



Salary report Pro

Administrative Worker

Administration

1 April 2025

Administrative Worker

net total monthly
salary(median)

853 EUR

Region: Latvia,
Daugavpils
Working experience:
Junior specialist (up to 2
years of experience)
Company size: all
company sizes
Education: all education
levels
Industry: all industries

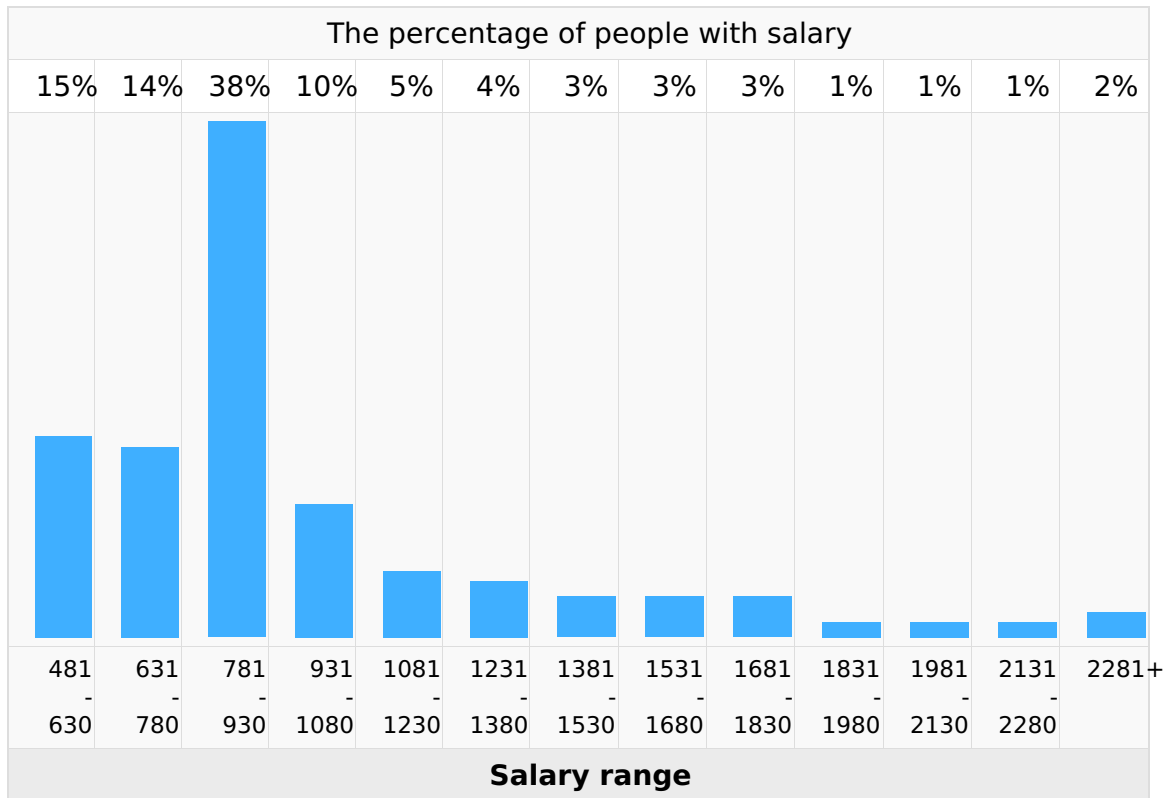
Methodology: Regress
model , 279 real salaries
Salary: net, total, monthly
What are your working
hours: Full time

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: Latvia, Daugavpils | Working experience: Junior specialist (up to 2 years of experience)



Salary span

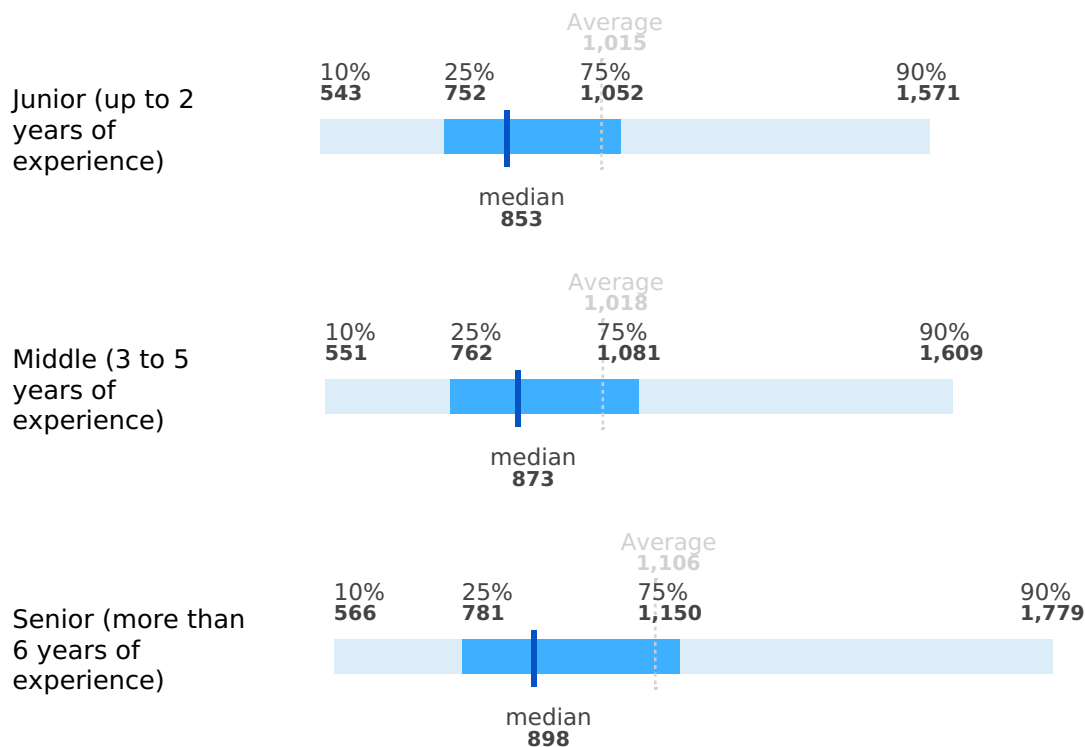
Region: Latvia, Daugavpils | Working experience: Junior specialist (up to 2 years of experience)

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Basic salary	959	511	722	817	994	1,471
Total salary	1,015	543	752	853	1,052	1,571

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

Salaries by work experience

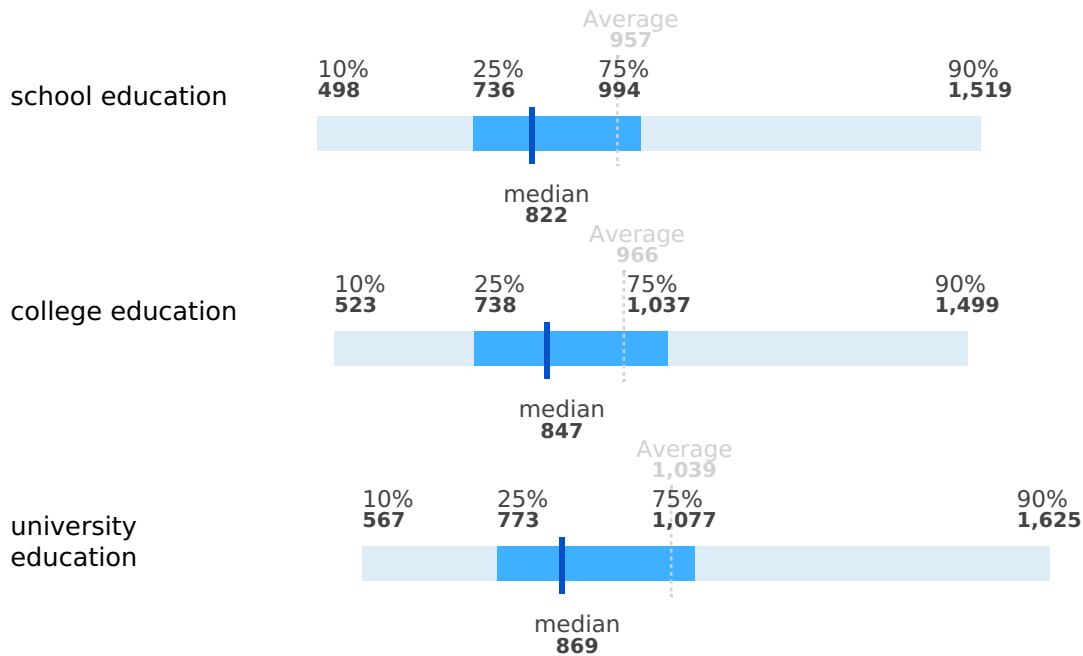
Region: Latvia, Daugavpils



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Junior (up to 2 years of experience)	1,015	543	752	853	1,052	1,571
Middle (3 to 5 years of experience)	1,018	551	762	873	1,081	1,609
Senior (more than 6 years of experience)	1,106	566	781	898	1,150	1,779

Salaries by education

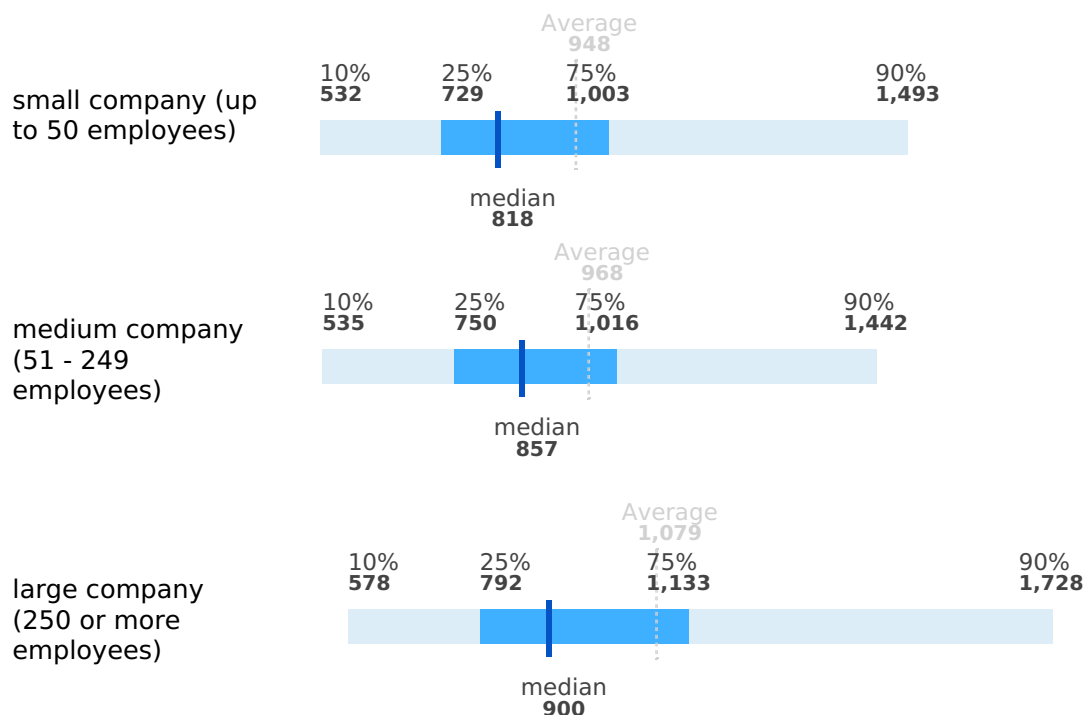
Region: Latvia, Daugavpils | Working experience: Junior specialist (up to 2 years of experience)



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
school education	957	498	736	822	994	1,519
college education	966	523	738	847	1,037	1,499
university education	1,039	567	773	869	1,077	1,625

Salaries by company size

Region: Latvia, Daugavpils | Working experience: Junior specialist (up to 2 years of experience)



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
small company (up to 50 employees)	948	532	729	818	1,003	1,493
medium company (51 - 249 employees)	968	535	750	857	1,016	1,442
large company (250 or more employees)	1,079	578	792	900	1,133	1,728

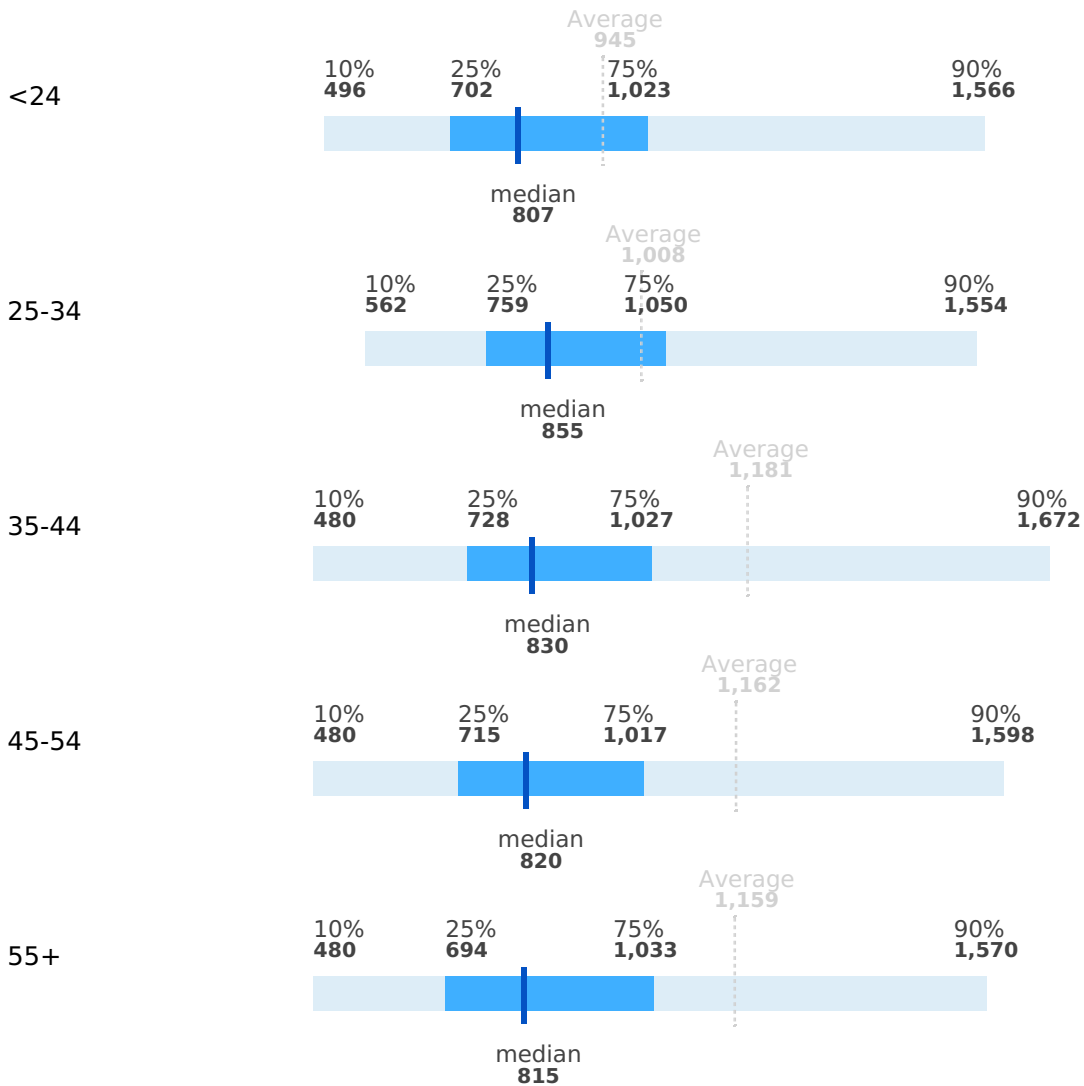
Salaries by regions

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

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Daugavpils	1,015	543	752	853	1,052	1,571
Jelgava	1,091	634	830	914	1,178	1,866
Jurmala	1,244	704	985	1,148	1,401	1,937
Kurzeme	973	579	798	929	1,141	1,562
Latgale	919	629	819	910	1,093	1,479
Liepaja	1,053	673	890	1,000	1,217	1,749
Riga and Riga region	1,273	763	983	1,114	1,368	1,888
Valmiera	1,174	704	899	1,047	1,302	1,788
Vidzeme	1,083	652	865	999	1,233	1,698
Zemgale	1,063	654	872	985	1,217	1,710

Salaries by age group

Region: Latvia, Daugavpils | Working experience: Junior specialist (up to 2 years of experience)



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
<24	945	496	702	807	1,023	1,566
25-34	1,008	562	759	855	1,050	1,554
35-44	1,181	480	728	830	1,027	1,672
45-54	1,162	480	715	820	1,017	1,598
55+	1,159	480	694	815	1,033	1,570

Contact

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