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Salary analysis for the position

Administrative Worker, Official

Administration

Total gross salary

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

702 EUR

Region: Vilnius County

Working experience: all experience levels

Education: all education levels

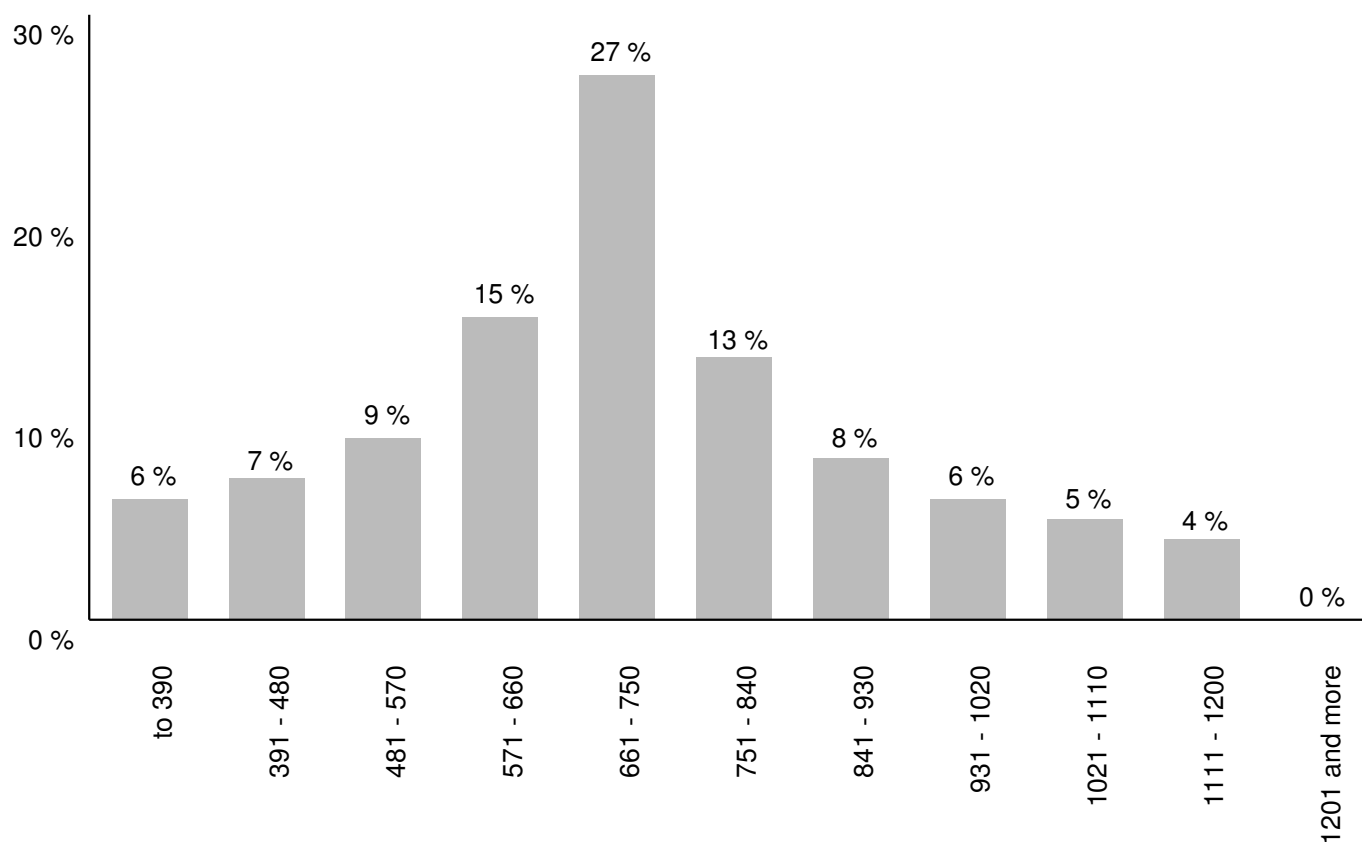
Size of company: all company sizes

Sample: 1100 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

Gross salary	Average	1. decile	1. quartile	median	3. quartile	9. decile
Basic monthly salary	684	432	576	675	778	939
Total monthly income*	715	453	599	702	816	997

*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	671	434	567	657	764	951
Middle	710	470	605	698	817	1,013
Senior	763	465	637	749	871	1,058

Region: Vilnius County, 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	682	442	581	670	775	944
Middle company	722	446	606	714	824	997
Big company	751	479	638	741	854	1,046

Region: Vilnius County, 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	645	349	501	652	851	1,164
Graduation	661	409	548	640	756	961
University education	724	454	613	718	828	1,004

region: Vilnius County, 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
Alytus County	536	385	462	519	601	736
Kaunas County	649	398	532	627	746	933
Klaipeda County	677	426	551	632	746	987
Marijampole County	661	486	574	628	708	886
Panevezys County	631	365	498	596	721	909
Siauliai County	667	370	532	648	772	963
Taurage County	606	398	520	600	689	814
Telsiai County	615	377	476	560	690	871
Utena County	595	358	505	591	670	834
Vilnius County	715	453	599	702	816	997

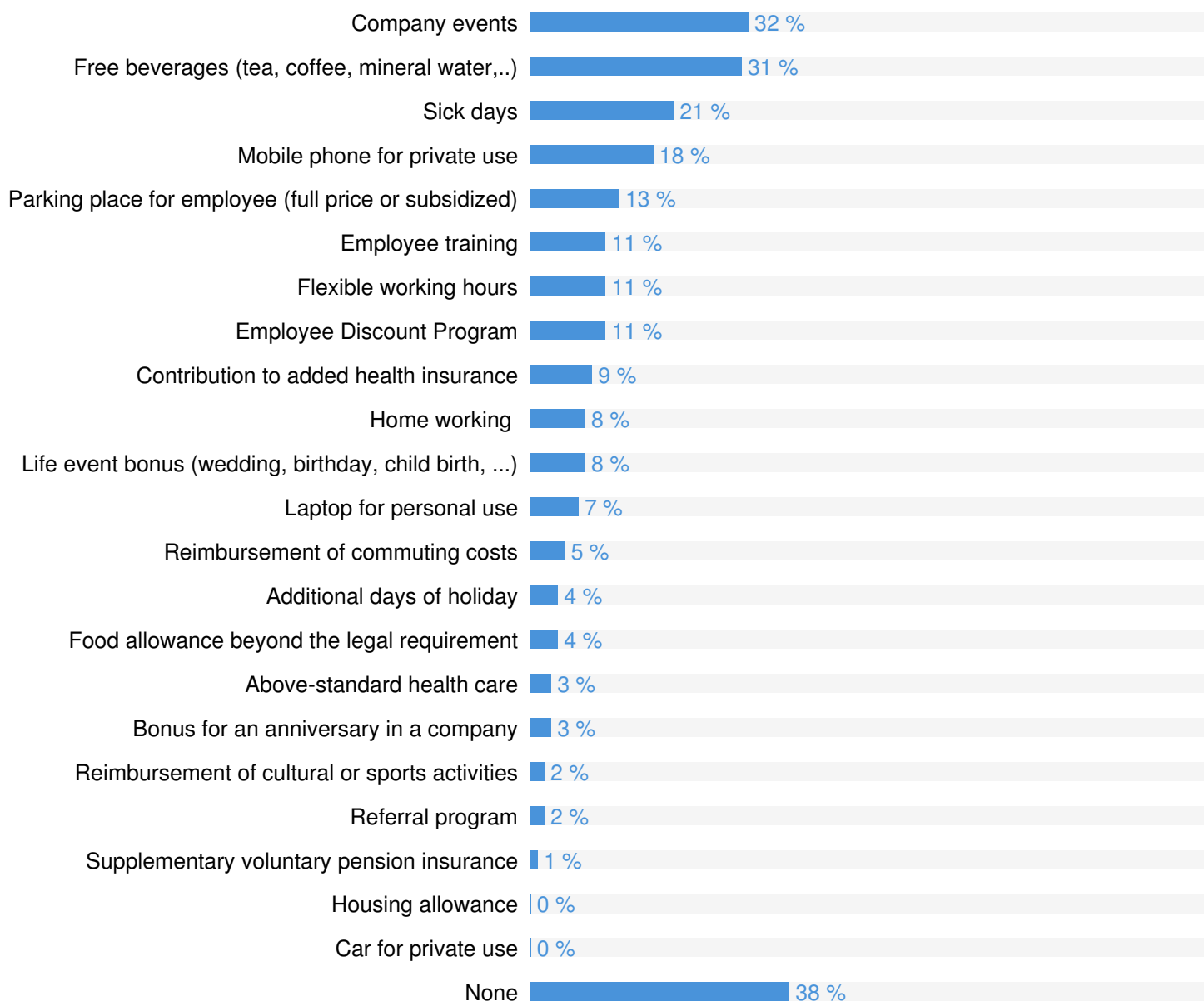
Work experience: all experience levels, company size: all company sizes, education: all education levels

Total payments in age groups

	Average	1. decile	1. quartile	median	3. quartile	9. decile
<24	667	426	563	656	759	930
25-34	706	455	599	697	809	993
35-44	757	465	624	734	863	1,054
45-54	726	469	620	715	821	986
55+	808	441	642	778	930	1,158

Region: Vilnius County, working experience: all experience levels, company size: all company sizes, education: all education levels

Non-financial benefits



Other salary components

Variable salary component

8% of employees have stated that they are getting a variable salary component and its middle value is 100 € per month.

Christmas bonus salary

4 % employees mentioned that they get 13th salary and that the medium value of this bonus is 150 €.

Bonuses and commissions

5 % employees mentioned that they get bonuses and that the medium value of this bonus is 400 €.

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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