



Salary analysis for the position
Administrative Worker, Official
Administration

Total gross salary

50% of employees earn more than the specified value (median).

21,094 Kč

Region: Southern Bohemia Region

Working experience: all experience levels

Education: all education levels

Size of company: all company sizes

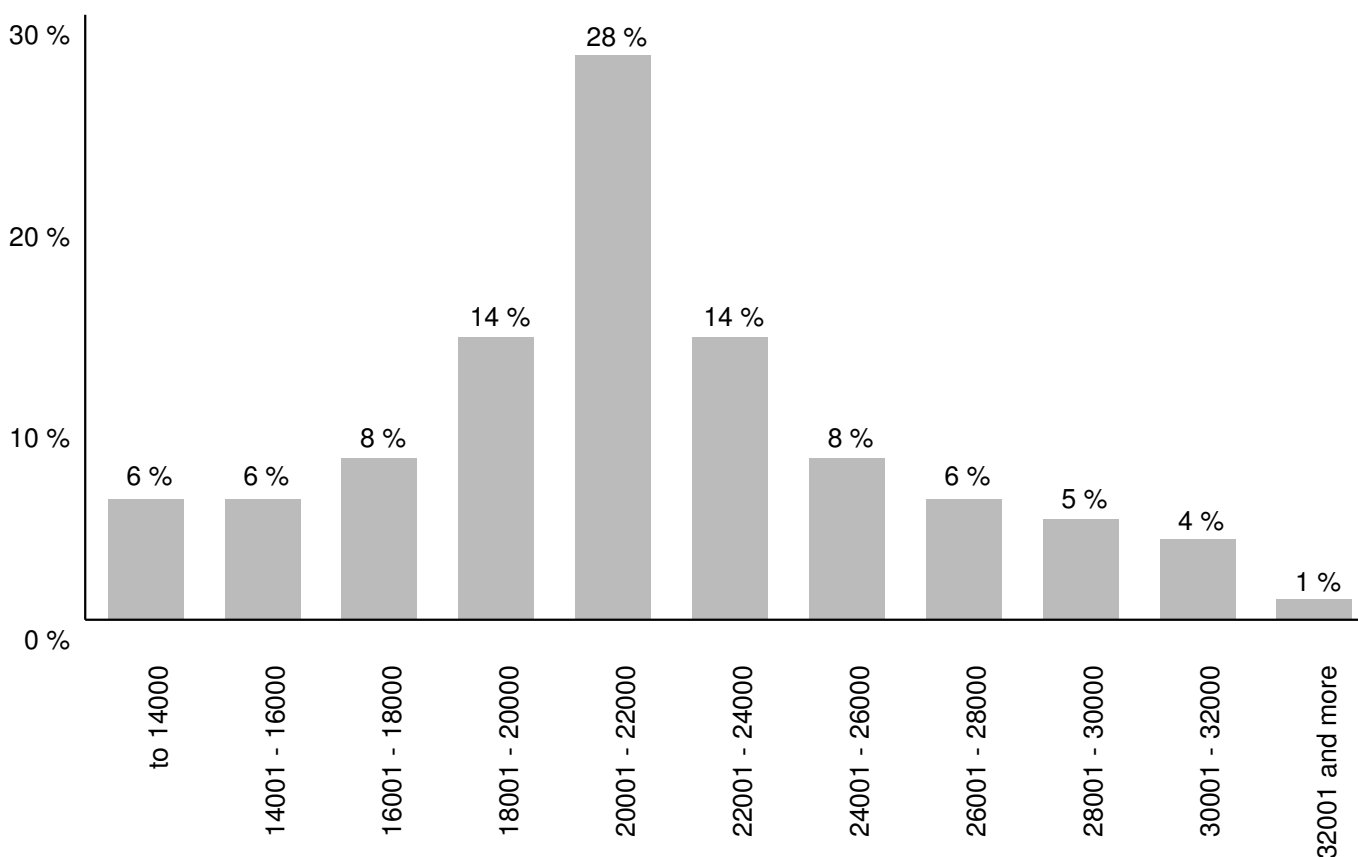
Sample: 3216 real salaries

Examples of represented companies: ESSOX s.r.o., Česká pošta, s.p., Krtkostroj spol. s r.o., coop jednota Kaplice, Lašek

Job description

- 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



The span of the salary

Gross salary	Average	1. decile	1. quartile	median	3. quartile	9. decile
Basic monthly salary	19,988	14,242	17,424	19,569	22,083	26,456
Total monthly income*	21,738	15,488	18,888	21,094	23,686	27,992

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

Total payments according to work experience

	Average	1. decile	1. quartile	median	3. quartile	9. decile
Junior	20,319	14,522	17,772	19,934	22,426	26,595
Middle	21,837	15,579	19,072	21,307	23,870	28,395
Senior	23,077	16,270	20,011	22,422	25,257	30,120

Region: Southern Bohemia Region, company size: all company sizes, education: all education levels

Total payments according to the size of the company

	Average	1. decile	1. quartile	median	3. quartile	9. decile
Small company	20,530	14,562	17,853	20,073	22,672	26,843
Middle company	22,127	15,722	19,248	21,630	24,342	28,355
Big company	23,438	16,639	20,307	22,739	25,752	30,390

Region: Southern Bohemia Region, work experience: all experience levels, education: all education levels

Total payments according to education

	Average	1. decile	1. quartile	median	3. quartile	9. decile
Without graduation exam	20,093	13,167	16,749	18,951	22,159	28,338
Graduation	21,144	14,868	18,443	20,564	23,079	27,424
University education	22,869	15,686	19,951	22,490	25,230	29,657

region: Southern Bohemia Region, size of the company: all company sizes, prax: all experience levels

Total payments in regions

	Average	1. decile	1. quartile	median	3. quartile	9. decile
Prague	26,797	19,235	23,526	26,374	29,337	34,043
Southern Moravia Region	23,096	16,580	20,132	22,559	25,264	29,713
Southern Bohemia Region	21,738	15,488	18,888	21,094	23,686	27,992
Vysočina Region	22,276	16,580	19,223	21,440	24,280	28,707
Carlsbad Region	23,214	16,289	19,417	21,520	25,083	31,421
Hradec Králové Region	22,843	16,048	19,552	22,289	25,491	29,674
Liberec Region	22,870	15,821	19,594	21,991	25,389	31,161
Olomouc Region	21,435	15,575	18,677	20,827	23,549	28,030
Moravian-Silesian Region	21,722	15,137	18,512	20,969	24,016	28,976
Pardubice Region	22,432	15,970	19,083	21,647	24,903	29,309
Pilsen Region	24,511	17,751	21,663	24,187	26,766	31,168
Ústí nad Labem Region	22,088	14,907	18,544	21,054	24,446	30,153
Central Bohemian Region	24,153	16,409	20,729	23,775	26,897	31,174
Zlín Region	22,142	15,971	19,152	21,228	24,237	29,659

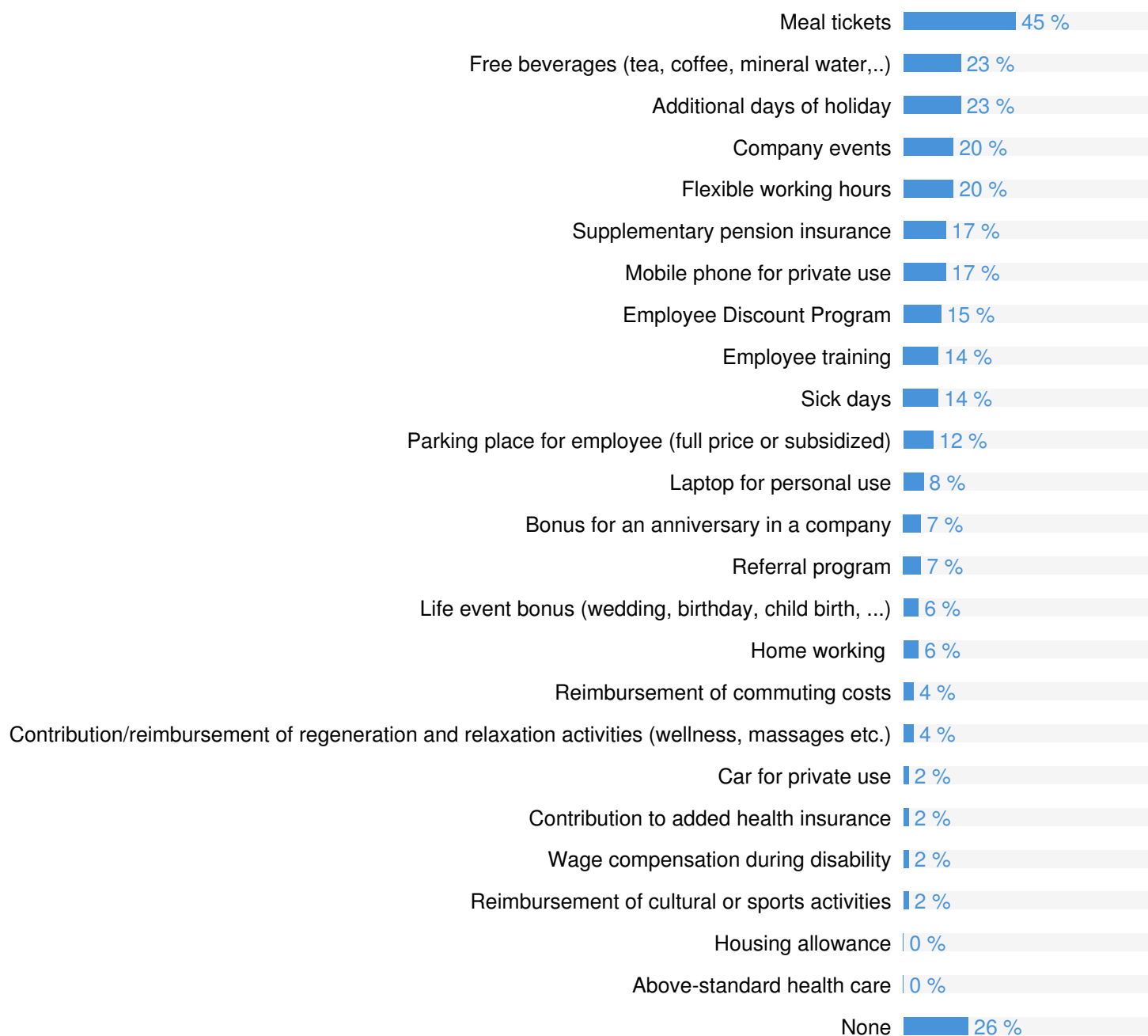
Work experience: all experience levels, company size: all company sizes, education: all education levels

Total payments in age groups

	Average	1. decile	1. quartile	median	3. quartile	9. decile
<24	20,786	15,009	18,185	20,324	22,788	26,325
25-34	21,689	16,220	19,301	21,303	23,709	27,205
35-44	22,562	15,738	19,441	21,946	24,742	28,847
45-54	22,825	15,710	19,455	22,119	25,345	29,708

Region: Southern Bohemia Region, working experience: all experience levels, company size: all company sizes, education: all education levels

Non-financial benefits



Other salary components

Variable salary component

2% employees have stated that they are getting a variable salary component, and its middle value (median) is 2,000 Kč per month.

Christmas bonus salary

0% employees mentioned that they get 13th salary and that the medium value of this bonus is 13,000 Kč.

Bonuses and commissions

1% employees mentioned that they get bonuses and that the medium value of this bonus is 10,000 Kč.

Methodology

Input data

People on the job market have the possibility to get the comparison of their salary with other employees on the same position and in the same region. Everyone who fills in the questionnaire with 14 questions (8 out of them are compulsory) becomes a respondent and will get a free comparison of the salary with the reference sample. The latter is made up by other respondents according to the filled in position and region.

Every respondent's data are valid for one year and there will be no interfering with the given information. All data in the salary survey are anonymous.

Output data

Before carrying out the actual calculations, the sample of the data is being "cleansed". At first mistakes are filtered away, for example negative numbers, or extreme values as for example the salary 1 Eur/month or 10 mil.Eur/month. The second step in the cleansing of the database is detecting duplicate questionnaires and determining extremes. Extremes are determined specifically for concrete positions with consideration of the region (the region of Bratislava, the region outside of Bratislava). The method of detecting extreme data (trimming the data) is based on the rough estimate of the theoretic distribution of salaries on the position according to the region.

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Contact

Profesia CZ, spol. s r.o.
Opletalova 55
110 00 Praha 1
Česká republika

www.platy.cz/Paylab
Obchodní oddělení Profesia CZ s.r.o.
Tel.: +420 221 419 767
E-mail: obchod@platy.cz