



# **Salary report Pro**

## **Administrative Worker**

**Administration**

1 April 2025

# Administrative Worker

net total monthly  
salary(median)

**1,414**  
**BGN**

Region: Bulgaria, Plovdiv District

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

Company size: all company sizes

Education: all education levels

Industry: all industries

Methodology: Regress

model , 297 participants

Salary: net, total, monthly

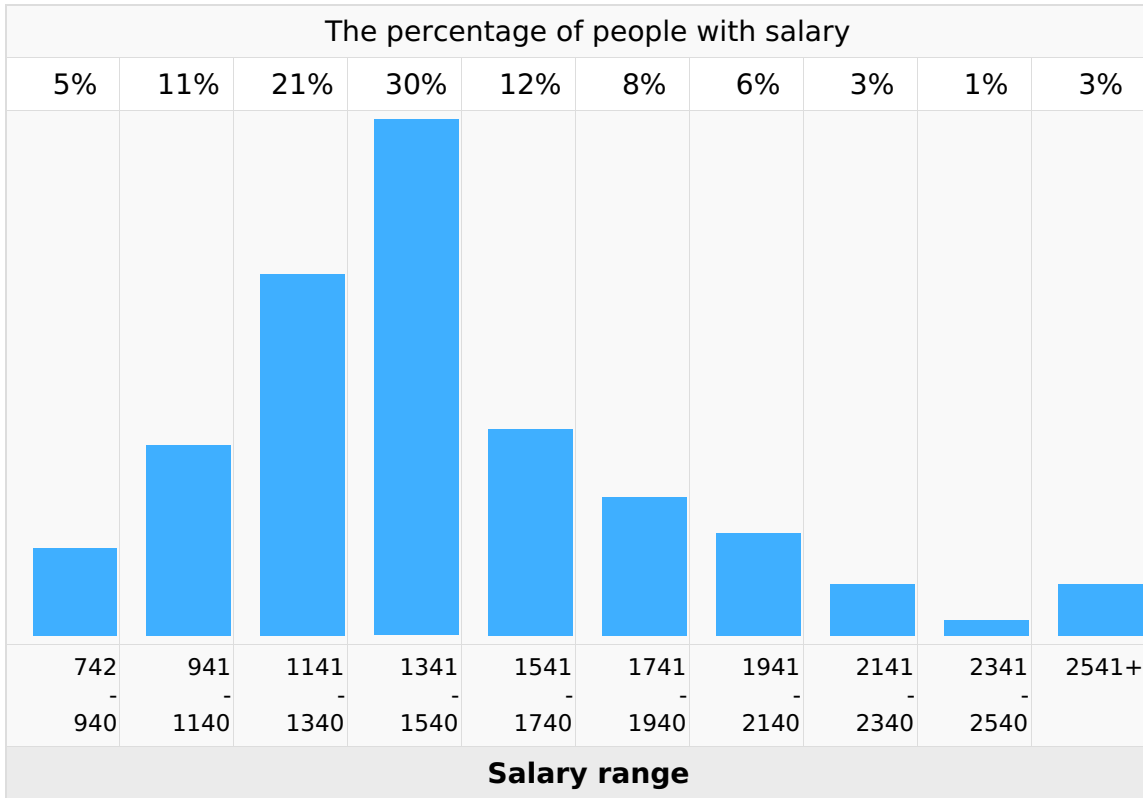
What are your working hours: Full time

## Description of the 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 range

Region: Bulgaria, Plovdiv District | Working experience: Junior (up to 2 years of experience)



## The span of the salary

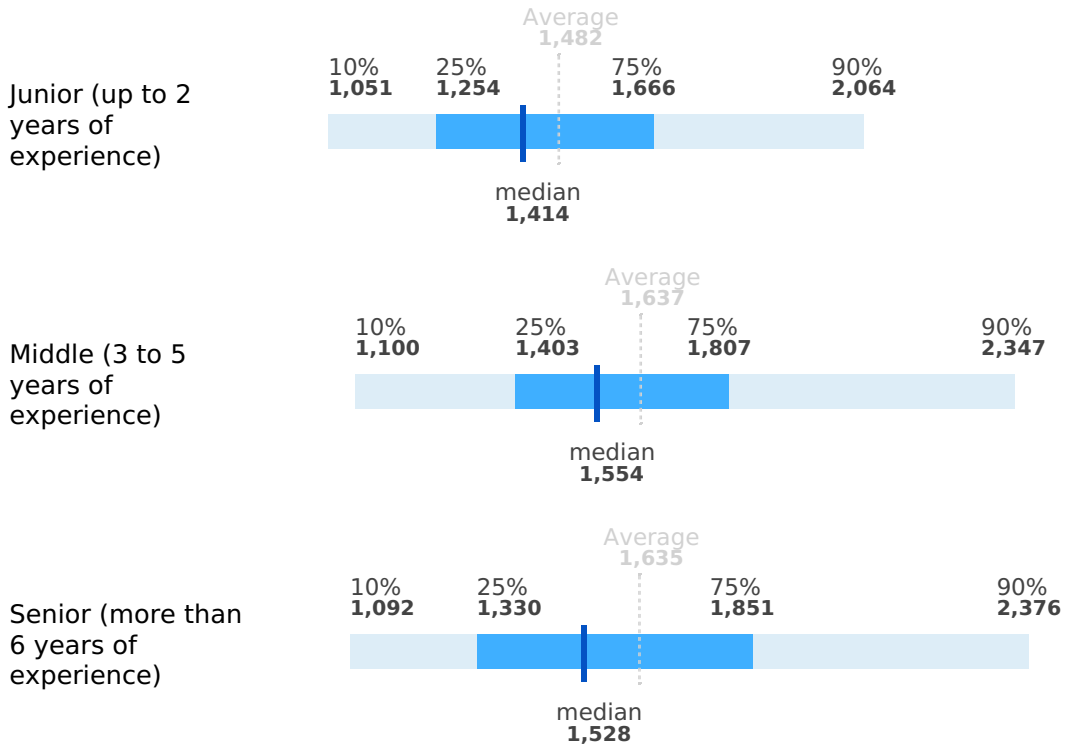
Region: Bulgaria, Plovdiv District | Working experience: Junior (up to 2 years of experience)

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Basic salary	1,370	981	1,164	1,304	1,532	1,889
Total salary	1,482	1,051	1,254	1,414	1,666	2,064

\*The total income includes a proportionate share of the financial benefits received throughout the year (Christmas bonus salary, bonuses, commissions) and monthly variable component of salary.

# Salaries by work experience

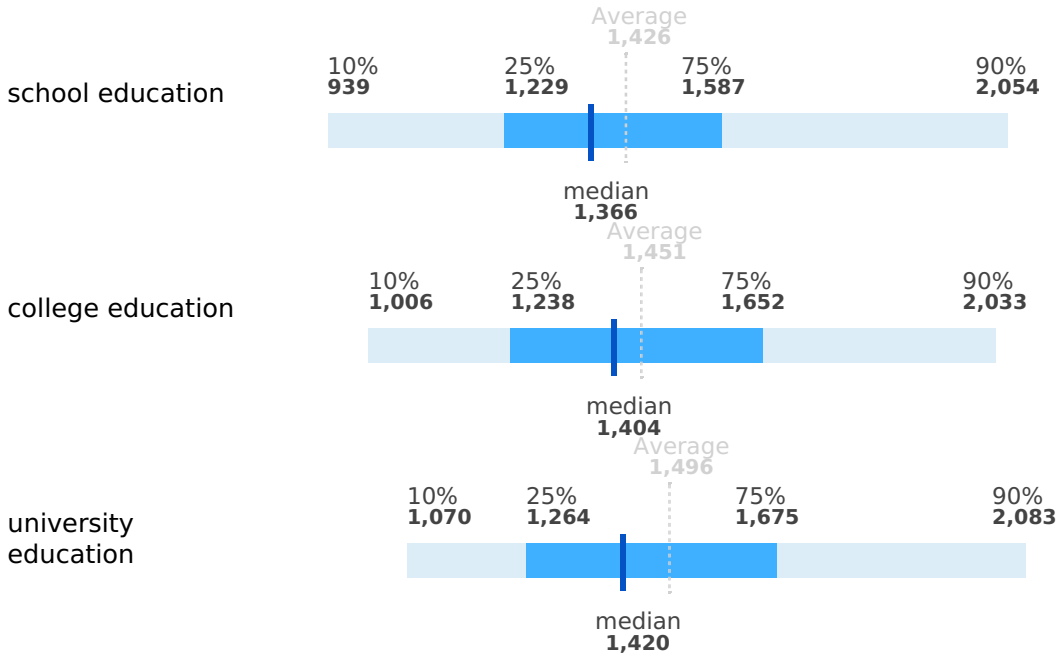
Region: Bulgaria, Plovdiv District



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Junior (up to 2 years of experience)	1,482	1,051	1,254	1,414	1,666	2,064
Middle (3 to 5 years of experience)	1,637	1,100	1,403	1,554	1,807	2,347
Senior (more than 6 years of experience)	1,635	1,092	1,330	1,528	1,851	2,376

## Salaries by education

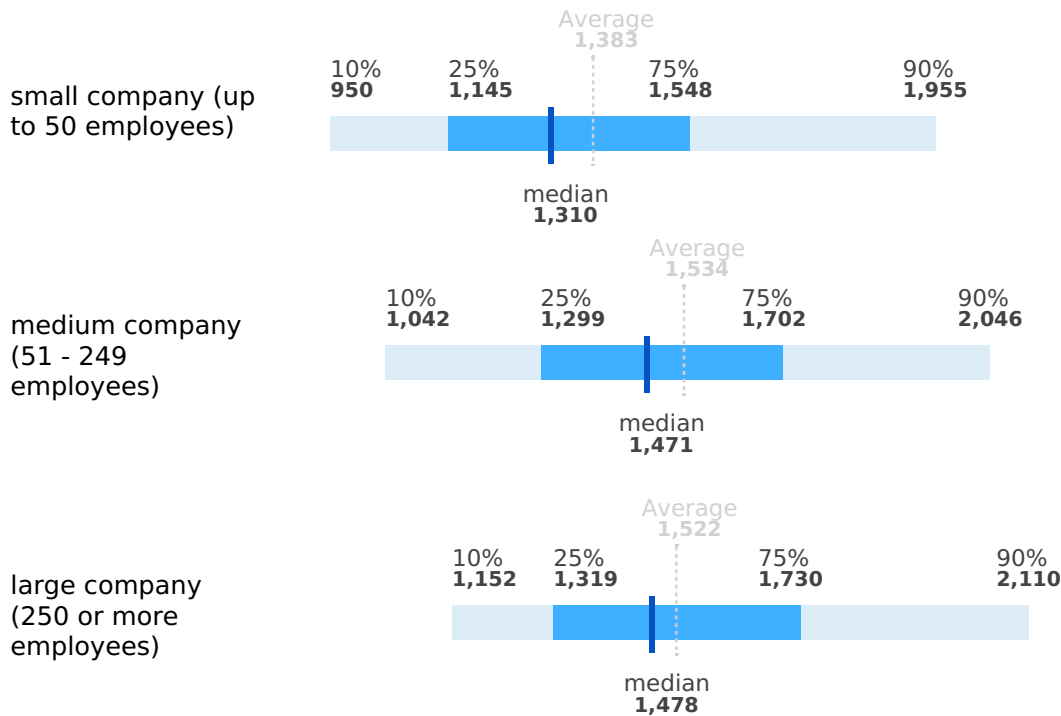
Region: Bulgaria, Plovdiv District | Working experience: Junior (up to 2 years of experience)



	<b>Average</b>	<b>1st decile</b>	<b>1st quartile</b>	<b>median</b>	<b>3rd quartile</b>	<b>9th decile</b>
school education	1,426	939	1,229	1,366	1,587	2,054
college education	1,451	1,006	1,238	1,404	1,652	2,033
university education	1,496	1,070	1,264	1,420	1,675	2,083

## Salaries by company size

Region: Bulgaria, Plovdiv District | Working experience: Junior (up to 2 years of experience)



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
small company (up to 50 employees)	1,383	950	1,145	1,310	1,548	1,955
medium company (51 - 249 employees)	1,534	1,042	1,299	1,471	1,702	2,046
large company (250 or more employees)	1,522	1,152	1,319	1,478	1,730	2,110

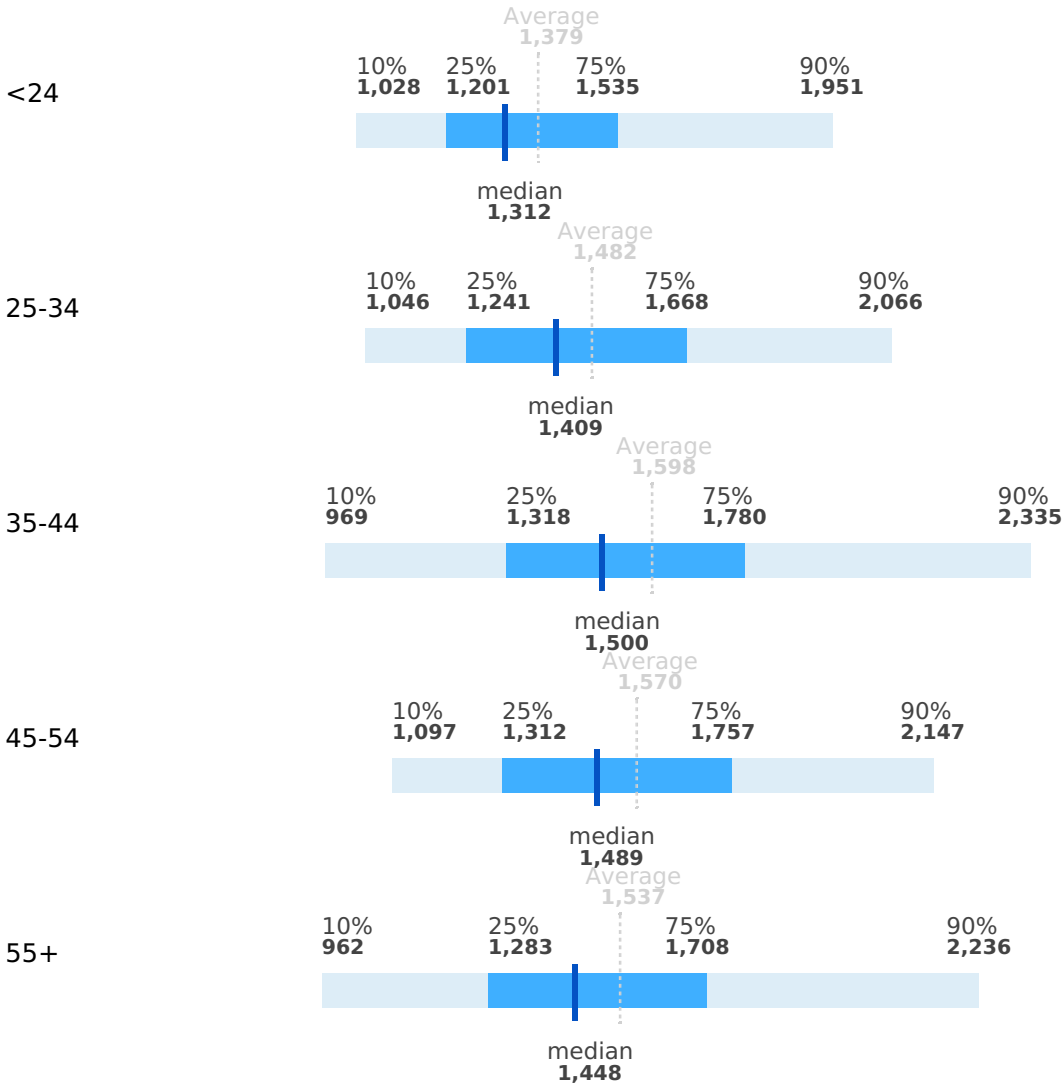
## Salaries by regions

Working 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>
Northcentral Region	1,257	840	1,079	1,233	1,469	1,889
Northeastern Region	1,399	924	1,176	1,344	1,597	2,039
Northwestern Region	1,398	862	1,135	1,364	1,634	1,976
Southcentral Region	1,457	1,013	1,225	1,391	1,645	2,037
Southeastern Region	1,377	979	1,218	1,364	1,579	2,009
Southwestern Region	1,736	1,122	1,426	1,639	1,964	2,517

## Salaries by age group

Region: Bulgaria, Plovdiv District | Working 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>
<24	1,379	1,028	1,201	1,312	1,535	1,951
25-34	1,482	1,046	1,241	1,409	1,668	2,066
35-44	1,598	969	1,318	1,500	1,780	2,335
45-54	1,570	1,097	1,312	1,489	1,757	2,147
55+	1,537	962	1,283	1,448	1,708	2,236



## Contact

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