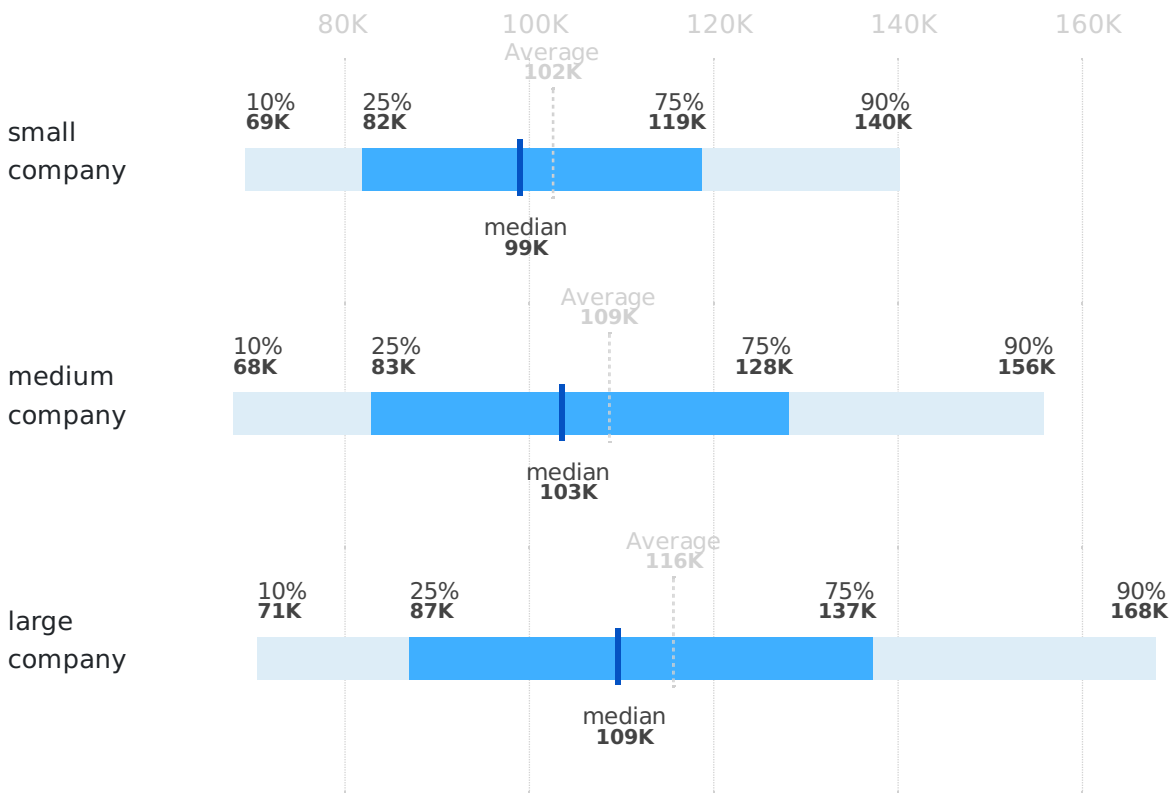
Region: Nigeria



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
school education	105,143	64,815	79,628	99,779	124,709	152,163
college education	104,821	70,973	83,975	101,093	121,553	143,360
university education	114,752	69,158	85,732	108,448	136,771	168,194

Salaries by company size

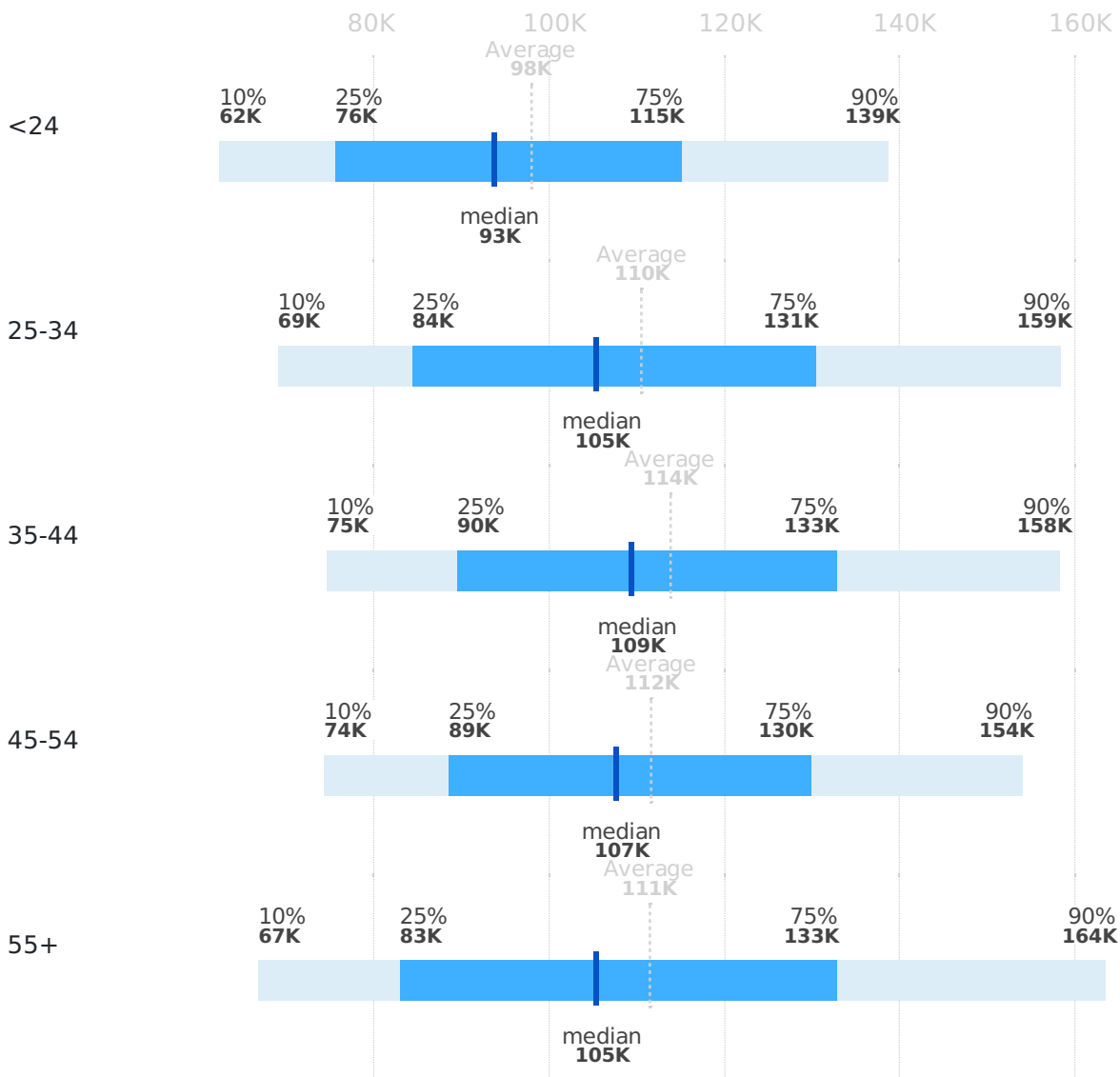
Region: Nigeria



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
small company	102,423	69,183	81,937	98,743	118,847	140,294
medium company	108,521	67,830	82,872	103,242	128,319	155,808
large company	115,544	70,549	87,003	109,459	137,331	168,123

Salaries by age group

Region: Nigeria



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
<24	97,892	62,418	75,655	93,459	115,221	138,915
25-34	110,481	69,108	84,408	105,121	130,613	158,550
35-44	113,735	74,736	89,500	109,149	132,900	158,490
45-54	111,595	74,383	88,569	107,351	129,934	154,142
55+	111,371	66,836	82,993	105,169	132,859	163,621



Contact

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

dravecky@paylab.com