



Salary analysis for the position
Administrative Worker, Official
Administration

Total gross salary

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

793 EUR

Region: Trnava region

Working experience: all experience levels

Education: all education levels

Size of company: all company sizes

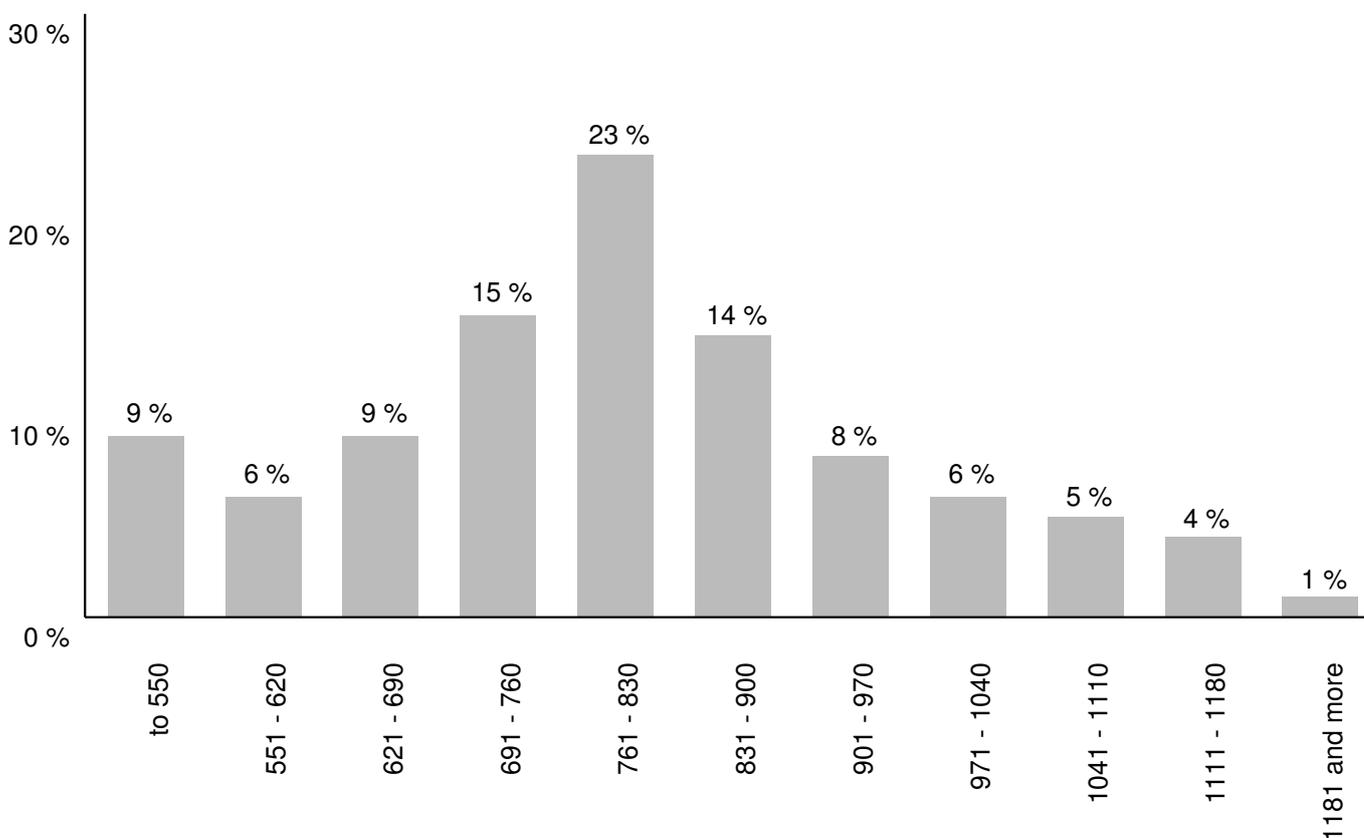
Sample: 3497 real salaries

Examples of represented companies: SAMSUNG Electronics Slovakia s.r.o., Sociálna poisťovňa, ústredie, Všeobecná úverová banka, a.s., Intesa Sanpaolo, ENL SK s.r.o., BILLA s.r.o.

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	754	515	653	744	842	990
Total monthly income*	803	564	697	793	898	1,042

*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	772	539	675	766	855	987
Middle	842	575	722	831	940	1,080
Senior	861	578	747	853	954	1,101

Region: Trnava 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	775	540	675	761	859	1,010
Middle company	821	576	721	811	912	1,075
Big company	892	605	774	879	989	1,151

Region: Trnava 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	729	488	617	704	814	987
Graduation	777	535	676	767	869	1,014
University education	837	581	733	829	926	1,068

region: Trnava 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
Bratislava region	1,025	709	876	996	1,144	1,377
Banská Bystrica region	762	524	651	734	837	1,026
Žilina region	794	532	670	760	870	1,061
Trenčín region	782	532	666	763	878	1,053
Trnava region	803	564	697	793	898	1,042
Nitra region	782	531	665	758	870	1,060
Prešov region	751	500	634	720	829	1,014
Košice region	765	502	639	737	858	1,044

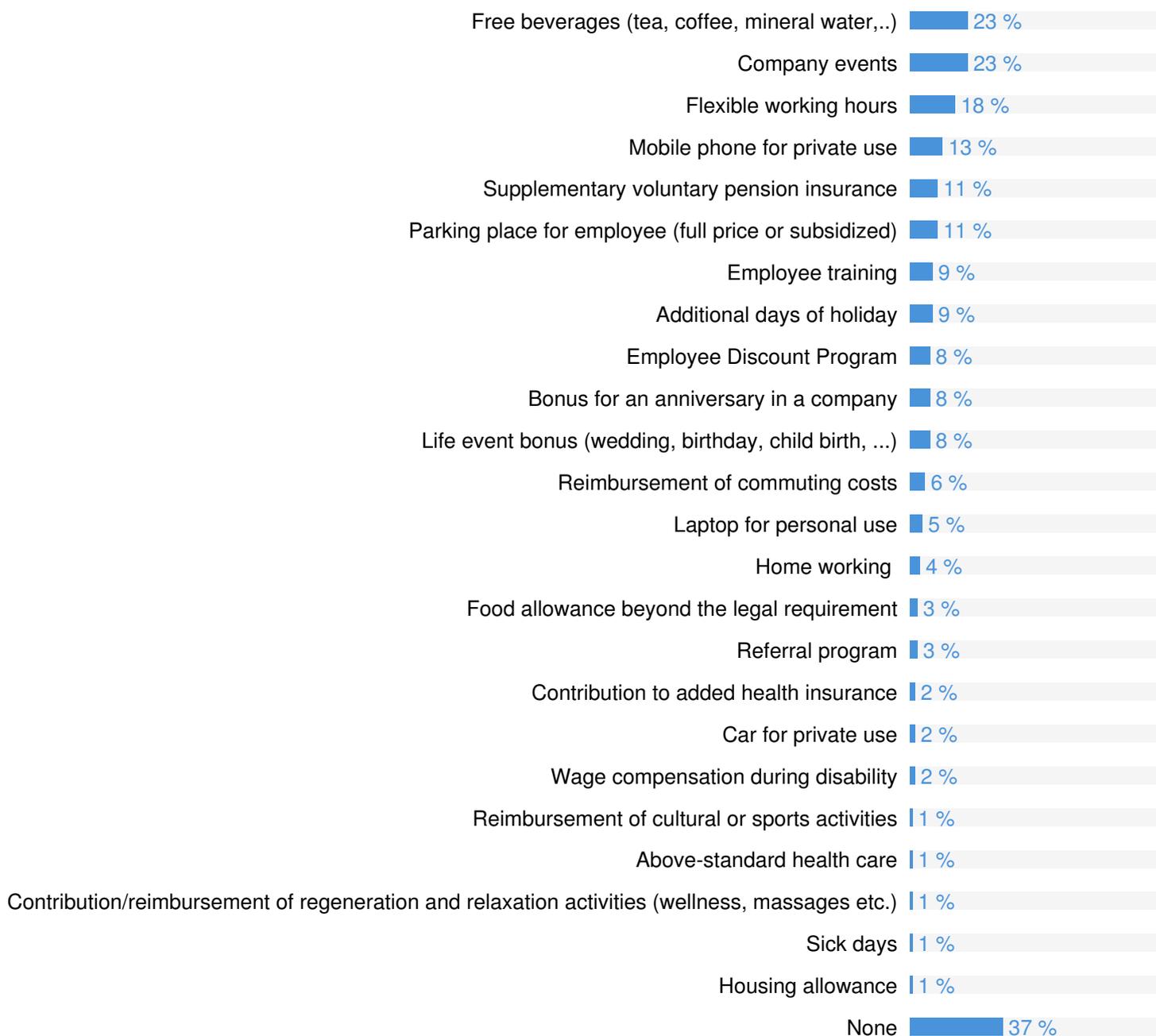
Work experience: all experience levels, company size: all company sizes, education: all education levels

Total payments in age groups

	Average	1. decile	1. quartile	median	3. quartile	9. decile
<24	792	564	691	782	884	1,032
25-34	818	573	709	808	914	1,060
35-44	804	562	694	789	893	1,042
45-54	783	533	674	781	890	1,019
55+	756	537	668	754	838	961

Region: Trnava 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% of employees have stated that they are getting a variable salary component and its middle value is 148 € per month.

Christmas bonus salary

1 % employees mentioned that they get 13th salary and that the medium value of this bonus is 450 €.

Bonuses and commissions

1 % employees mentioned that they get bonuses and that the medium value of this bonus is 300 €.

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.

Disclaimer

Under the Act No. 618/2003 Coll., the Copyright and Related Rights Act as amended (hereinafter referred to as the Copyright Act), the analysis result given in this document is considered an original work and enjoys legal protection under the provisions of the Copyright Act. The author of the work, or the person entitled to exercise the property rights of the author of the work, is the trading company Profesia, s r.o.

Without prior written consent of the author, the user is not authorised to produce copies of this work, publicly distribute the original of the work or its copy through sale or another form of transfer of property rights, through hiring out or lending. Likewise, the consent of the author is required for editing the work and including the work in an anthology. Any unauthorised handling, using, hiring out and editing of the author's work without the author's consent or in breach of the Copyright Act are prohibited. Using this document for other purposes without the prior consent of the author is prohibited.

Contact

Profesia, spol. s r.o.
Pribinova 19
811 09 Bratislava
Slovenská republika

www.platy.sk/Paylab
+421 2 33 00 67 91,
obchod@profesia.sk