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Salary analysis for the position

Administrative Worker, Official

Administration

Total net salary

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

701 EUR

Region: Riga and Riga region

Working experience:: all experience levels

Education: all education levels

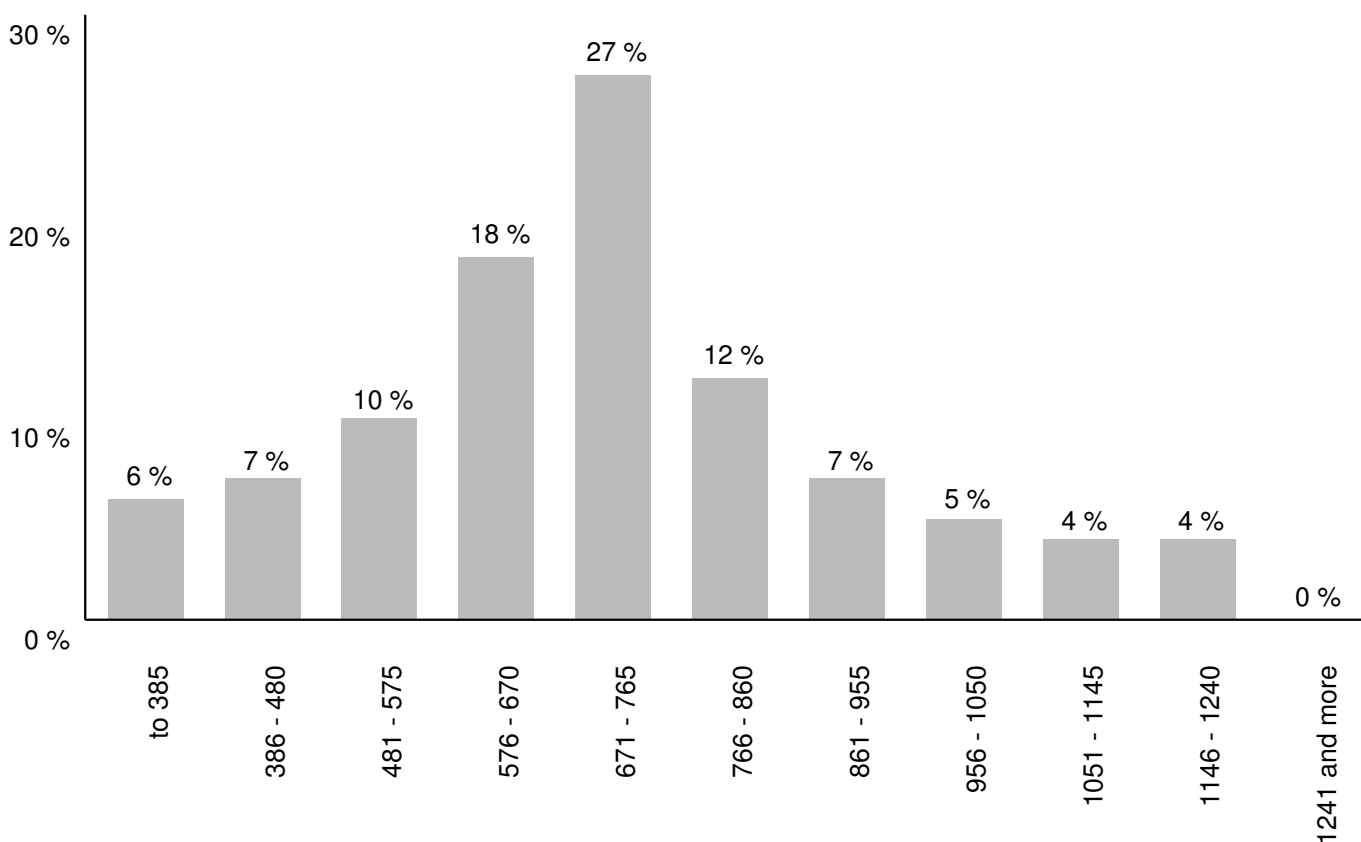
Size of company: all company sizes

Sample: 916 real salaries

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

Net salary	Average	1. decile	1. quartile	median	3. quartile	9. decile
Basic monthly salary	703	443	583	680	797	990
Total monthly income*	726	450	599	701	822	1,022

*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	691	427	567	668	782	971
Middle	736	460	612	715	827	1,014
Senior	764	475	632	738	857	1,053

Region: Riga and Riga 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	708	443	587	685	799	996
Middle company	744	459	607	715	842	1,045

Region: Riga and Riga 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	687	430	567	665	779	970
Graduation	708	439	584	685	802	999
University education	755	467	623	729	848	1,049

region: Riga and Riga 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
Riga and Riga region	726	450	599	701	822	1,022
Jurmala	721	441	587	696	821	1,036
Daugavpils	606	401	515	572	670	865
Liepaja	634	387	513	599	712	882
Valmiera	610	344	480	571	691	889
Jelgava	668	396	543	648	757	928
Kurzeme	623	353	471	571	719	941
Vidzeme	670	397	543	643	764	969
Latgale	599	353	468	564	709	933
Zemgale	622	410	525	606	713	874

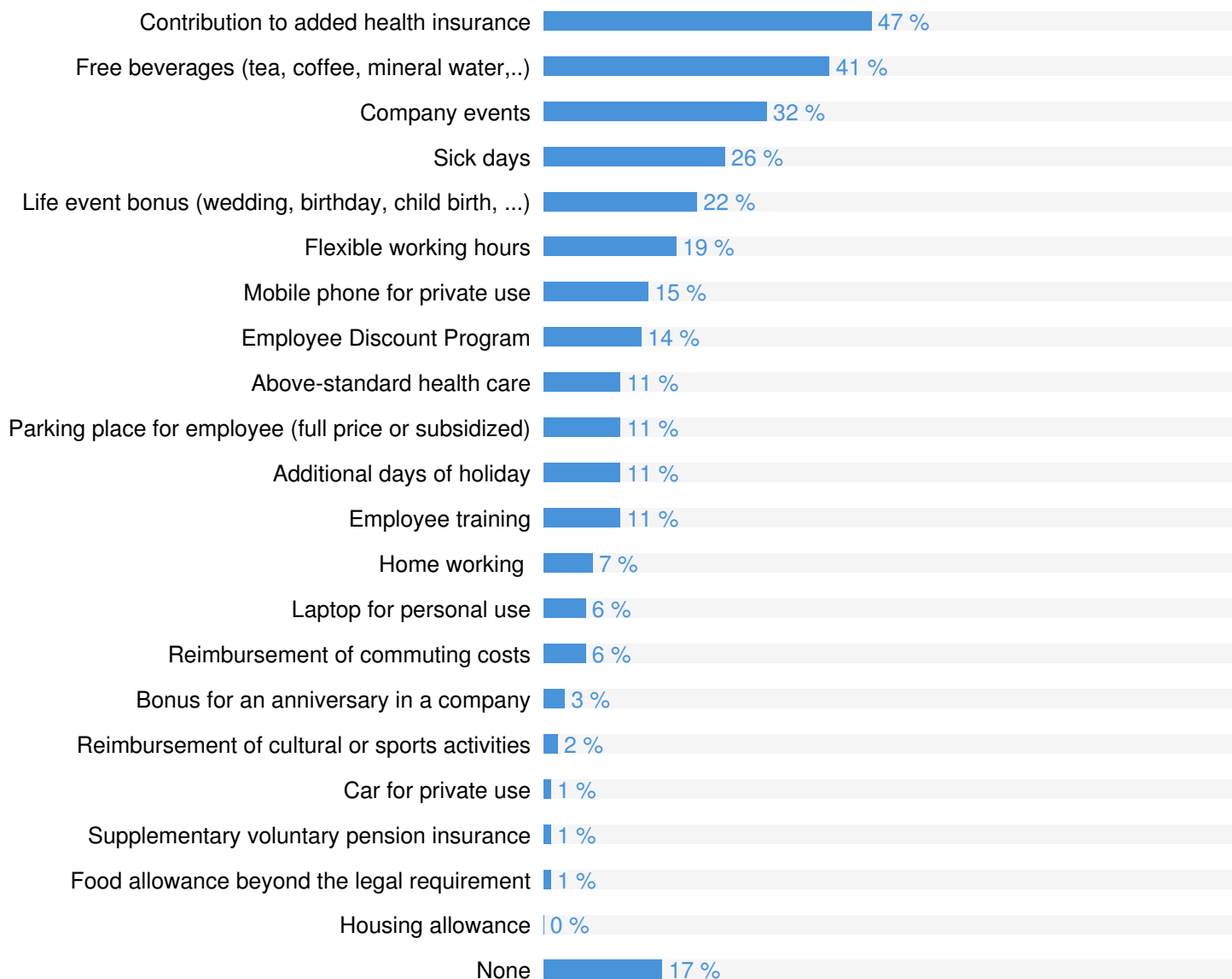
Work experience: all experience levels, company size: all company sizes, education: all education levels

Total payments in age groups

	Average	1. decile	1. quartile	median	3. quartile	9. decile
<24	708	431	575	683	815	1,018
25-34	737	464	617	715	834	1,038
35-44	760	459	617	730	857	1,061

Region: Riga and Riga region, working experience: all experience levels, company size: all company sizes, education: all education levels

Non-financial benefits



Other salary components

Variable salary component

6% of employees have stated that they are getting a variable salary component and its middle value is 80 € per month.

Christmas bonus salary

7 % employees mentioned that they get 13th salary and that the medium value of this bonus is 100 €.

Bonuses and commissions

12 % employees mentioned that they get bonuses and that the medium value of this bonus is 420 €.

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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