



Salary report Pro

Administrative Worker - Administration

Administration

2 December 2019

Administrative Worker - Administration

Total gross salary
(median)

916 EUR

Region: Slovak Republic
 Work experience: all experience levels
 Company size: all company sizes
 Education: all education levels
 Methodology: Regress model,
 3114 real salaries

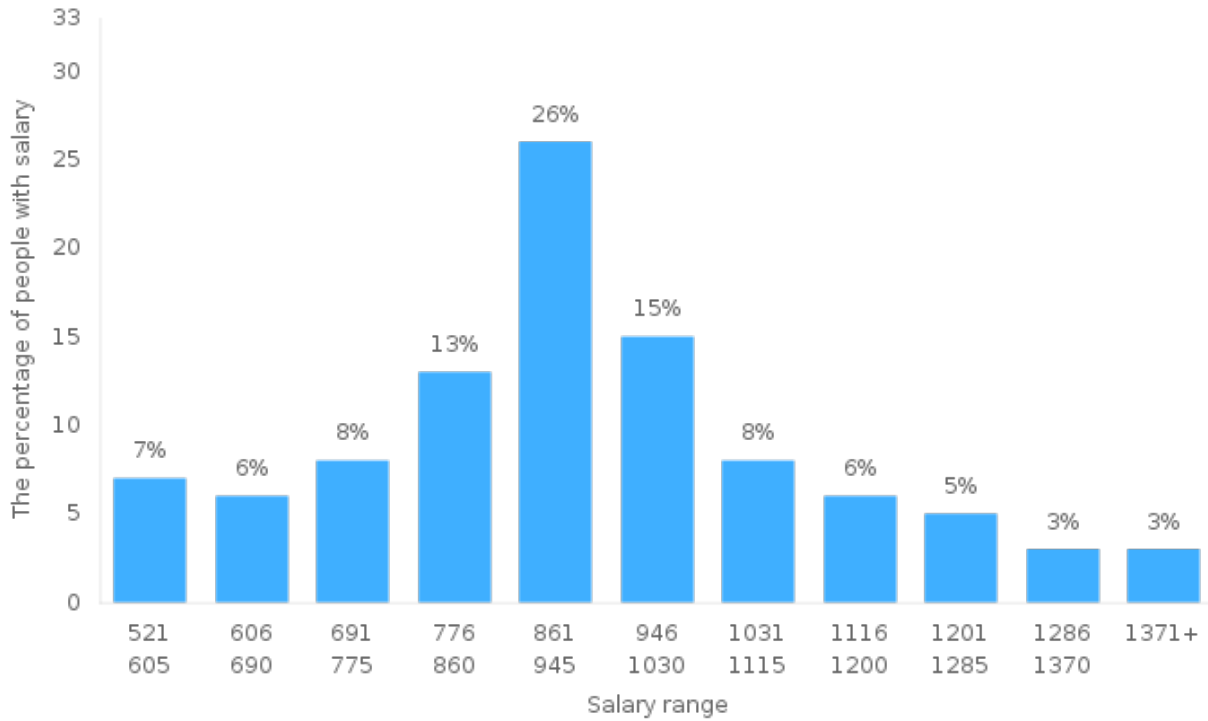
Examples of represented companies: Sociálna poisťovňa, ústredie, Henkel Slovensko, spol. s r.o., IBM ISC s.r.o., Global Blue Slovakia s. r. o., Johnson Controls s.r.o.

Description of 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.

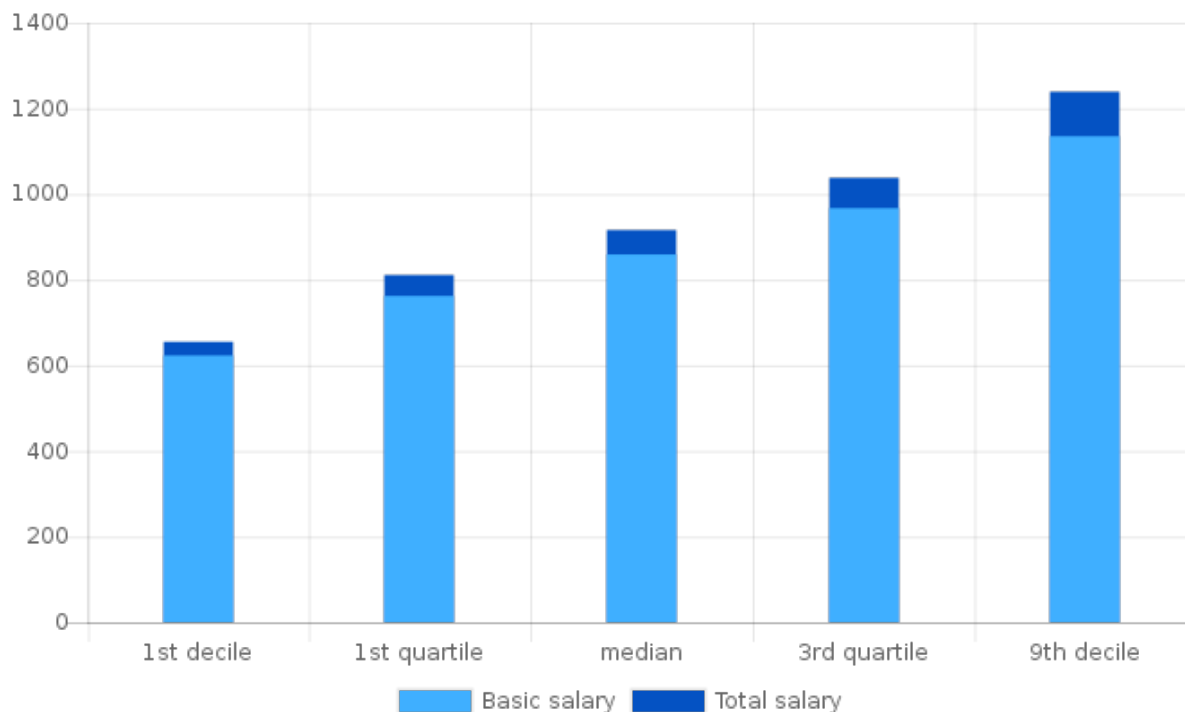
Salary ranges

Region: Slovak Republic



Salary span

Region: Slovak Republic

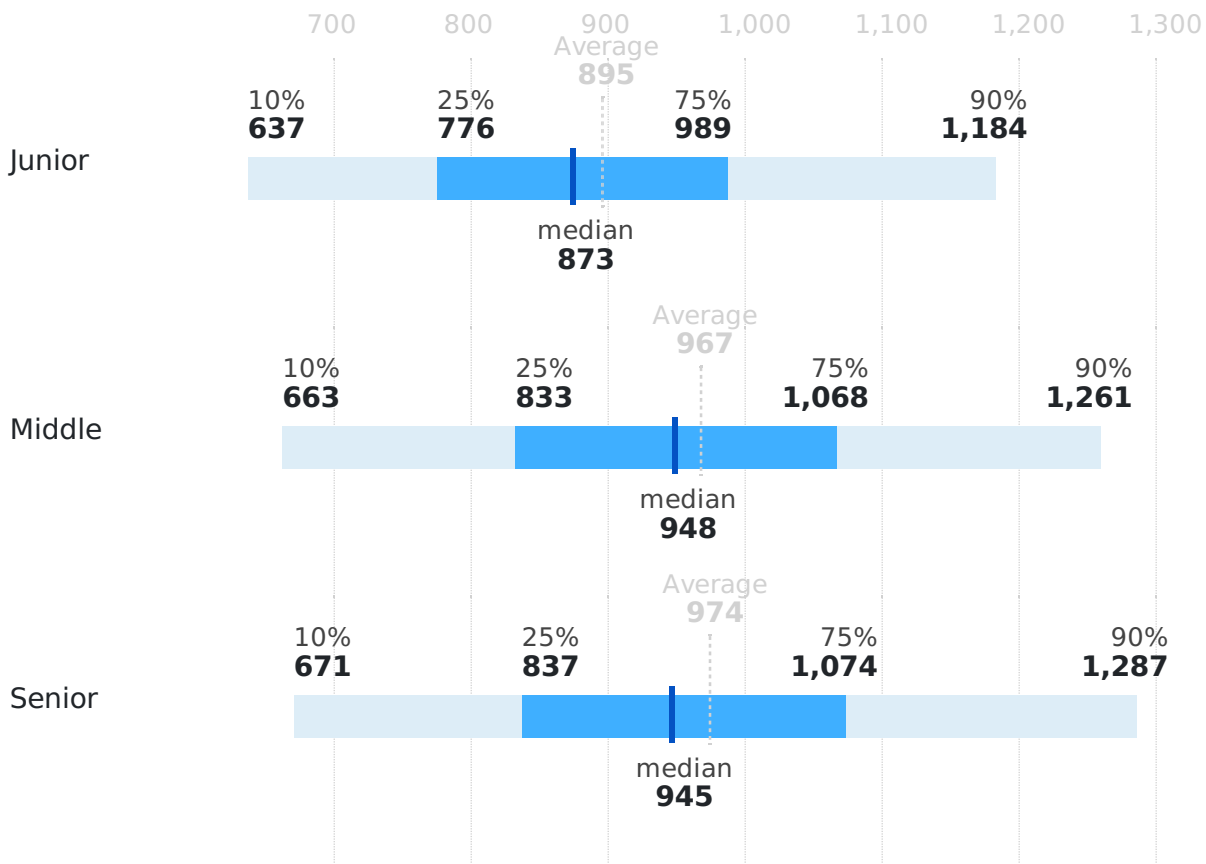


| | Average | 1st decile | 1st quartile | median | 3rd quartile | 9th decile |
|--------------|---------|------------|--------------|--------|--------------|------------|
| Basic salary | 871 | 623 | 762 | 859 | 967 | 1,135 |
| Total salary | 940 | 655 | 811 | 916 | 1,038 | 1,239 |

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

Salaries by work experience

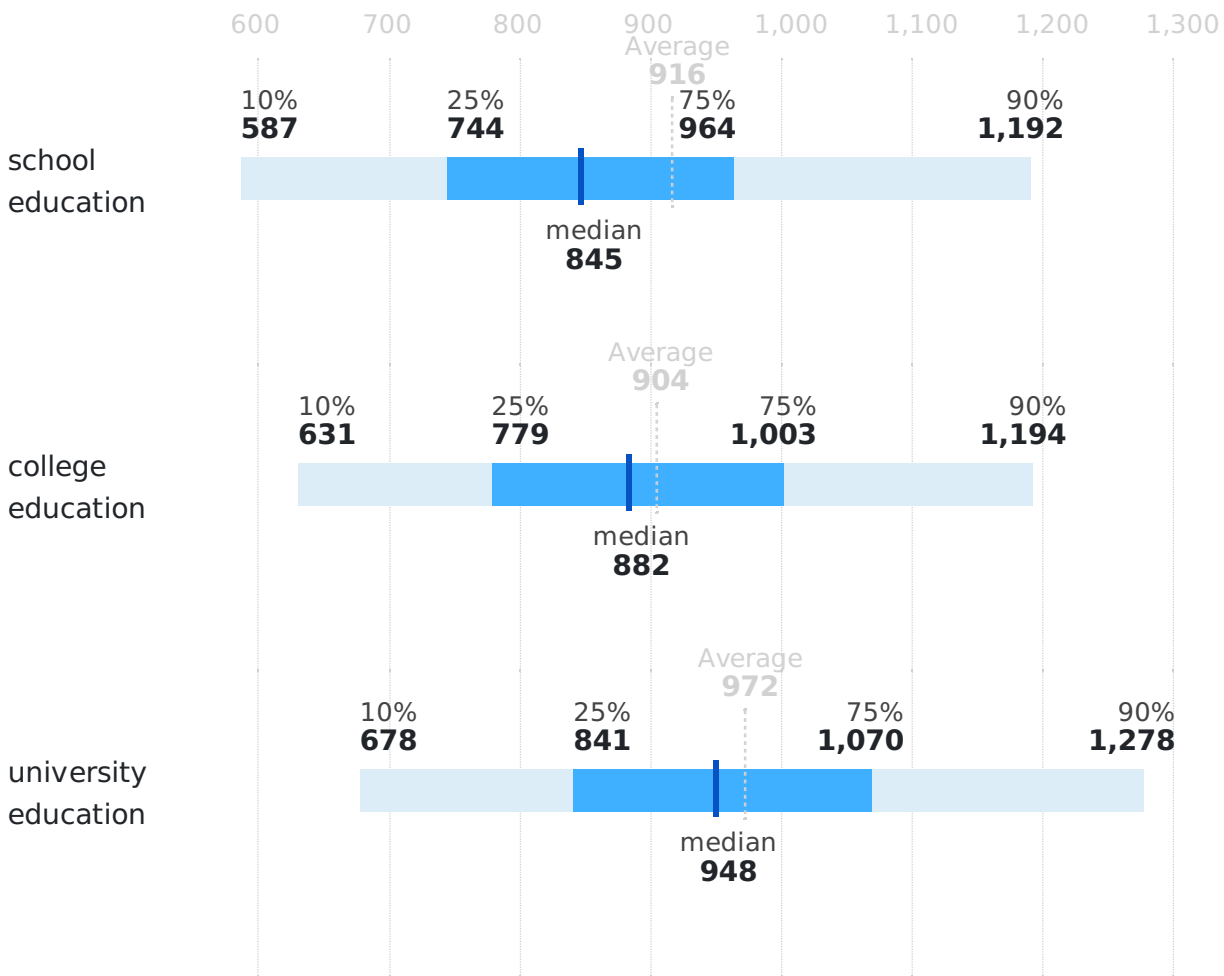
Region: Slovak Republic



| | Average | 1st decile | 1st quartile | median | 3rd quartile | 9th decile |
|--------|---------|------------|--------------|--------|--------------|------------|
| Junior | 895 | 637 | 776 | 873 | 989 | 1,184 |
| Middle | 967 | 663 | 833 | 948 | 1,068 | 1,261 |
| Senior | 974 | 671 | 837 | 945 | 1,074 | 1,287 |

Salaries by education

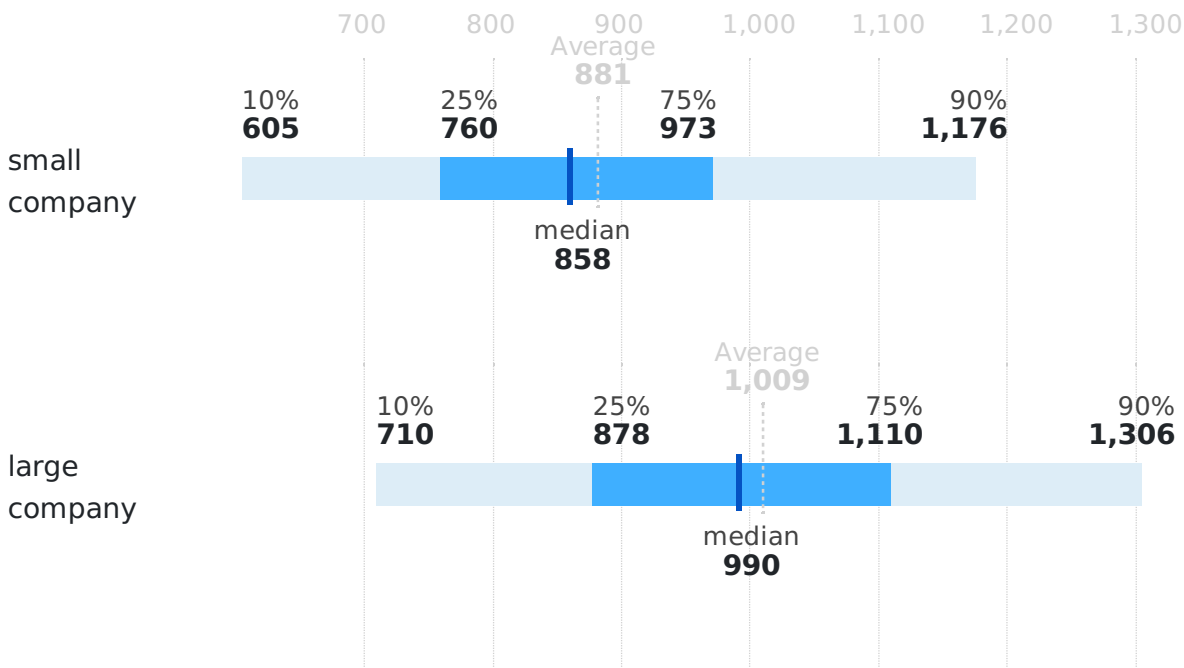
Region: Slovak Republic



| | Average | 1st decile | 1st quartile | median | 3rd quartile | 9th decile |
|----------------------|---------|------------|--------------|--------|--------------|------------|
| school education | 916 | 587 | 744 | 845 | 964 | 1,192 |
| college education | 904 | 631 | 779 | 882 | 1,003 | 1,194 |
| university education | 972 | 678 | 841 | 948 | 1,070 | 1,278 |

Salaries by company size

Region: Slovak Republic



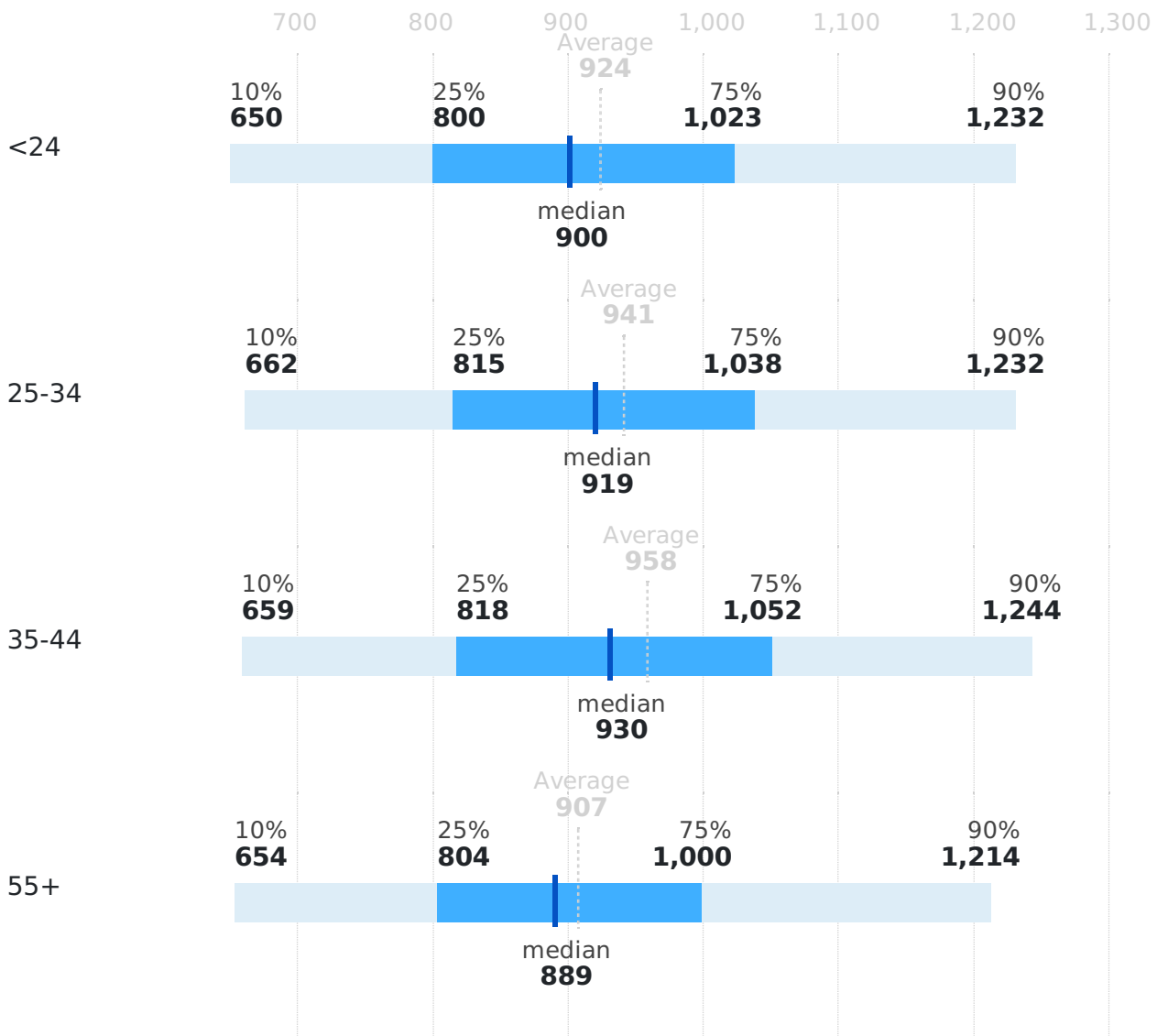
| | Average | 1st decile | 1st quartile | median | 3rd quartile | 9th decile |
|---------------|---------|------------|--------------|--------|--------------|------------|
| small company | 881 | 605 | 760 | 858 | 973 | 1,176 |
| large company | 1,009 | 710 | 878 | 990 | 1,110 | 1,306 |

Salaries by regions

| | Average | 1st decile | 1st quartile | median | 3rd quartile | 9th decile |
|------------------------|---------|------------|--------------|--------|--------------|------------|
| Banská Bystrica region | 836 | 586 | 732 | 817 | 921 | 1,122 |
| Bratislava region | 1,061 | 737 | 918 | 1,039 | 1,173 | 1,392 |
| Košice region | 840 | 560 | 698 | 800 | 924 | 1,116 |
| Nitra region | 858 | 603 | 747 | 836 | 936 | 1,114 |
| Prešov region | 793 | 568 | 685 | 774 | 885 | 1,052 |
| Trenčín region | 884 | 616 | 755 | 848 | 967 | 1,179 |
| Trnava region | 900 | 627 | 778 | 879 | 985 | 1,156 |
| Žilina region | 844 | 600 | 732 | 825 | 942 | 1,129 |

Salaries by age group

Region: Slovak Republic



| | Average | 1st decile | 1st quartile | median | 3rd quartile | 9th decile |
|-------|---------|------------|--------------|--------|--------------|------------|
| <24 | 924 | 650 | 800 | 900 | 1,023 | 1,232 |
| 25-34 | 941 | 662 | 815 | 919 | 1,038 | 1,232 |
| 35-44 | 958 | 659 | 818 | 930 | 1,052 | 1,244 |
| 55+ | 907 | 654 | 804 | 889 | 1,000 | 1,214 |

Compensation mix

Variable salary component

29%

of employees state that they are getting a variable salary component and its average value is 100 € per month.

Christmas bonus salary

15%

of employees state that they get Christmas bonus and that the average value of this bonus is 600 €.

One year's bonuses

24%

of employees state that they receive a bonus and that the average value of this bonus is 500 €.

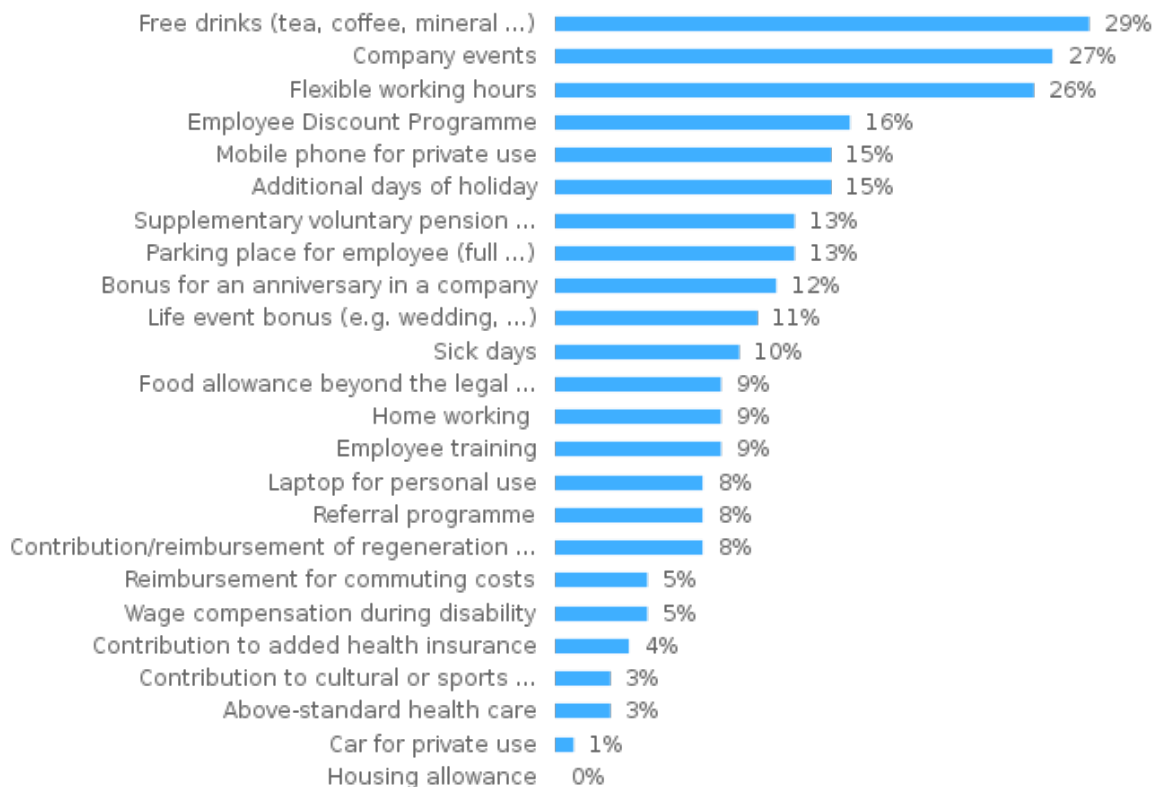
Non-financial benefits

Region: Slovak Republic



73% of employees receive some non-financial benefits

Most common benefits



Contact

Profesia, spol. s r.o.
 Pribinova 19
 811 09 Bratislava
 Slovenská republika

obchod@profesia.sk