



Salary analysis for the position
Secretary
Administration

Basic net salary

The median of the basic net salary is, it means that 50% of employees earn more than the mentioned figure.

40,429 RSD

Region: Vojvodina

Working experience: all experience levels

Education: all education levels

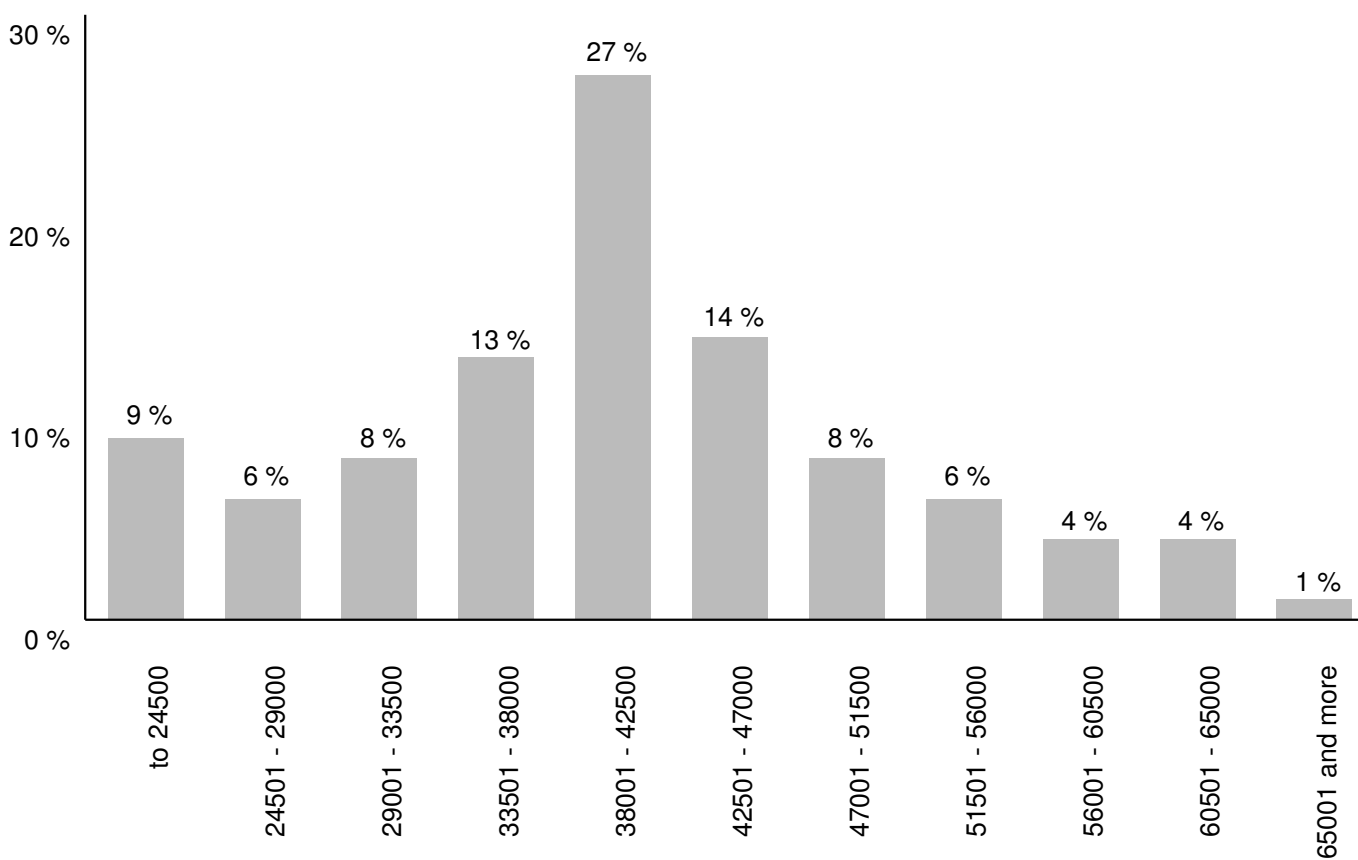
Size of company: Middle company

Sample: 83 participants

Job description

- Planning and organising a superior's work meetings and conferences.
- Handling incoming and outgoing phone calls.
- Services for management and guests, e.g. welcoming guests, preparing and serving refreshments, etc.
- Managing business correspondence and email.
- Transcribing data using computers, database management and the creation of presentations.
- Recording the minutes in work meetings and negotiations using materials provided by a superior.
- Operating fax machines, scanners, copiers, and similar office equipment.
- Reserving travel tickets, airline tickets, and accommodation for business trips.
- Purchasing office supplies, refreshments, and other goods consumed on a daily basis.

Salary range



The span of the salary

Net salary	Average	1. decile	1. quartile	median	3. quartile	9. decile
Basic monthly salary	40,331	26,343	33,525	39,134	44,778	53,199
Total monthly income*	41,230	25,723	34,473	40,429	45,988	55,412

*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	38,993	24,649	32,703	38,260	43,929	53,824
Middle	41,608	26,459	35,590	41,784	46,605	54,072
Senior	43,547	26,419	35,694	41,934	47,920	58,262

Region: Vojvodina, company size: Middle company, education: all education levels

Total payments according to the size of the company

	Average	1. decile	1. quartile	median	3. quartile	9. decile
Middle company	41,230	25,723	34,473	40,429	45,988	55,412
Big company	42,895	25,695	35,688	42,948	49,534	59,019

Region: Vojvodina, 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	40,220	26,047	33,251	38,370	44,016	53,468
University education	44,235	27,353	35,254	41,779	48,641	58,699

region: Vojvodina, size of the company: Middle company, prax: all experience levels

Total payments in regions

	Average	1. decile	1. quartile	median	3. quartile	9. decile
Beograd	46,124	28,091	37,902	44,177	50,804	62,340
Vojvodina	41,230	25,723	34,473	40,429	45,988	55,412
Sremski okrug	41,857	28,659	35,435	39,637	45,629	55,968
Mačvanski okrug	37,025	26,438	31,129	34,979	40,014	48,757
Kolubarski okrug	37,949	22,593	31,147	37,120	42,669	51,429
Podunavski okrug	41,019	24,830	30,988	35,862	42,012	50,831
Braničevski okrug	34,053	25,035	29,725	34,016	38,488	46,938
Šumadijski okrug	40,717	26,557	35,581	41,160	44,721	52,428
Pomoravski okrug	35,811	24,495	29,553	33,991	39,655	47,409
Borski okrug	37,235	22,799	32,118	36,724	42,839	51,986
Zlatiborski okrug	37,715	22,841	32,400	38,508	44,083	53,877
Moravički okrug	44,349	27,787	35,548	42,447	50,836	61,151
Raški okrug	33,246	21,916	29,240	33,854	37,123	43,905
Rasinski okrug	36,308	26,060	32,767	35,958	38,928	46,309
Nišavski okrug	38,250	21,925	29,907	36,178	43,494	53,445
Jablanički okrug	30,930	22,073	27,993	31,600	35,252	41,974
Pčinjski okrug	30,634	23,876	28,414	30,712	33,189	38,602

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

Total payments in age groups

	Average	1. decile	1. quartile	median	3. quartile	9. decile
25-34	39,666	26,110	33,311	38,507	43,727	53,393
35-44	42,054	26,489	34,408	39,916	45,614	58,190
45-54	42,504	27,073	35,503	40,964	46,311	57,666

Region: Vojvodina, working experience: all experience levels, company size: Middle company, education: all education levels

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.

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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