

EJD TALENT SOLUTIONS

Salary Benchmarking Report

Administrator

GAUTENG · 2026 MARKET DATA

PURPOSE OF THIS REPORT

This report benchmarks salaries for Administration roles across Gauteng, drawing on current South African market data. It is designed to help employers set competitive, realistic offers and help candidates understand fair market value for these roles.

ROLE PROFILE

ROLE TITLE	Administrator / Office Administrator
INDUSTRY	Administration, Back-Office & Shared Services
REGION	Gauteng, South Africa
CORE RESPONSIBILITIES	Office coordination, scheduling, records management, correspondence, general business support

SALARY BANDS BY EXPERIENCE

TIER	EXPERIENCE	ANNUAL SALARY RANGE (ZAR)
Junior	1–3 years	R120 000 – R190 000
Mid-Level	4–7 years	R190 000 – R280 000
Senior	8–12 years	R280 000 – R380 000
Specialist+	13+ years / Office Manager or EA	R380 000 – R520 000

Sources: Indeed South Africa, Glassdoor, PayScale, ERI SalaryExpert, Jobted.co.za, BeBee (2026 market data).

MARKET AVERAGE SUMMARY

R245 000 NATIONAL AVERAGE	R280 000 GAUTENG AVERAGE	R230 000 MID-CAREER MEDIAN
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KEY FACTORS THAT INFLUENCE SALARY

- Scope of responsibility — general admin support versus office or team management
- Sector — corporate, legal and financial admin roles typically pay above retail or general business admin
- Software and systems proficiency, including MS Office, scheduling and basic bookkeeping tools
- Whether the role includes supervisory responsibility over junior admin staff
- Public-sector administrative roles form a useful lower formal benchmark for the market

EJD RECOMMENDATION

Administration salaries vary widely by title and scope, which is why sourcing candidates against a clear job description matters. For most Gauteng SMEs, the Mid-Level band attracts capable, experienced administrators without overpaying for a role that is primarily support-focused.

RECOMMENDED STARTING BAND	Mid-Level (R190,000 – R280,000)
BEST FOR	General office administration and business support
UPGRADE TO SENIOR/SPECIALIST IF	Role includes office management or executive assistant duties

This report reflects aggregated third-party market data as of 2026 and is intended as a general guide. Actual offers should account for specific role scope, company budget, and candidate experience.