



Salary report Pro

Administrative Worker

Administration

1 April 2025

Administrative Worker

gross total monthly
salary(median)
34,204
Kč

Region: Czech Republic,
Southern Bohemia Region
Work experience: Senior
(more than 6 years of
experience)
Company size: all
company sizes
Education: all education
levels
Industry: all industries

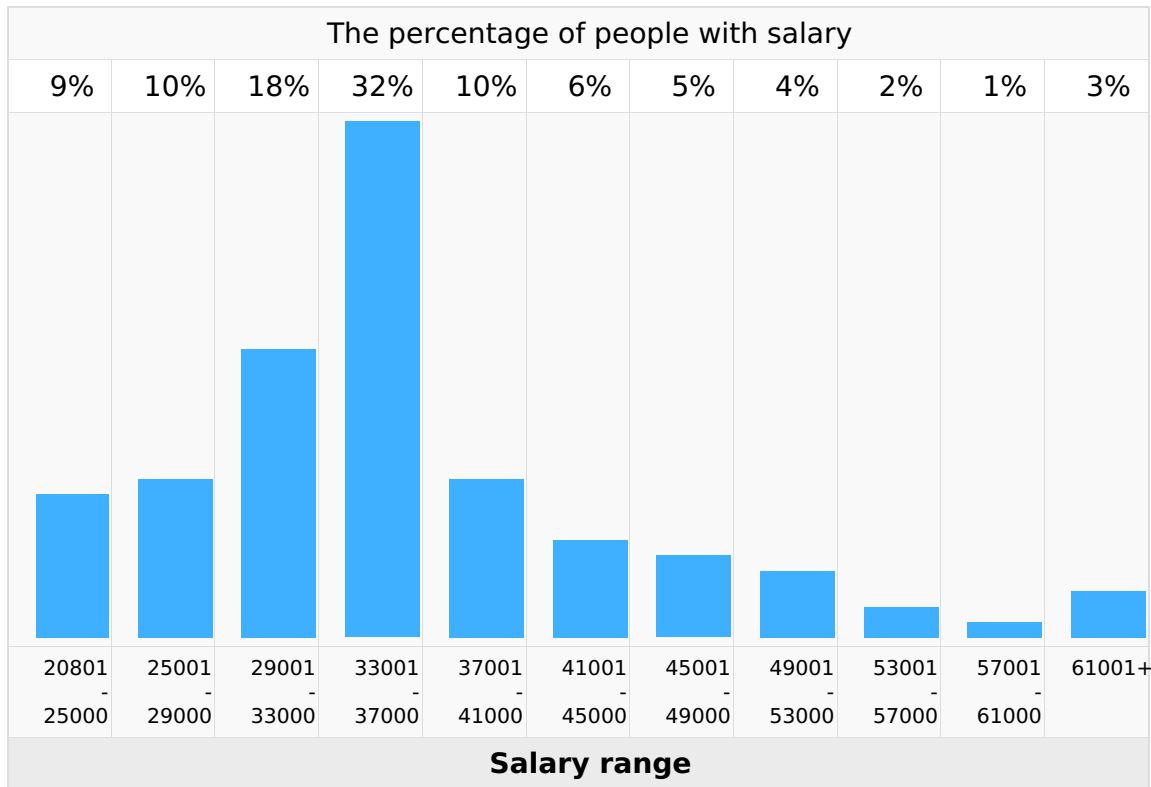
Methodology: Regress
model , 2368 real salaries
Salary: gross, total,
monthly
What are your working
hours: Full time

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: Czech Republic, Southern Bohemia Region | Work experience: Senior (more than 6 years of experience)



Salary span

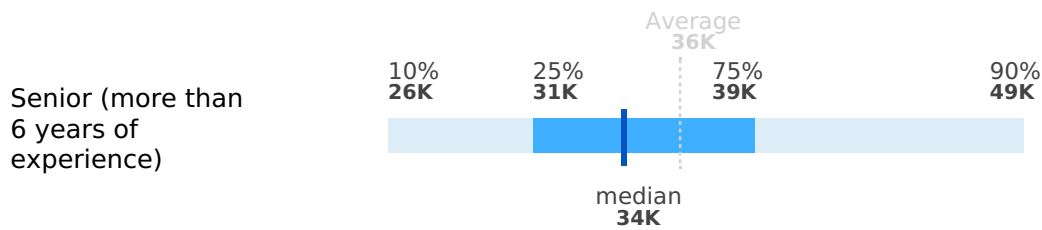
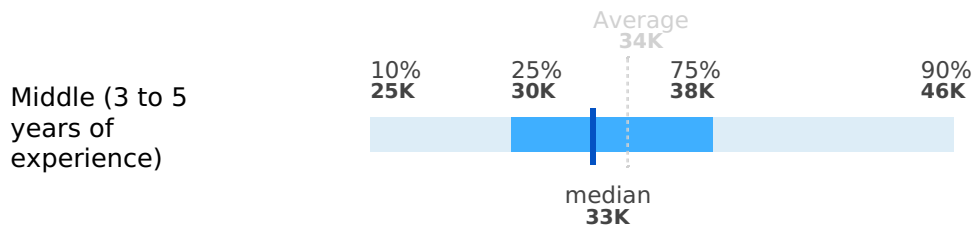
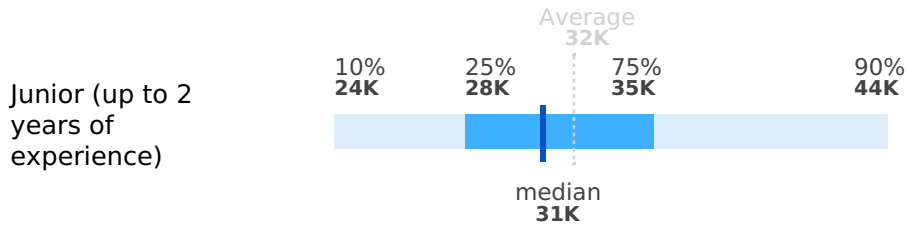
Region: Czech Republic, Southern Bohemia Region | Work experience: Senior (more than 6 years of experience)

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Basic salary	32,255	21,973	27,298	30,787	35,295	43,681
Total salary	36,319	25,637	30,982	34,204	39,126	48,965

**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

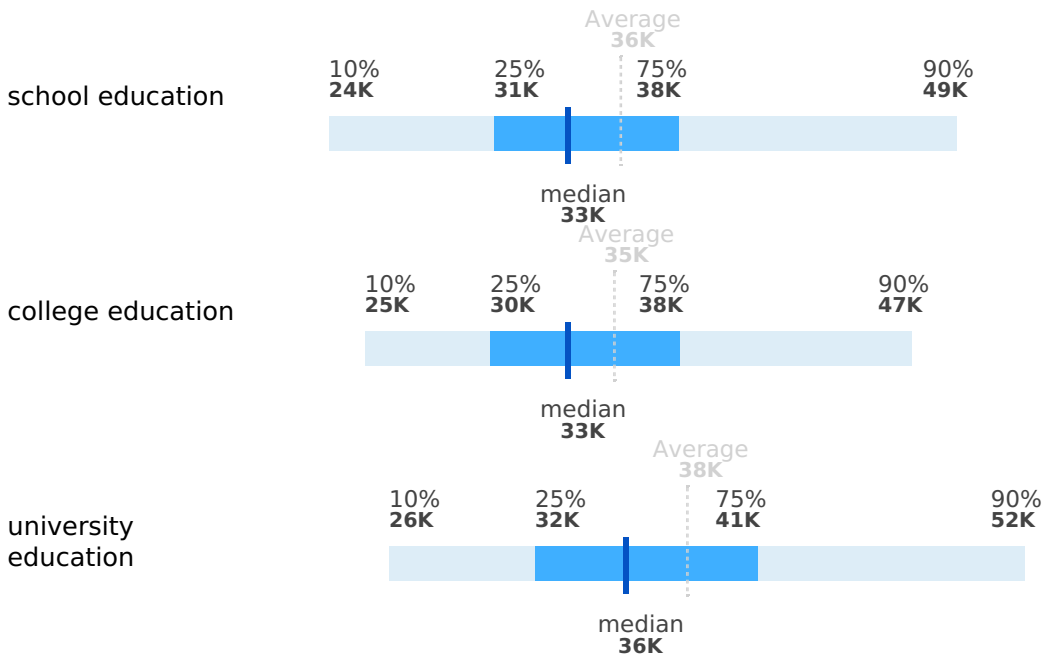
Region: Czech Republic, Southern Bohemia Region



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Junior (up to 2 years of experience)	32,434	23,671	28,460	31,263	35,401	43,998
Middle (3 to 5 years of experience)	34,411	24,990	30,171	33,080	37,546	46,435
Senior (more than 6 years of experience)	36,319	25,637	30,982	34,204	39,126	48,965

Salaries by education

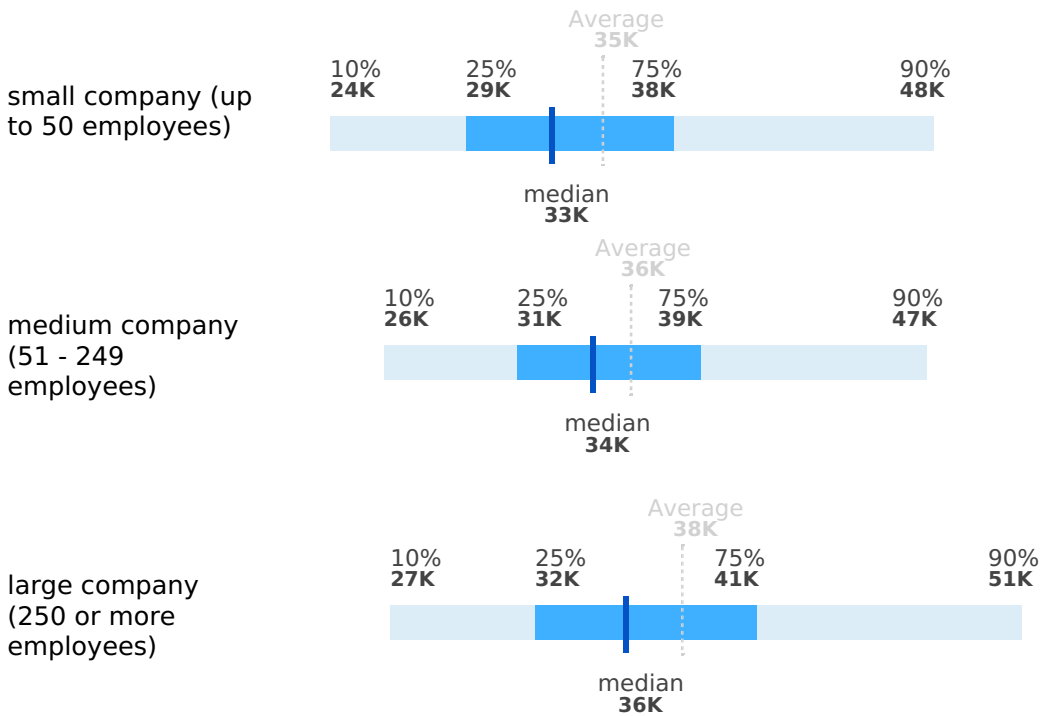
Region: Czech Republic, Southern Bohemia Region | Work experience: Senior (more than 6 years of experience)



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
school education	35,633	23,973	30,613	33,489	38,034	49,166
college education	35,378	25,409	30,458	33,489	38,112	47,403
university education	38,320	26,383	32,255	35,815	41,203	51,908

Salaries by company size

Region: Czech Republic, Southern Bohemia Region | Work experience: Senior (more than 6 years of experience)



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
small company (up to 50 employees)	34,761	24,204	29,498	32,702	37,564	47,648
medium company (51 - 249 employees)	35,814	26,281	31,450	34,310	38,582	47,354
large company (250 or more employees)	37,848	26,537	32,162	35,576	40,773	51,076

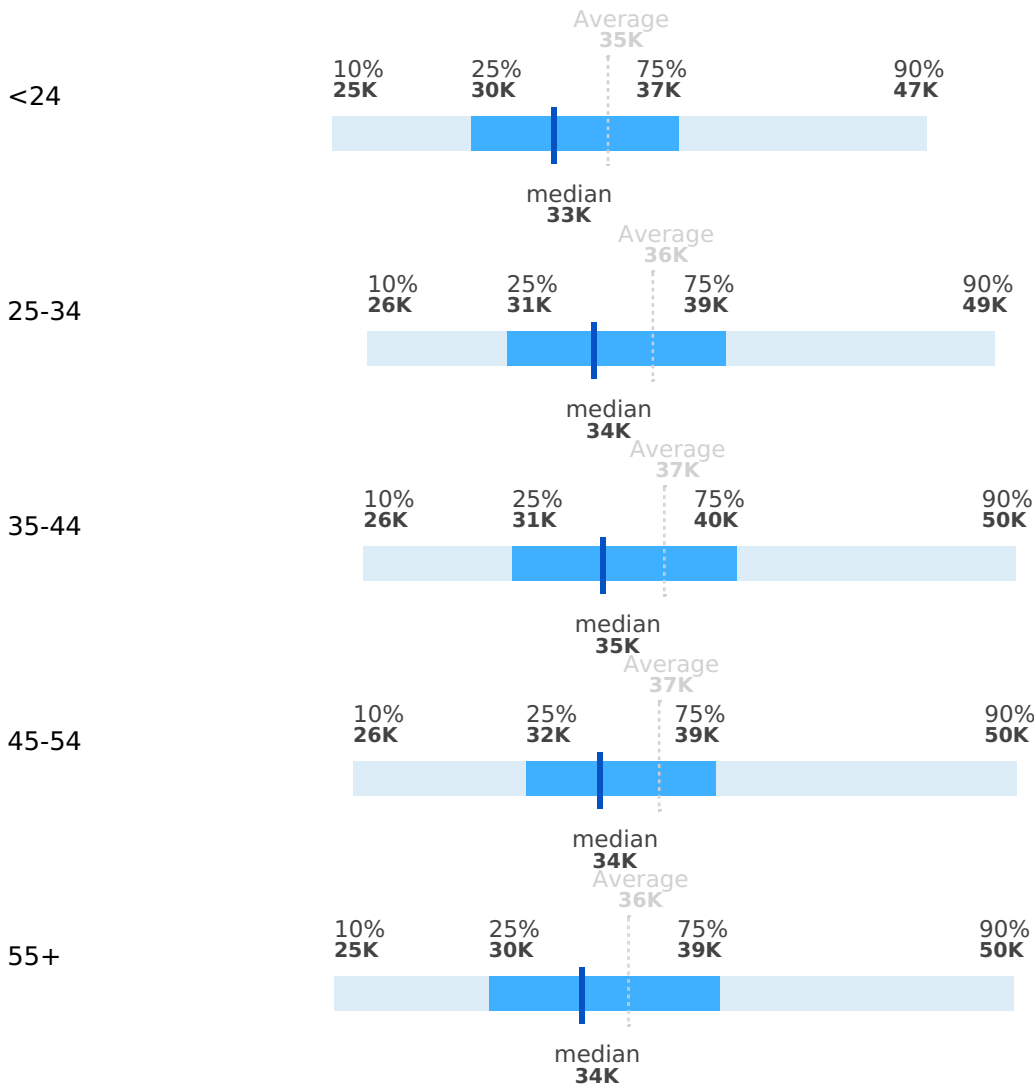
Salaries by regions

Work experience: Senior (more than 6 years of experience)

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Carlsbad Region	35,048	24,383	29,694	32,911	37,445	47,236
Central Bohemian Region	39,593	26,946	33,426	37,565	43,118	52,728
Hradec Králové Region	36,242	25,719	31,114	34,906	39,630	46,372
Liberec Region	36,974	26,155	31,907	35,460	39,672	48,050
Moravian-Silesian Region	34,278	25,283	29,694	32,837	37,403	45,253
Olomouc Region	35,279	25,965	30,751	33,982	38,327	46,423
Pardubice Region	34,162	23,646	28,967	32,763	38,453	47,999
Pilsen Region	37,667	26,974	32,402	36,088	41,185	50,033
Prague	42,135	29,837	36,134	40,483	45,850	55,067
Southern Bohemia Region	36,319	25,637	30,982	34,204	39,126	48,965
Southern Moravia Region	37,320	26,510	32,138	36,051	40,975	49,016
Vysočina Region	36,088	23,455	30,189	34,869	40,386	49,118
Zlín Region	34,624	24,410	29,892	33,391	37,739	44,694
Ústí nad Labem Region	36,126	26,292	31,279	34,425	39,462	49,626

Salaries by age group

Region: Czech Republic, Southern Bohemia Region | Work experience: Senior (more than 6 years of experience)



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
<24	34,797	24,794	29,838	32,805	37,447	46,521
25-34	36,432	26,076	31,140	34,241	39,169	49,019
35-44	36,868	25,896	31,326	34,549	39,521	49,753
45-54	36,650	25,563	31,852	34,481	38,817	49,802
55+	35,524	24,819	30,489	33,831	38,934	49,655

Compensation mix

Variable salary component

43%

employees have stated that they are getting a variable salary component, and its middle value (median) is 5,000 Kč per month.

Christmas bonus, quarterly or semi-annual bonuses, annual bonus

29%

employees mentioned that they get bonuses and that the medium value of this bonus is 25,500 Kč annually.

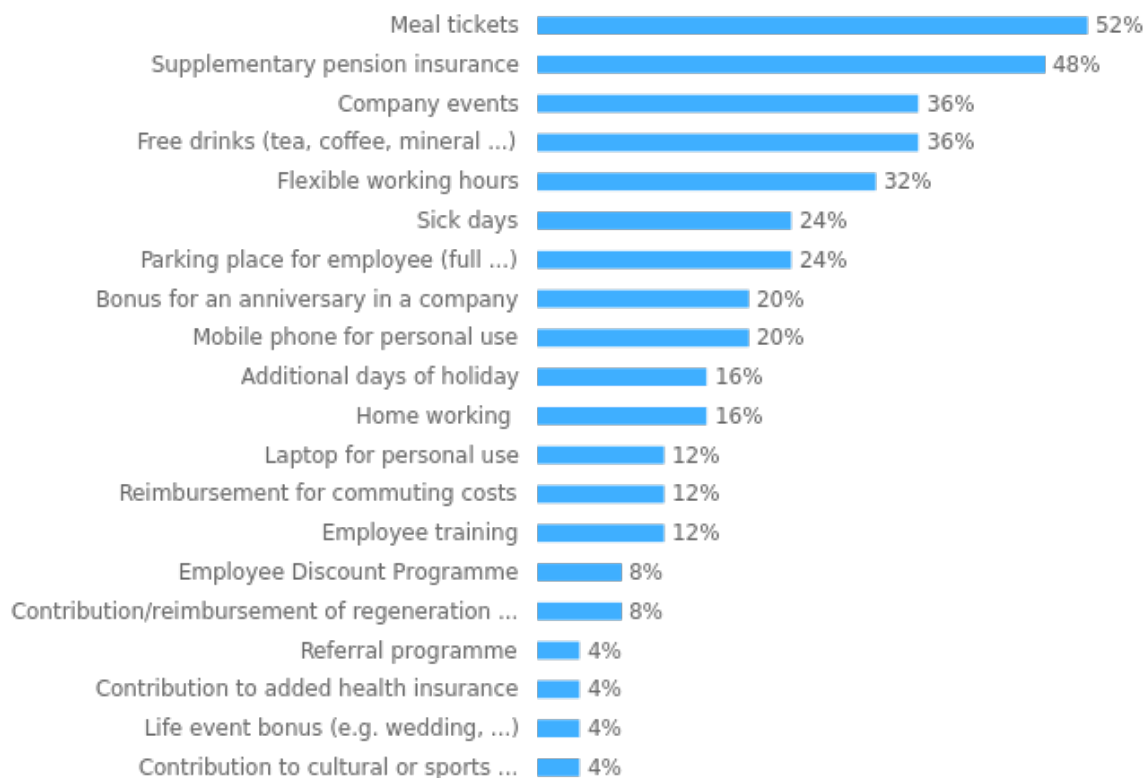
Non-financial benefits

Region: Czech Republic, Southern Bohemia Region | Work experience: Senior (more than 6 years of experience)



93% of employees receive some non-financial benefits

Most common benefits



Contact

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