



# **Salary report Pro**

## **Administrative Worker**

**Administration**

1 April 2025

# Administrative Worker

net total monthly  
salary(median)

**1,230**  
**EUR**

Region: Estonia,  
Tartumaa  
Work experience: Junior  
(up to 2 years of  
experience)  
Company size: all  
company sizes  
Education: all education  
levels  
Industry: all industries

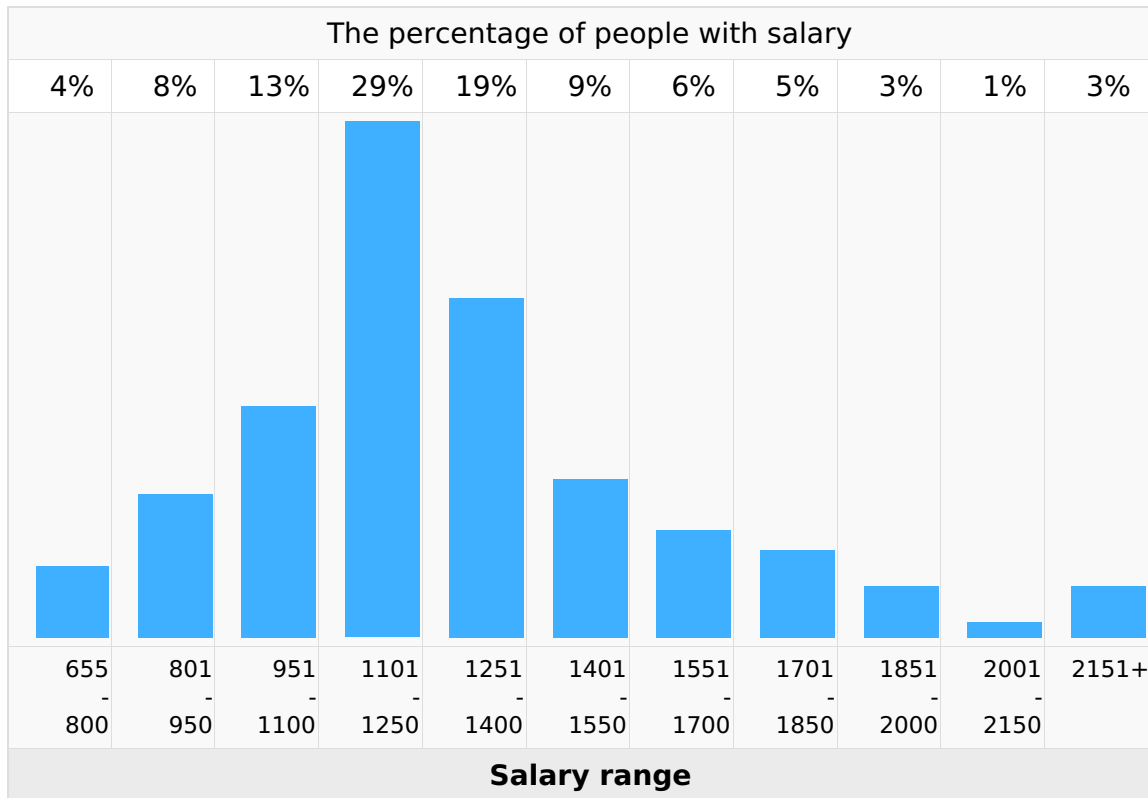
Methodology: Regress  
model , 195 real salaries  
Salary: net, total, monthly  
What are your working  
hours: Full time

## 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: Estonia, Tartumaa | Work experience: Junior (up to 2 years of experience)



## Salary span

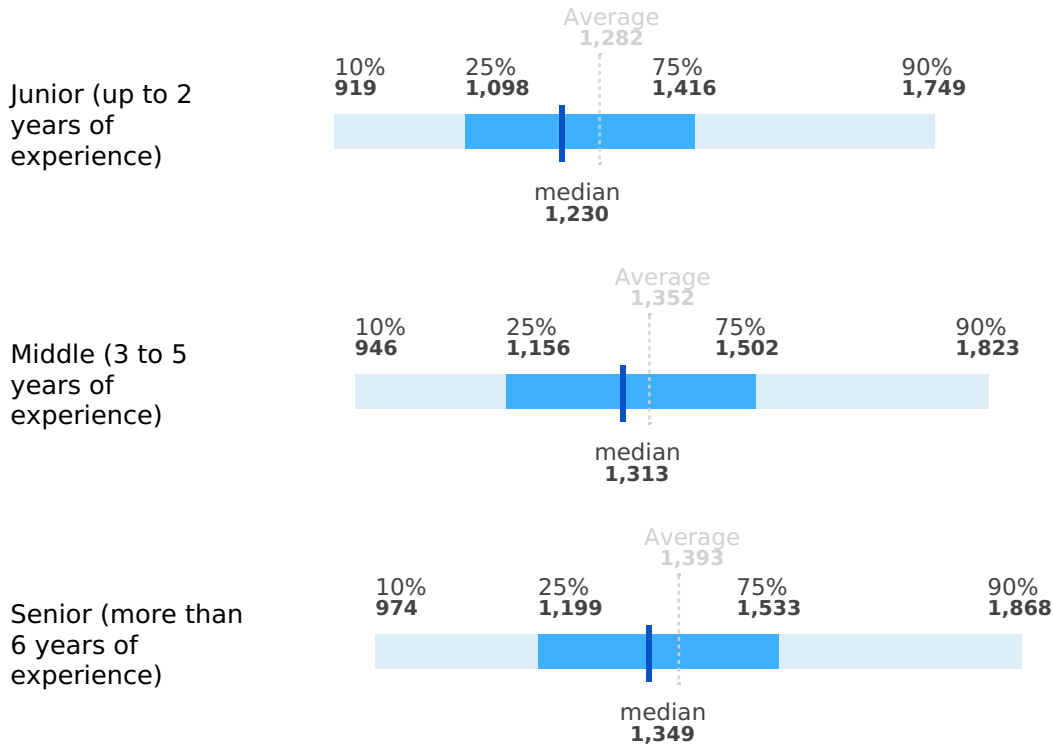
Region: Estonia, Tartumaa | Work experience: Junior (up to 2 years of experience)

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Basic salary	1,205	867	1,048	1,182	1,347	1,641
Total salary	1,282	919	1,098	1,230	1,416	1,749

\*\*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

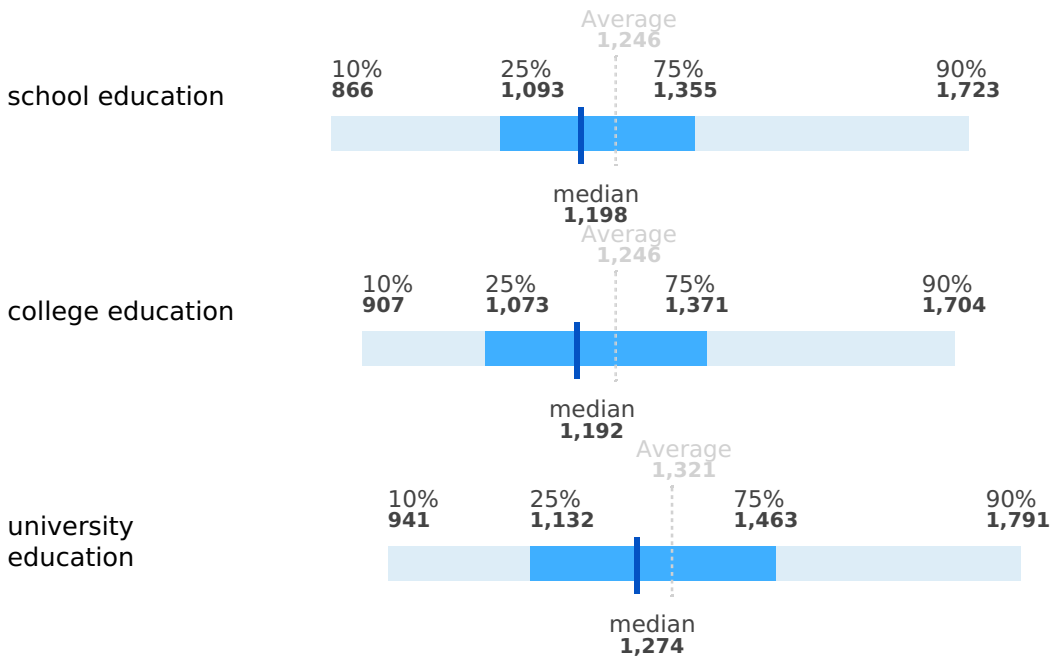
Region: Estonia, Tartumaa



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Junior (up to 2 years of experience)	1,282	919	1,098	1,230	1,416	1,749
Middle (3 to 5 years of experience)	1,352	946	1,156	1,313	1,502	1,823
Senior (more than 6 years of experience)	1,393	974	1,199	1,349	1,533	1,868

## Salaries by education

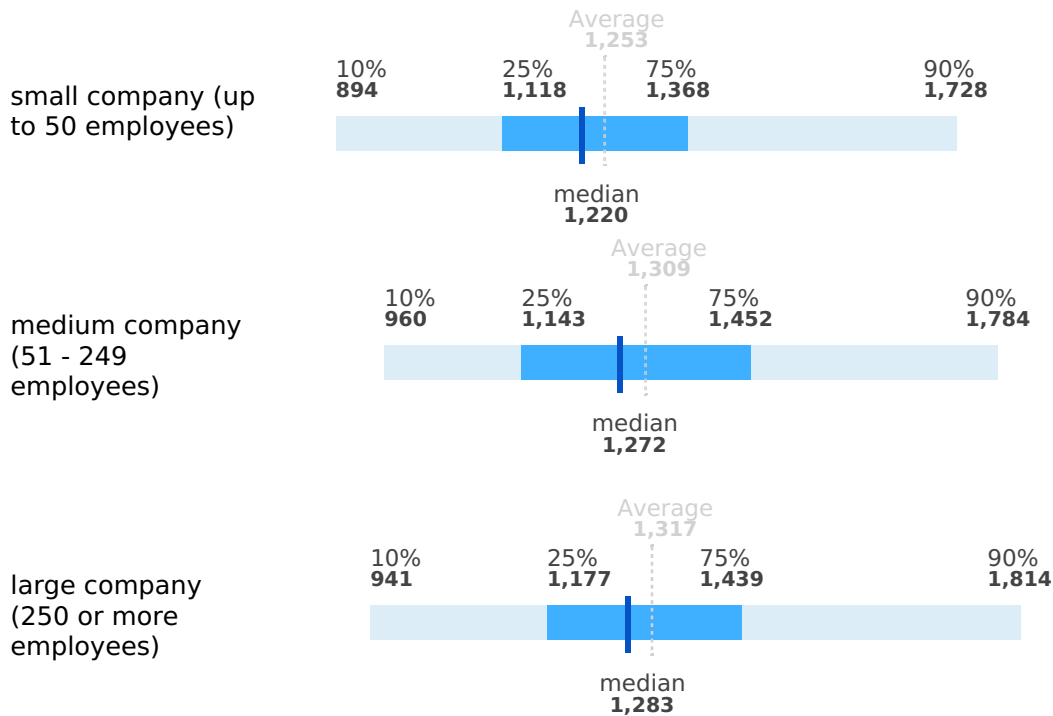
Region: Estonia, Tartumaa | Work experience: Junior (up to 2 years of experience)



	<b>Average</b>	<b>1st decile</b>	<b>1st quartile</b>	<b>median</b>	<b>3rd quartile</b>	<b>9th decile</b>
school education	1,246	866	1,093	1,198	1,355	1,723
college education	1,246	907	1,073	1,192	1,371	1,704
university education	1,321	941	1,132	1,274	1,463	1,791

## Salaries by company size

Region: Estonia, Tartumaa | Work experience: Junior (up to 2 years of experience)



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
small company (up to 50 employees)	1,253	894	1,118	1,220	1,368	1,728
medium company (51 - 249 employees)	1,309	960	1,143	1,272	1,452	1,784
large company (250 or more employees)	1,317	941	1,177	1,283	1,439	1,814

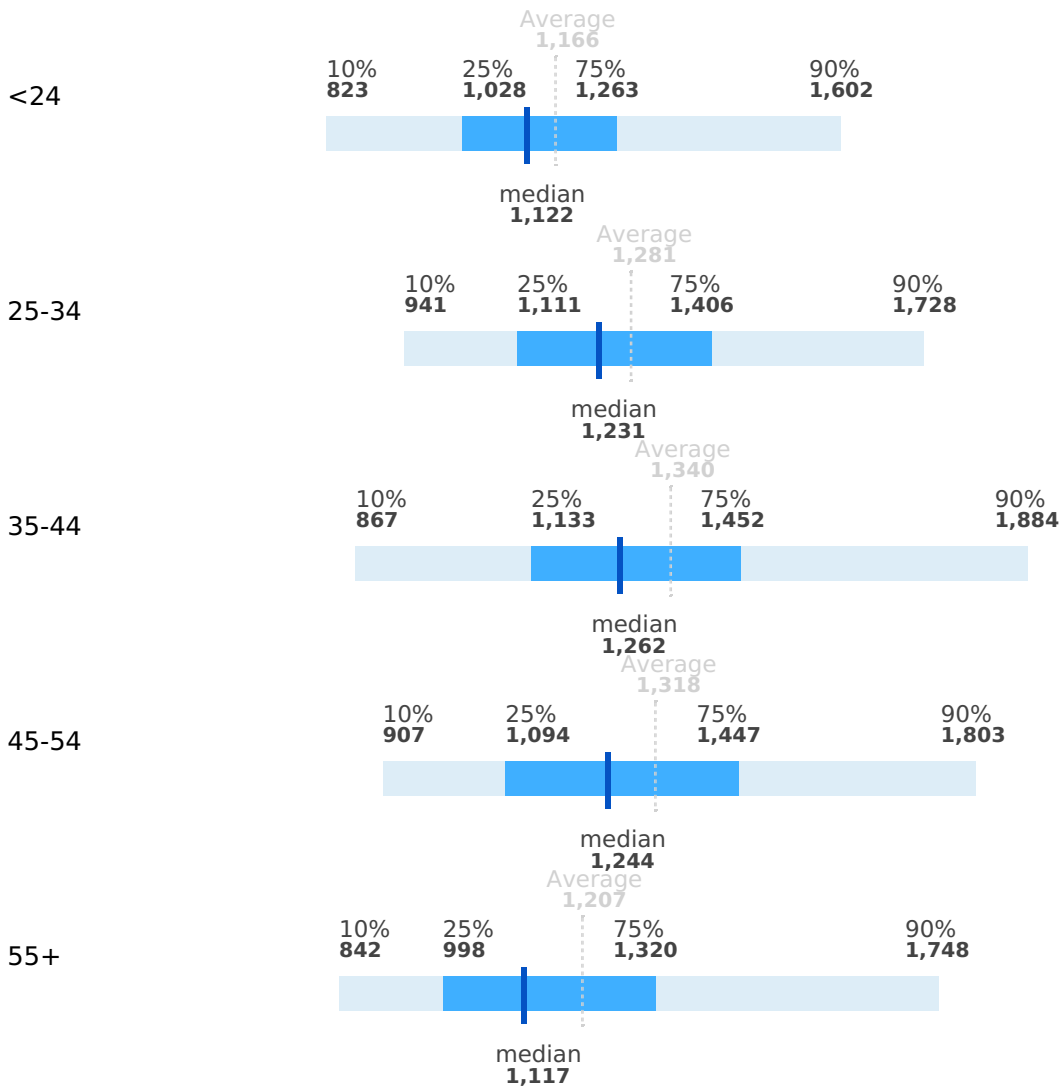
## Salaries by regions

Work experience: Junior (up to 2 years of experience)

	<b>Average</b>	<b>1st decile</b>	<b>1st quartile</b>	<b>median</b>	<b>3rd quartile</b>	<b>9th decile</b>
Harjumaa	1,403	983	1,164	1,305	1,545	1,966
Hiiumaa	1,521	854	1,180	1,352	1,678	2,565
Ida-Virumaa	1,170	743	946	1,097	1,328	1,764
Järvamaa	1,202	825	966	1,129	1,363	1,736
Jõgevamaa	1,136	794	965	1,065	1,236	1,613
Lääne-Virumaa	1,186	651	965	1,167	1,371	1,719
Läänemaa	1,232	832	1,011	1,161	1,357	1,646
Pärnumaa	1,253	865	1,049	1,193	1,398	1,801
Põlvamaa	1,168	802	929	1,076	1,312	1,678
Raplamaa	1,273	845	1,023	1,181	1,416	1,801
Saaremaa	1,189	776	958	1,117	1,360	1,757
Tartumaa	1,282	919	1,098	1,230	1,416	1,749
Valgamaa	1,141	695	880	1,083	1,336	1,635
Viljandimaa	1,258	874	1,061	1,208	1,401	1,727
Võrumaa	1,235	856	1,017	1,147	1,381	1,831

## Salaries by age group

Region: Estonia, Tartumaa | Work experience: Junior (up to 2 years of experience)



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
<24	1,166	823	1,028	1,122	1,263	1,602
25-34	1,281	941	1,111	1,231	1,406	1,728
35-44	1,340	867	1,133	1,262	1,452	1,884
45-54	1,318	907	1,094	1,244	1,447	1,803
55+	1,207	842	998	1,117	1,320	1,748



## Contact

Alma Career Estonia OÜ  
Pärnu mnt 158/1  
11317, Tallinn  
Estonia  
Phone: +372 6990 555

[sales@paylab.com](mailto:sales@paylab.com)