



Salary analysis for the position
Administrative Worker, Official
Administration

Total gross salary

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

210,274 Ft

Region: Baranya county

Working experience: all experience levels

Education: all education levels

Size of company: all company sizes

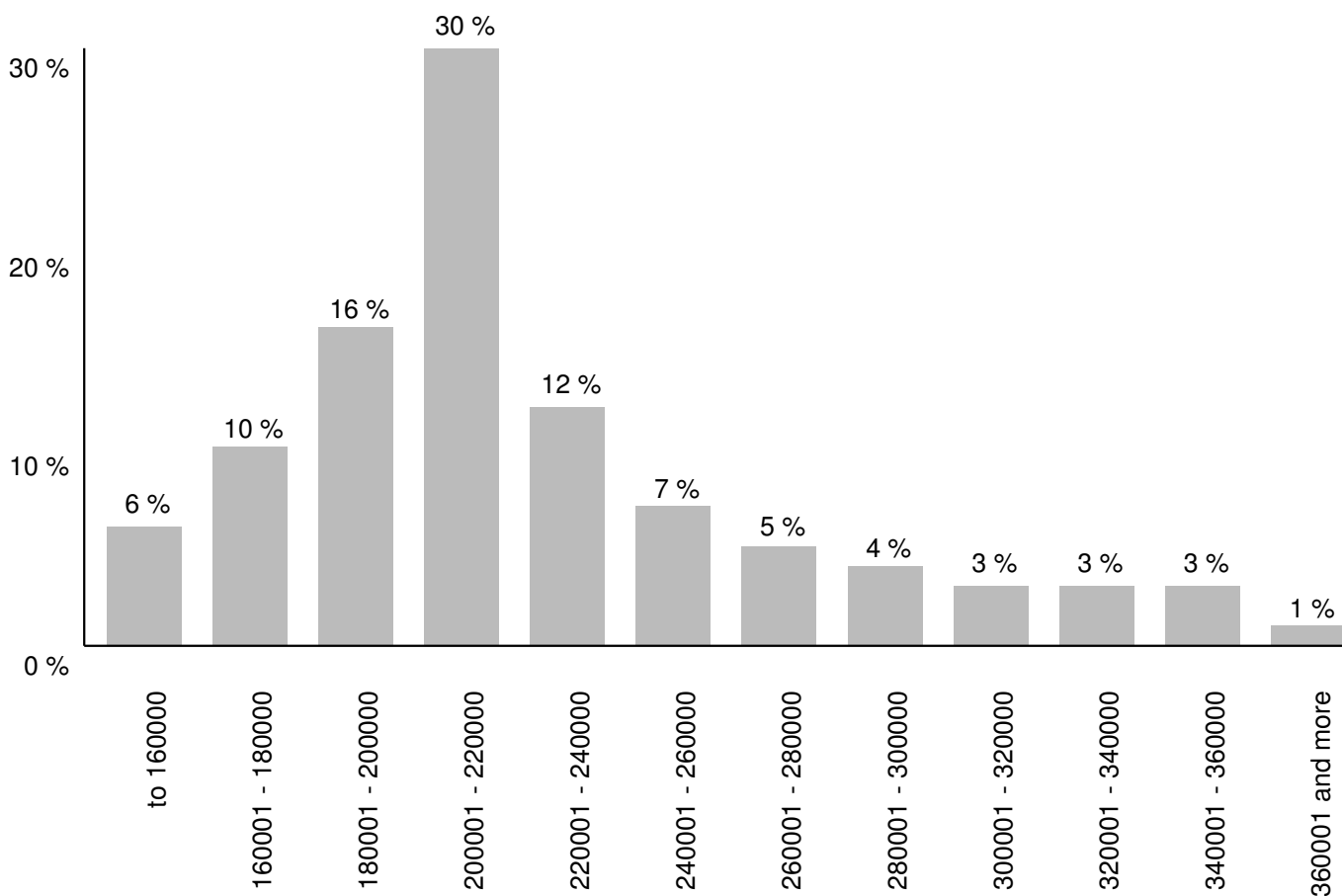
Sample: 1186 real salaries

Examples of represented companies: Pécsi Tudományegyetem BTK Hallgatói Önkormányzat, PTE BTK HÖK, IT Services Hungary Kft., Pécs-Baranyai Kereskedelmi és Iparkamara

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	208,457	159,166	185,772	204,409	227,646	268,648
Total monthly income*	218,155	168,068	192,559	210,274	240,615	297,447

*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	201,610	154,046	180,921	197,689	219,071	263,494
Middle	217,617	164,172	193,812	214,896	238,264	281,364
Senior	227,530	167,837	198,624	220,957	249,953	302,787

Region: Baranya 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	201,332	148,720	177,701	200,209	224,524	275,451
Middle company	217,367	160,073	190,703	213,467	239,270	293,335
Big company	232,598	169,700	202,439	225,211	252,568	308,177

Region: Baranya 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
Graduation	204,524	153,283	180,378	200,717	228,055	278,097
University education	232,231	168,218	203,040	228,584	257,310	306,589

region: Baranya 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
Budapest	246,018	165,947	211,748	243,925	277,486	326,311
Bács-Kiskun county	216,091	160,985	186,314	208,010	241,216	292,769
Baranya county	218,155	168,068	192,559	210,274	240,615	297,447
Békés county	199,093	153,524	185,285	202,006	220,811	256,069
Borsod-Abaúj-Zemplén county	215,220	152,608	189,057	212,119	235,425	283,409
Csongrád county	208,280	150,307	180,089	202,813	234,347	287,592
Hajdú-Bihar county	198,412	155,775	174,787	194,061	220,336	257,183
Heves county	218,684	168,154	188,560	210,431	242,752	283,546
Jász-Nagykun-Szolnok county	216,486	166,415	189,834	211,301	239,479	277,320
Komárom-Esztergom county	233,118	151,450	195,115	225,087	261,701	325,746
Nógrád county	183,962	143,010	162,680	184,209	205,022	231,020
Pest county	238,090	158,393	195,311	223,421	265,628	339,132
Győr-Moson-Sopron county	236,713	166,020	201,063	229,090	264,187	317,551
Szabolcs-Szatmár-Bereg county	204,300	153,705	179,033	201,000	229,954	273,364
Fejér county	216,415	156,067	191,573	215,505	244,769	289,100
Somogy county	205,394	145,511	168,539	189,584	227,302	304,752
Tolna county	208,624	170,985	188,262	201,749	220,362	244,612
Vas county	223,693	151,756	192,720	222,225	265,695	327,660
Veszprém county	222,374	165,325	194,511	218,351	248,716	296,435
Zala county	216,051	170,374	197,094	210,877	231,510	270,917

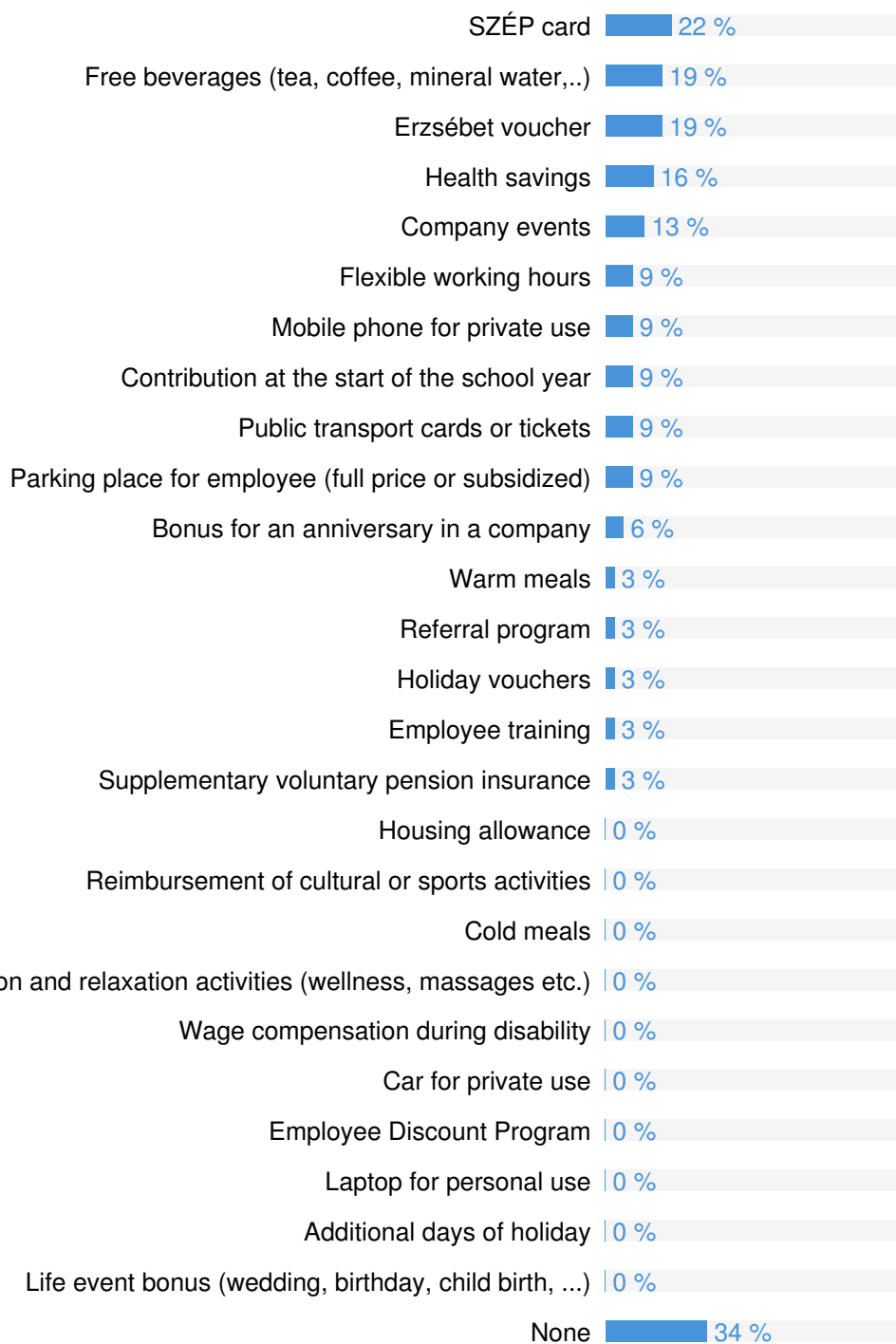
Work experience: all experience levels, company size: all company sizes, education: all education levels

Total payments in age groups

	Average	1. decile	1. quartile	median	3. quartile	9. decile
25-34	213,691	161,499	188,215	206,701	231,546	280,365
35-44	225,421	171,547	196,163	216,005	244,781	293,909
55+	201,920	146,407	170,556	192,518	222,433	273,733

Region: Baranya county, working experience: all experience levels, company size: all company sizes, education: all education levels

Non-financial benefits



Other salary components

Variable salary component

1% employees have stated that they are getting a variable salary component, and its middle value (median) is 10,000 HUF per month.

Christmas bonus salary

0 % employees mentioned that they get 13th salary and that the medium value of this bonus is 245,000 €.

Bonuses and commissions

0 % employees mentioned that they get bonuses and that the medium value of this bonus is 75,000 €.

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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