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Salary analysis for the position
Administrative Worker, Official
Administration

Total net salary

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

4 200 HRK

Region: Grad Zagreb
Working experience: all experience levels
Education: all education levels
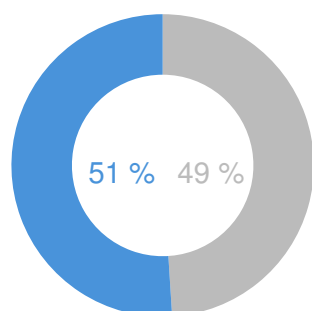**Size of company**: all company sizes
Sector: all sectors
Sample: 611 participants

Job description

- Handling corporate correspondence, email, and phone calls.
- Recording, filing, locating , archiving documents
- Handling different issues in the name of the company with public authorities and with institutions
- Fulfilling operative tasks
- Operating office equipment (copier and fax machine).
- Preparing documents for super-ordinates and other departments in the company
- Communication with external partners of the company

 In smaller companies the administrative worker can carry out tasks described under the jobs of Assistant, Secretary, Office Manager, Receptionist

Recommendation

market range

51 % 49 %

Recommendation = 4 074

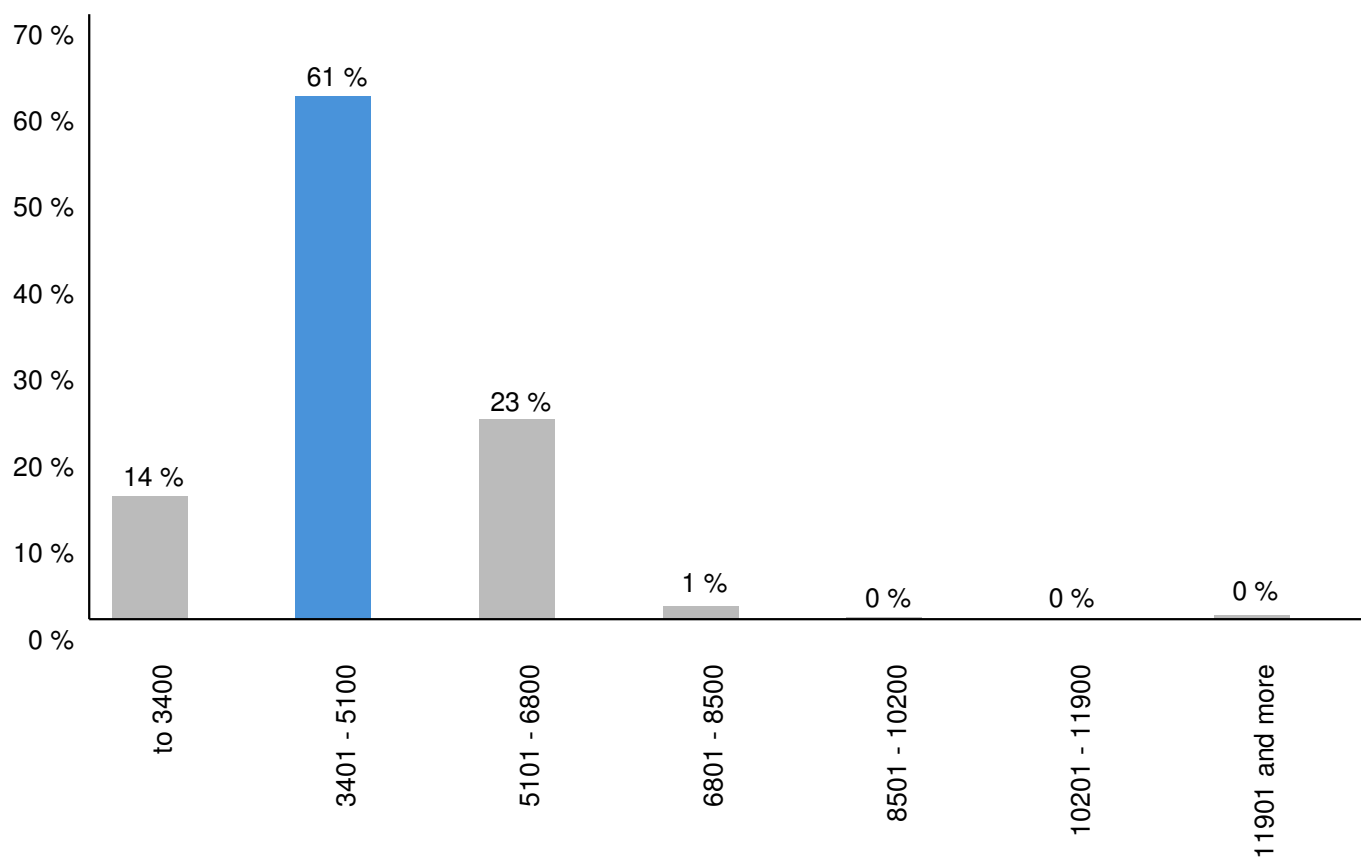2 705   3 700   5 147   6 700

Nikita = 4 000 HRK

Higher salary than Nikita have 51 % employees.

The total pay of the employee **Nikita** is below the median of the total pay of survey participants. We therefore recommend **reassessing it at least to the level of 4074**.
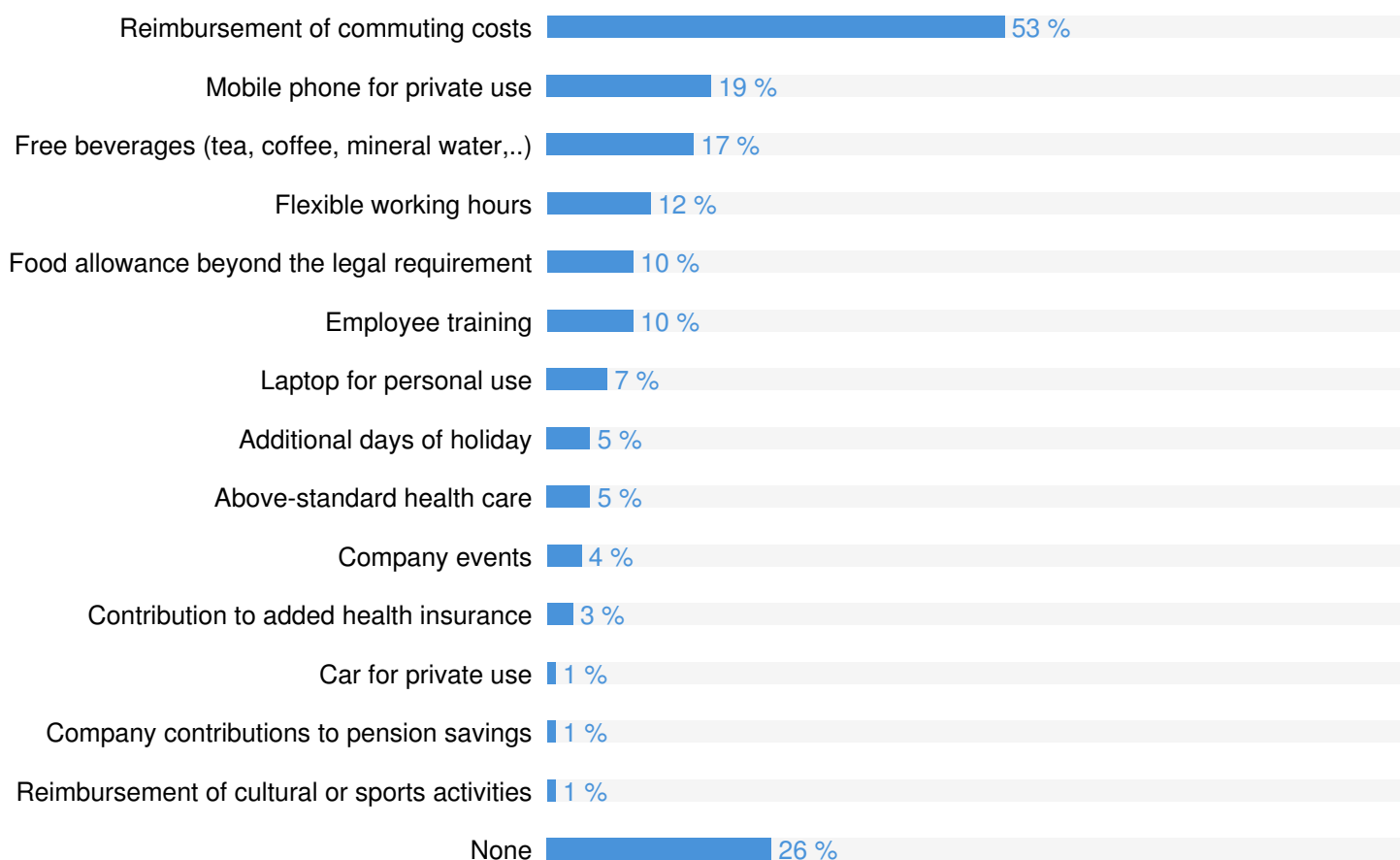
Salary range

70 %

61 %

60 %

50 %

40 %

30 %

23 %

20 %

14 %

10 %

1 %   0 %   0 %   0 %

0 %

to 3400   3401 - 5100   5101 - 6800   6801 - 8500   8501 - 10200   10201 - 11900   11901 and more

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The span of the salary

Net salary	Average	1. decile	1. quartile	median	3. quartile	9. decile
Basic monthly salary	4 300	3 200	3 600	4 077	5 000	5 600
Total monthly income*	4 413	3 200	3 700	4 200	5 147	5 925

*The total monthly income includes a proportionate share of the financial benefits received throughout the year (Christmas bonus salary, bonuses, commissions) and monthly variable component of salary.

Non-financial benefits

Reimbursement of commuting costs	53 %
Mobile phone for private use	19 %
Free beverages (tea, coffee, mineral water,..)	17 %
Flexible working hours	12 %
Food allowance beyond the legal requirement	10 %
Employee training	10 %
Laptop for personal use	7 %
Additional days of holiday	5 %
Above-standard health care	5 %
Company events	4 %
Contribution to added health insurance	3 %
Car for private use	1 %
Company contributions to pension savings	1 %
Reimbursement of cultural or sports activities	1 %
None	26 %

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Financial benefits

Variable salary component

10% employees have stated that they are getting a variable salary component.

Christmas bonus salary

35% employees mentioned that they get 13th salary and that the medium value of this bonus is 1 000 HRK.

Bonuses and commissions

8% employees mentioned that they get annual bonuses and that the medium value of this bonus is 1 600 HRK.

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 kn/month or 10 mil. kn/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 Zagreb, the region outside of Zagreb). 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

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