



# **Salary report Pro**

## **Administrative Worker, Official - Administration**

**Administration**

20 June 2019

# Administrative Worker, Official - Administration

Total gross salary  
(median)

**947 EUR**

Region: Bratislava region - except Bratislava

Working experience: Junior

Company size: all company sizes

Education: all education levels

Sample: 2050 real salaries

Examples of represented companies:: PEPSI-COLA SR spol. s r. o.,SCHNELLECKE SLOVAKIA s.r.o.

## Description of the job position

- › 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.

# Explanation of basic terms

## Methodology

The salary report takes into account not only the work position and region but also work experience, company size and age. The report summarizes a basic overview of remuneration on the selected position while respecting other selected criteria. The output gives a picture of basic as well as total gross salary. Beside the average value, it is possible to see the salary distribution expressed in basic percentiles.

## Total gross salary

Besides the monthly gross salary, the total gross salary includes financial benefits obtained during the year (the Christmas bonus salary, bonuses, commissions) and mostly variable salary components.

### 1. decile

10% of employees earn less than the specified value

### 1. quartile

25% of employees earn less than the specified value

### Median

A half of employees earn less/more than the specified value

### 3. quartile

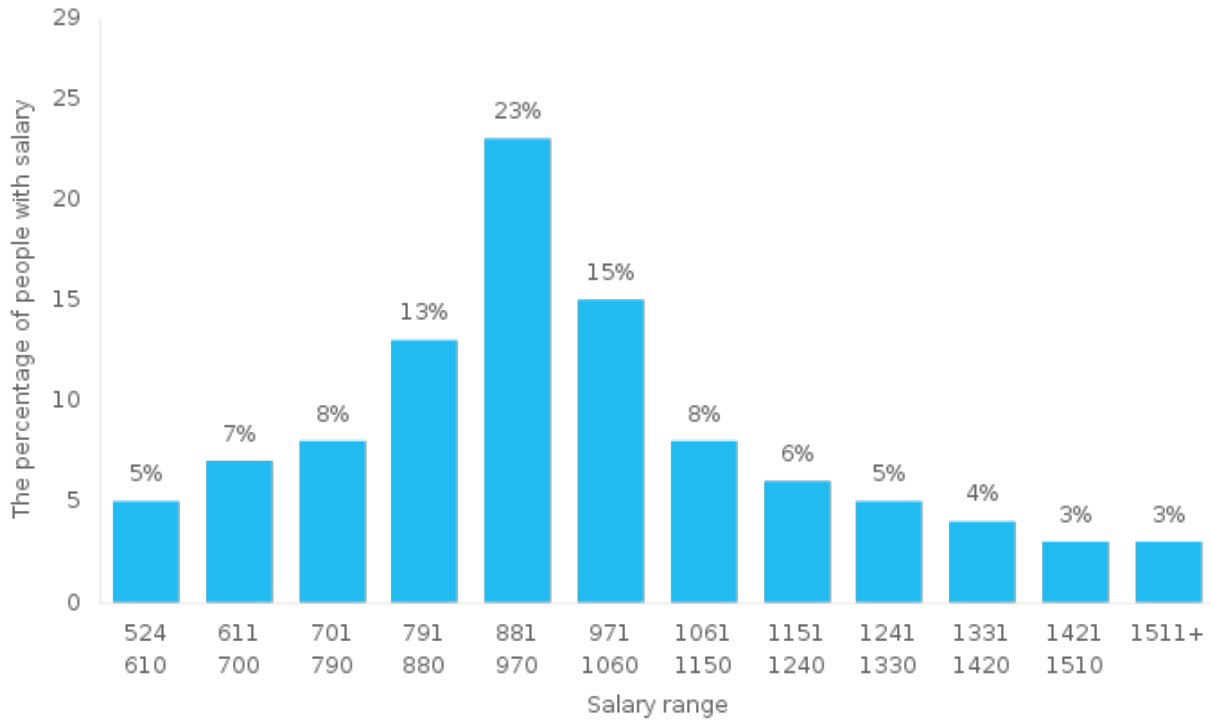
25% of employees earn more than the specified value

### 9. decile

10% of employees earn more than the specified value

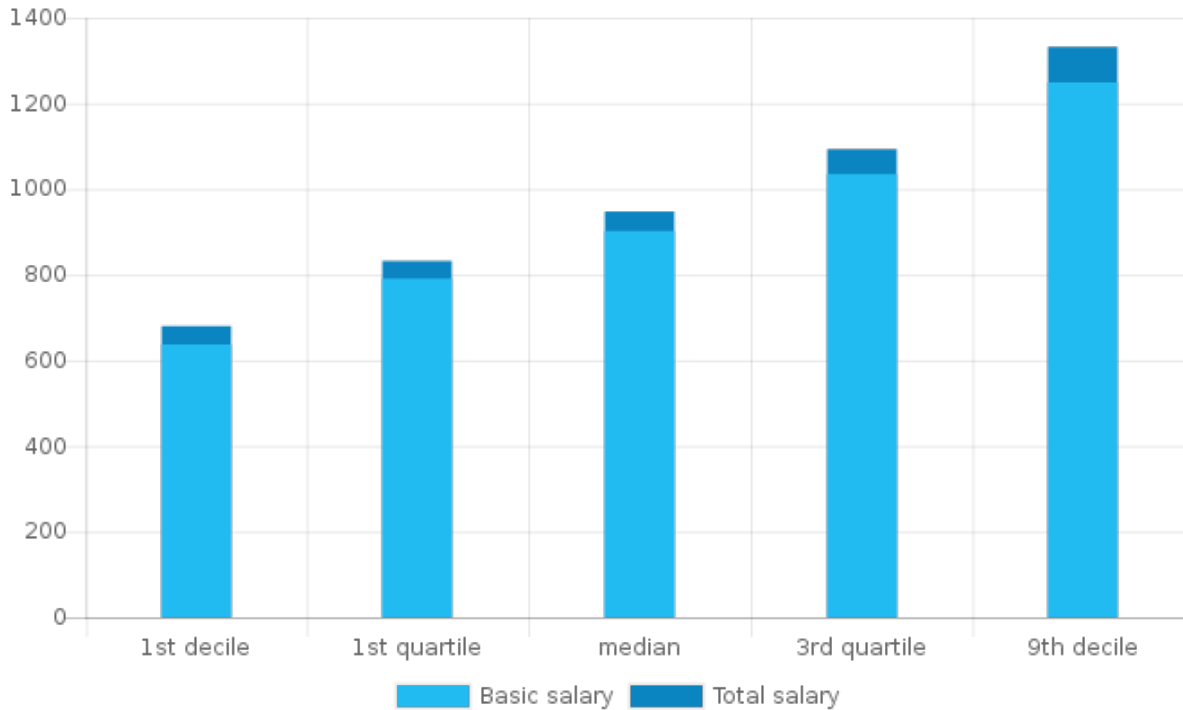
# Salary ranges

Region: Bratislava region - except Bratislava | Working experience: Junior



# The span of the salary

Region: Bratislava region - except Bratislava | Working experience: Junior

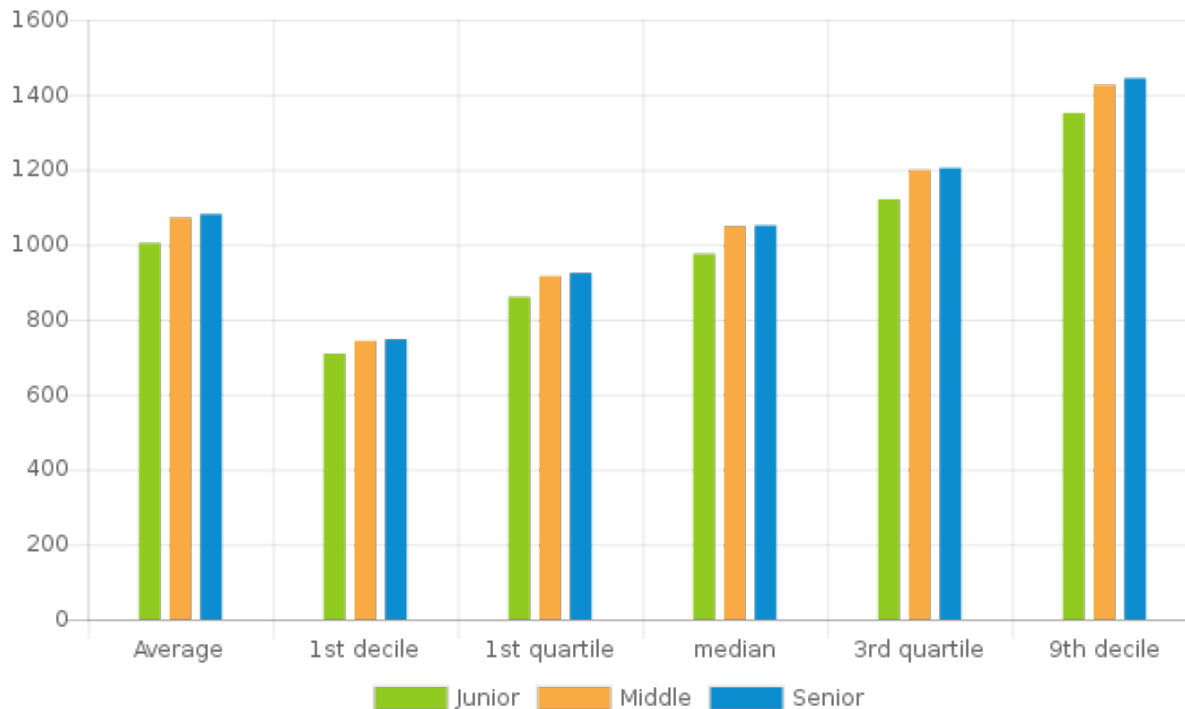


	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Basic salary	925	637	791	902	1,035	1,249
Total salary	980	680	832	947	1,093	1,332

\*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.

# Salaries by work experience

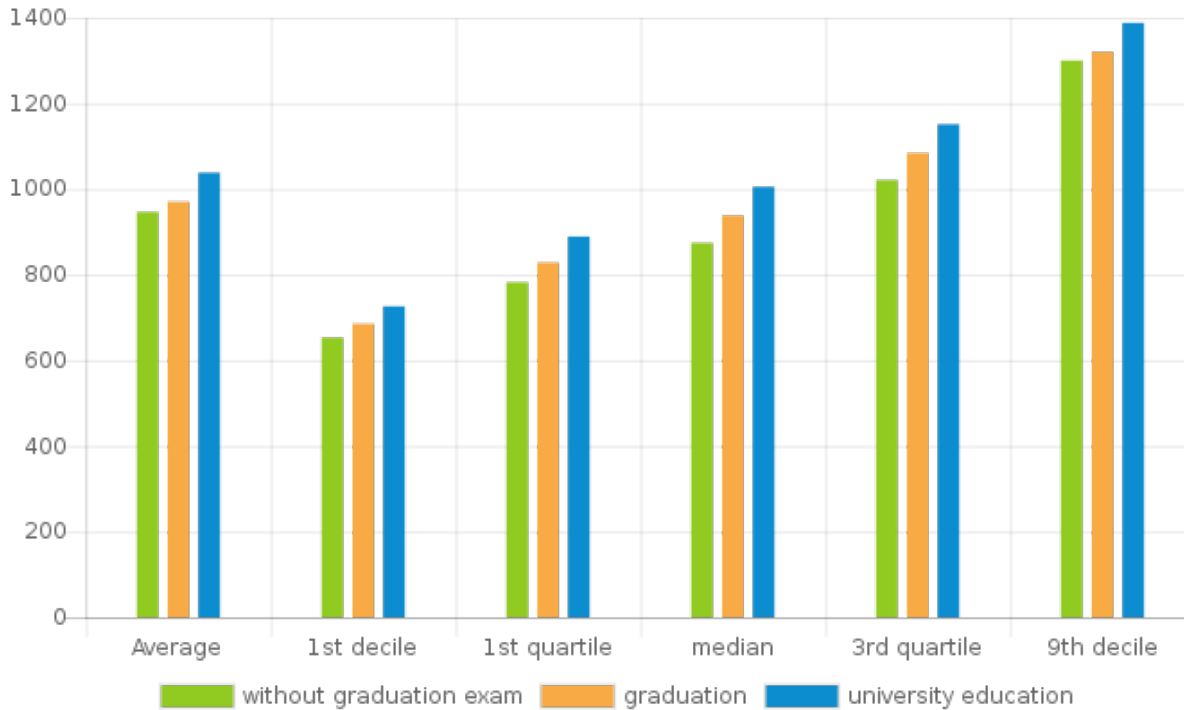
Region: Bratislava region - except Bratislava



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Junior	1,004	709	860	975	1,121	1,351
Middle	1,072	743	916	1,049	1,199	1,426
Senior	1,081	747	924	1,051	1,204	1,444

# Salaries by education

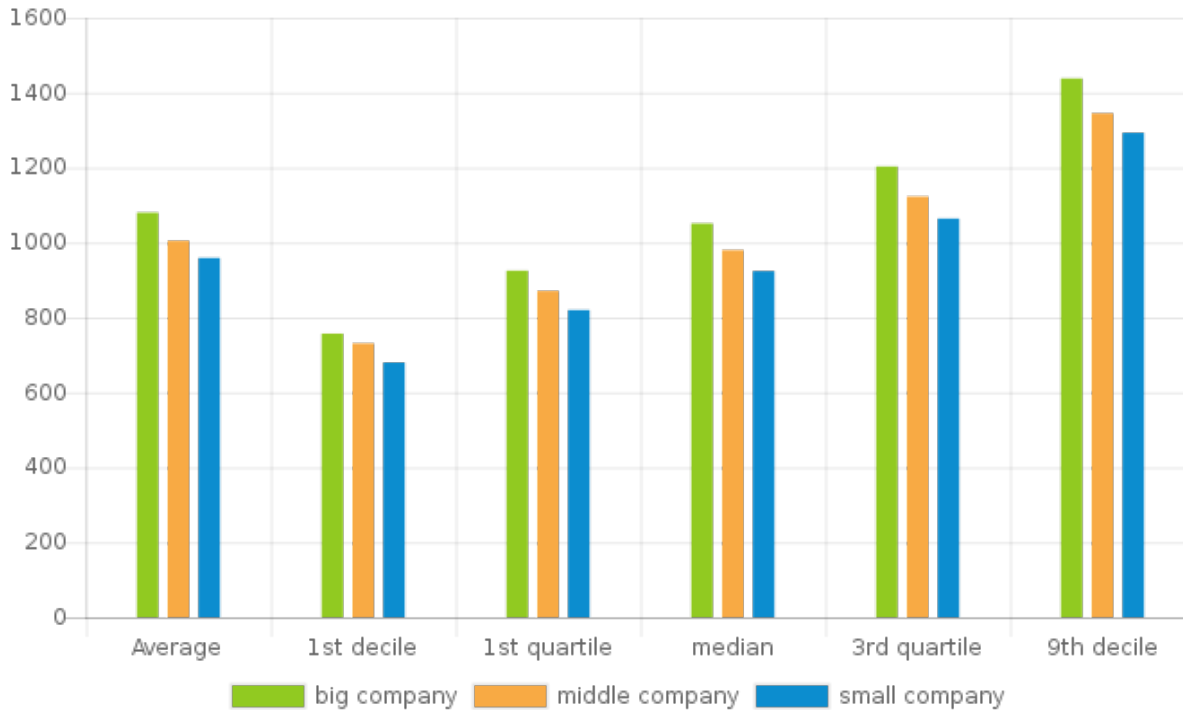
Region: Bratislava region - except Bratislava | Working experience: Junior



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
without graduation exam	946	653	782	874	1,021	1,300
graduation	970	685	828	938	1,084	1,320
university education	1,038	726	889	1,005	1,151	1,388

## Salaries by company size

Region: Bratislava region - except Bratislava | Working experience: Junior



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
big company	1,080	757	925	1,051	1,203	1,438
middle company	1,005	731	871	980	1,123	1,345
small company	959	680	820	924	1,064	1,293



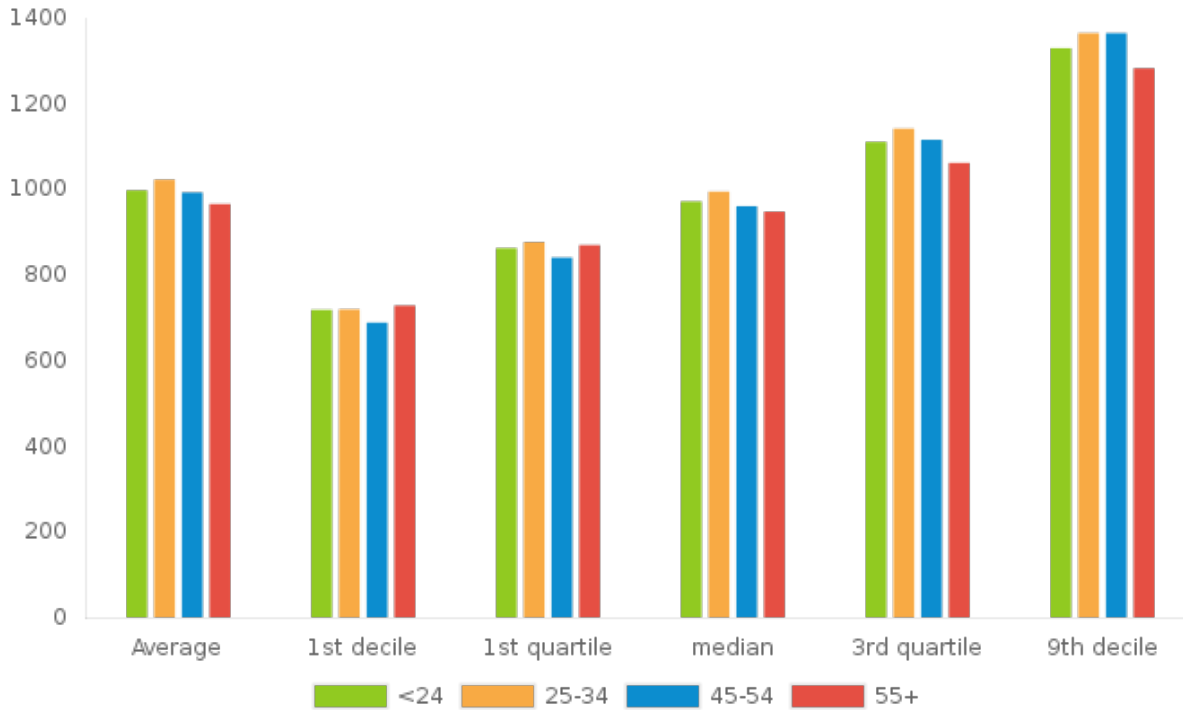
## Salaries by regions

Working experience: Junior

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Bratislava region	1,004	709	860	975	1,121	1,351
Banská Bystrica region	743	534	645	719	820	997
Žilina region	766	552	663	744	847	1,012
Trenčín region	798	582	697	779	878	1,045
Trnava region	804	578	699	782	885	1,042
Nitra region	774	546	658	741	852	1,042
Prešov region	740	530	641	726	827	982
Košice region	754	520	629	718	836	1,008

# Salaries by age group

Region: Bratislava region - except Bratislava | Working experience: Junior



	<b>Average</b>	<b>1st decile</b>	<b>1st quartile</b>	<b>median</b>	<b>3rd quartile</b>	<b>9th decile</b>
<24	997	718	862	971	1,110	1,329
25-34	1,022	719	876	994	1,141	1,364
45-54	992	688	840	960	1,115	1,364
55+	965	728	869	947	1,061	1,282

## Compensation mix

### Variable salary component

**60%**

of employees have stated that they are getting a variable salary component and its middle value is 250 € per month.

### Christmas bonus salary

**40%**

employees mentioned that they get 13th salary and that the medium value of this bonus is 725 €.

### Bonuses and commissions

**60%**

employees mentioned that they get bonuses and that the medium value of this bonus is 600 €.

## Methodology

### Input data

By filling out a questionnaire on Platy.sk, people on the job market have the possibility to receive a comparison of their salary with other employees on the same position and in the same region. Every user who fills in their experience on the selected position and whose data undergo data cleansing (removing duplicate and extreme values) becomes a valid survey participant and will receive a free comparison of their salary with the reference sample. The latter is made up by other respondents according to the filled in position and region. Should the survey participant specify not working on the selected position, then they do not constitute a respondent.

Every respondent's data are valid for one year. All data in the salary survey are anonymous, unless the survey participant, of their own accord, fills out their e-mail address for receiving a salary survey in the future. The collection and processing of data fully respects the GDPR regulation on the processing of personal data.

The Slovak salary survey collects data from respondents expressed by their gross monthly salary with full-time employment. The survey does not include data on the remuneration of sole traders or on other forms of employment.

## 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.

## Regression model

The salary survey calculates total and basic salaries with quantile regression. It takes into account the relations between positions, regions, company sizes, education, practice and age. This proven method makes it possible to estimate the salary level even with the low number of respondents in the desired sample.

The regression model calculates salary positions at the position level if there are at least 20 respondents in the dataset. By default, the number of respondents in a position over the last 12 months is found, but if lower, the data for the last 24 and 36 months are also taken into account.

The regression model outputs provide data according to company size:

- › small (up to 50 employees),
- › medium (51 - 249 employees),
- › large (250+ employees)

For educational levels, the regression model distinguishes:

- › below school-leaving certificate,
- › Graduate or Advanced Education
- › university education

Practice at position is judged by three levels:

- › junior (up to two years of experience),
- › middle (3-5 years of experience),
- › senior (over 6 years of experience)

## In which cases you can not see the results

Despite applying the regression model, it is possible that the salary information can not be displayed on that position. This is a situation where few respondents are on selected position and the regression model evaluates the salary estimate as unreliable.

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