

7 August 2025

# Salary report

## Administrative Worker

Administration



# Administrative Worker

gross total monthly  
salary(median)  
**42,430 Kč**

**Region:** Czech Republic, Prague

**Work experience:** all experience levels

**Company size:** large company (250 or more employees)

**Education:** all education levels

**Industry:** all industries

**Methodology:** Regress model, 2123 real salaries

**Salary:** gross, total, monthly

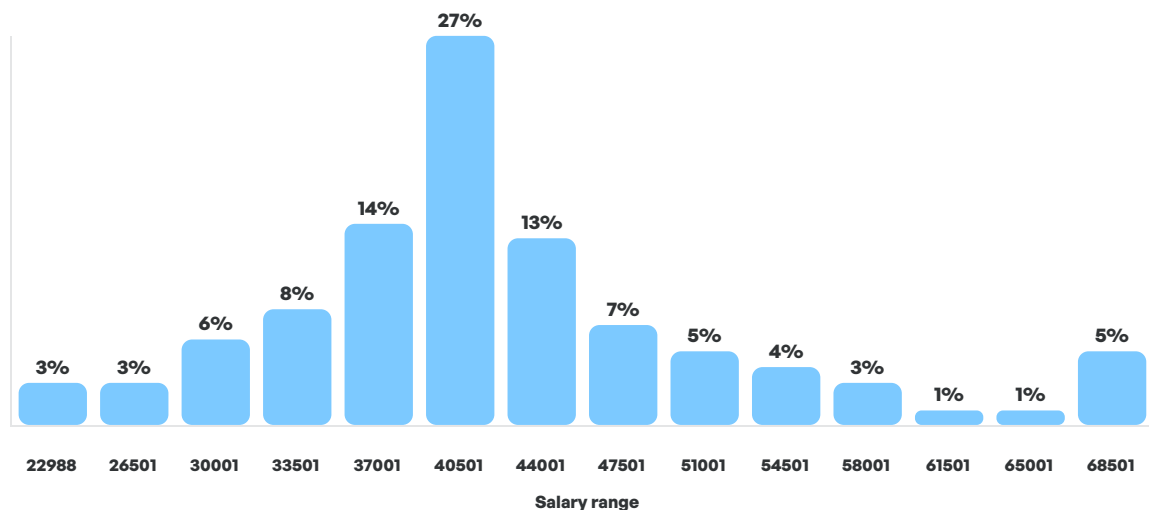
**What are your working hours:** Full time

## 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.

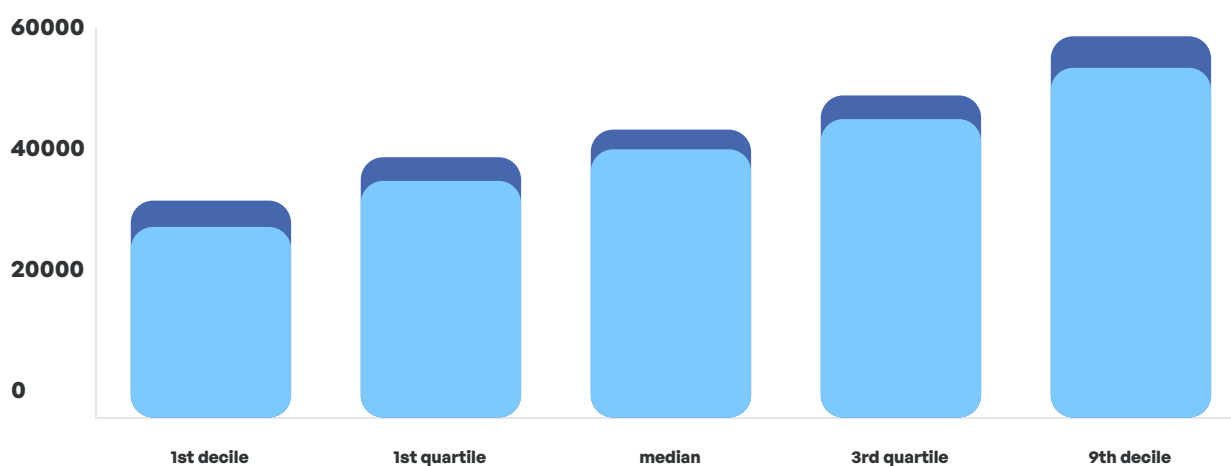
## Salary ranges

Region: Czech Republic, Prague | Company size: large company (250 or more employees)



## Salary span

Region: Czech Republic, Prague | Company size: large company (250 or more employees)

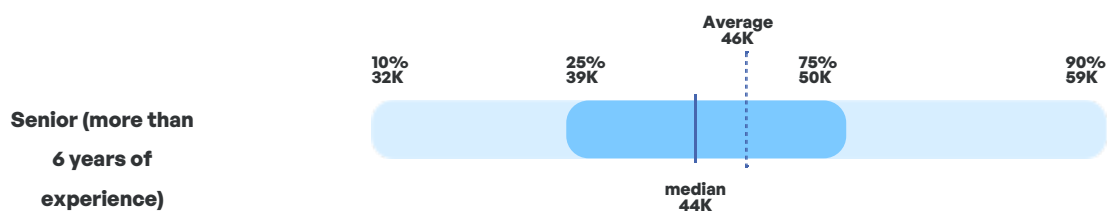
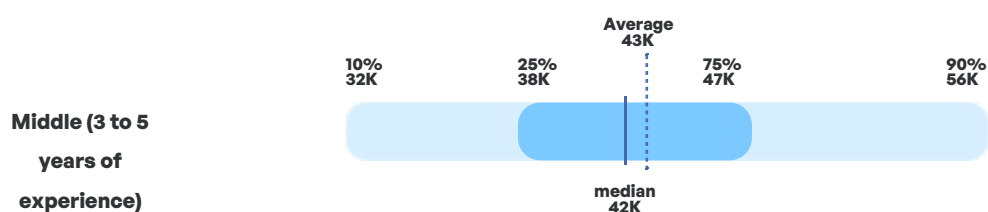
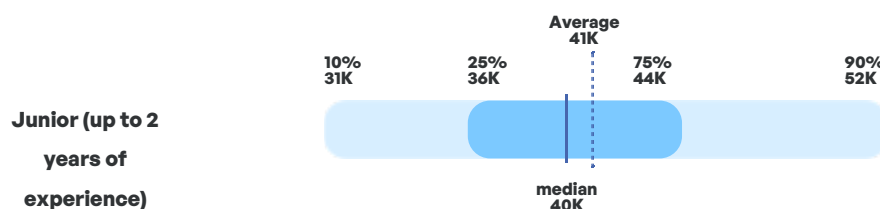


	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Basic salary	39,868	28,018	34,659	39,252	43,996	51,566
Total salary	43,759	31,981	38,294	42,430	47,405	56,106

**\*\*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

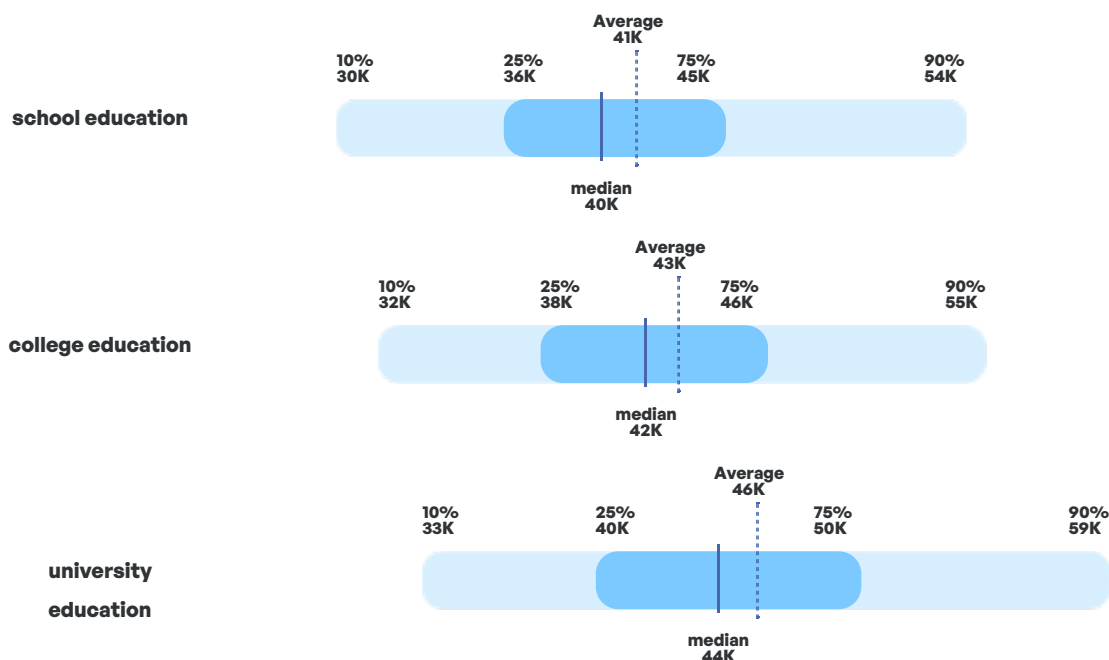
Region: Czech Republic, Prague | Company size: large company (250 or more employees)



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Junior (up to 2 years of experience)	40,918	31,216	36,421	39,973	44,233	51,735
Middle (3 to 5 years of experience)	43,107	32,176	38,451	42,307	46,983	55,607
Senior (more than 6 years of experience)	45,907	32,336	39,408	44,047	49,638	59,142

# Salaries by education

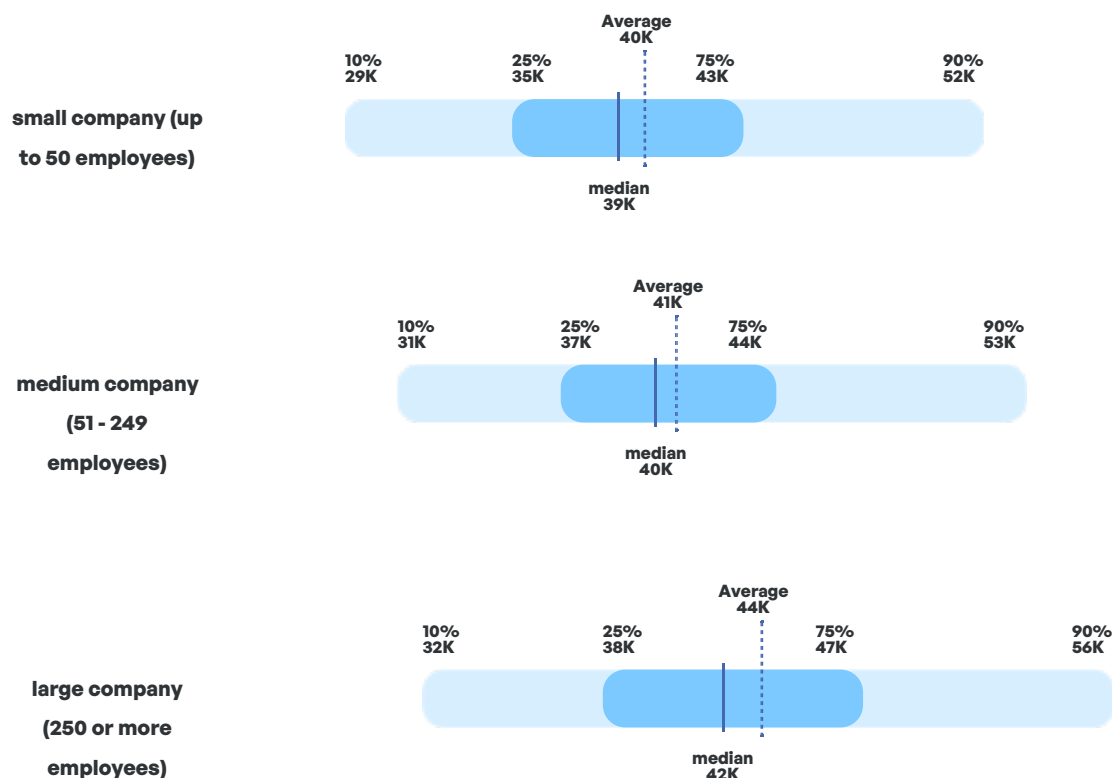
Region: Czech Republic, Prague | Company size: large company (250 or more employees)



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
school education	41,225	29,905	36,230	39,888	44,660	53,755
college education	42,800	31,504	37,647	41,586	46,272	54,540
university education	45,820	33,167	39,753	44,302	49,827	59,254

# Salaries by company size

Region: Czech Republic, Prague



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
small company (up to 50 employees)	39,678	29,321	35,133	38,776	43,243	51,592
medium company (51 - 249 employees)	40,803	31,124	36,824	40,075	44,374	53,043
large company (250 or more employees)	43,759	31,981	38,294	42,430	47,405	56,106

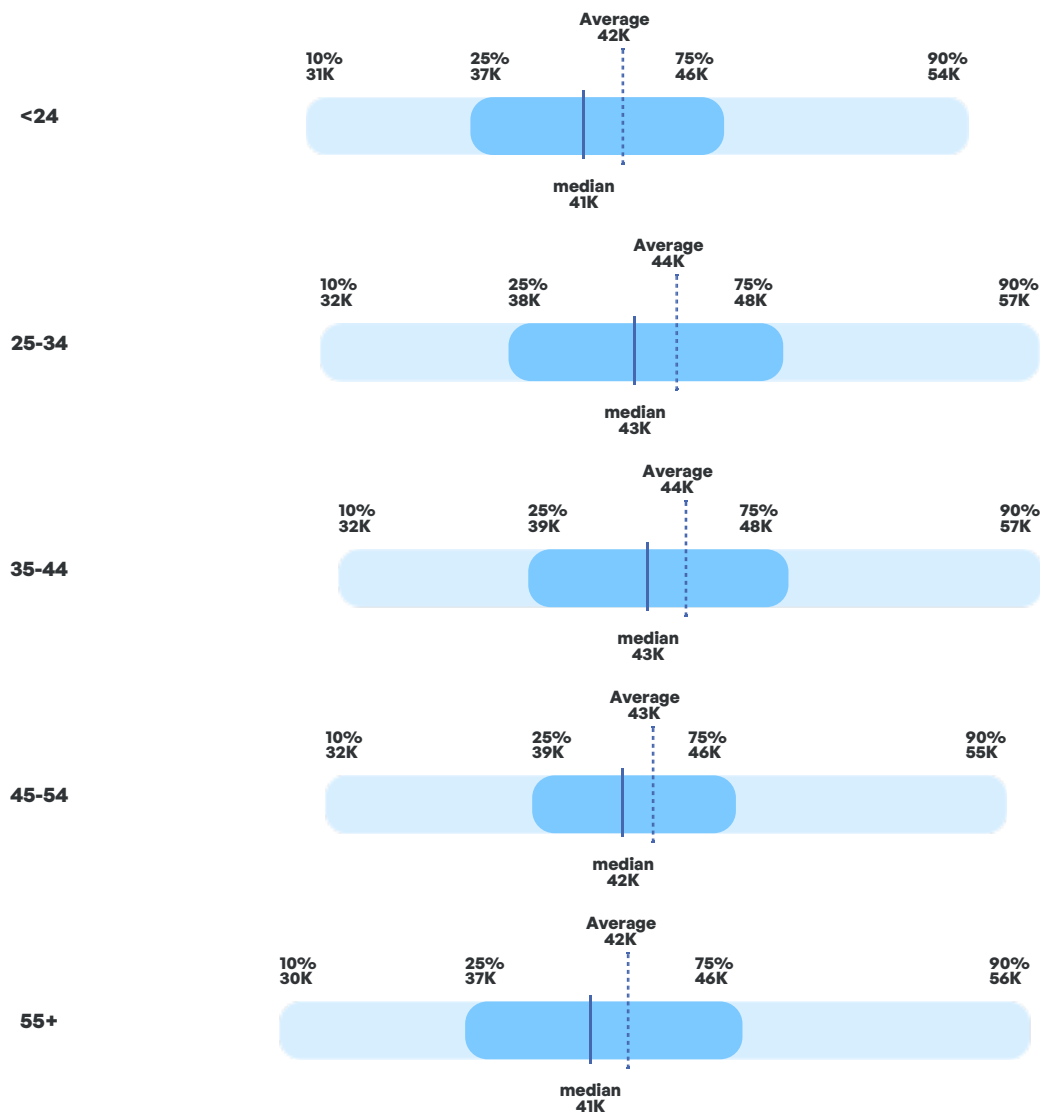
## Salaries by regions

*Company size: large company (250 or more employees)*

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Carlsbad Region	35,691	27,658	31,691	34,145	38,140	46,576
Central Bohemian Region	40,539	28,739	34,367	38,422	44,288	53,851
Hradec Králové Region	37,837	27,278	33,220	37,266	41,690	49,701
Liberec Region	37,678	26,899	32,664	36,264	40,781	49,240
Moravian-Silesian Region	35,611	26,899	31,170	33,875	37,837	45,192
Olomouc Region	36,167	26,986	31,761	35,031	39,656	47,447
Pardubice Region	36,366	27,278	31,935	35,763	40,868	48,164
Pilsen Region	39,546	28,330	34,124	38,075	43,119	51,597
Prague	43,361	31,513	37,912	42,160	47,102	55,491
Southern Bohemia Region	36,565	28,038	32,317	35,570	40,002	47,652
Southern Moravia Region	37,956	28,680	33,707	37,420	41,690	47,754
Vysočina Region	36,605	25,351	31,379	35,609	40,262	47,293
Zlín Region	35,333	25,818	30,892	34,337	38,833	46,678
Ústí nad Labem Region	36,326	28,709	32,664	35,339	39,396	46,524

## Salaries by age group

Region: Czech Republic, Prague | Company size: large company (250 or more employees)



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
<24	42,100	31,248	36,919	40,780	45,655	54,092
25-34	43,982	31,760	38,221	42,519	47,694	56,560
35-44	44,288	32,368	38,910	42,986	47,884	56,617
45-54	43,150	31,952	39,025	42,137	46,082	55,438
55+	42,319	30,353	36,727	40,992	46,319	56,224



## Compensation mix

### Variable salary component

**33%**

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

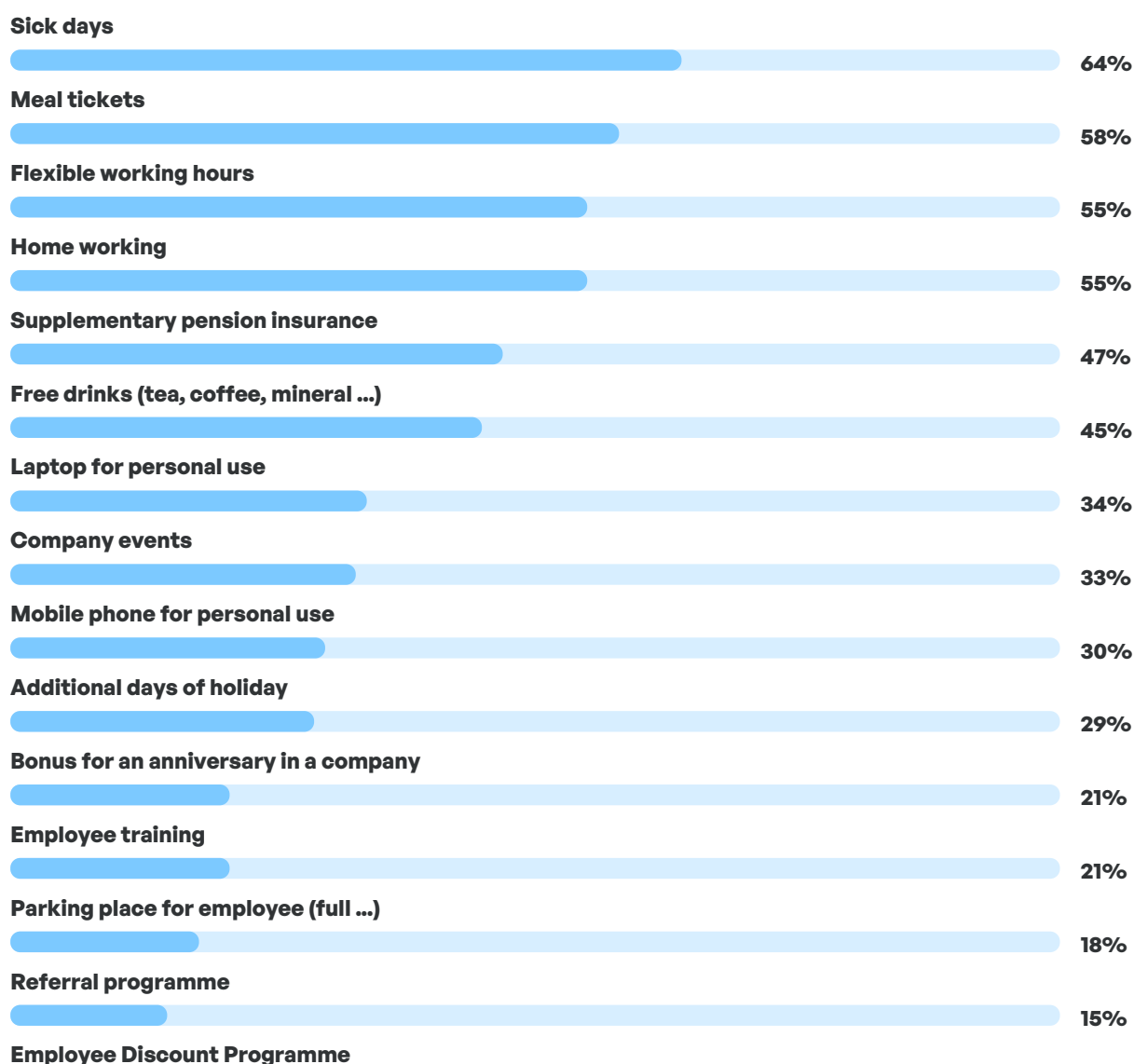
### Christmas bonus, quarterly or semi-annual bonuses, annual bonus

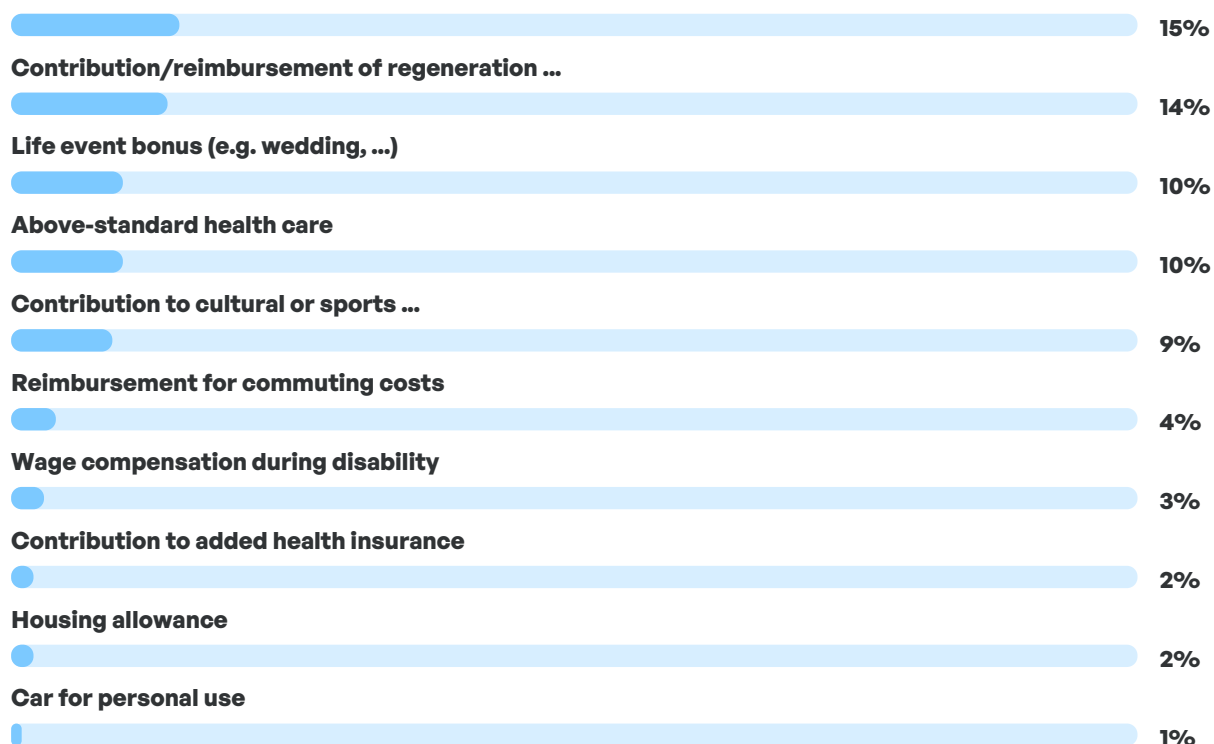
**29%**

employees mentioned that they get bonuses and that the medium value of this bonus is 20,000 Kč annually.

## Non-financial benefits

*Region: Czech Republic, Prague | Company size: large company (250 or more employees)*





## Contact

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