



Salary report Pro

Administrative Worker - Administration

Administration

20 October 2021

Administrative Worker - Administration

Total gross salary
(median)

29,586.00
Kč

Region: Czech Republic
 Work experience: all experience levels
 Company size: all company sizes
 Education: all education levels
 Industry: all industries
 Methodology: Regress model, 998 real salaries

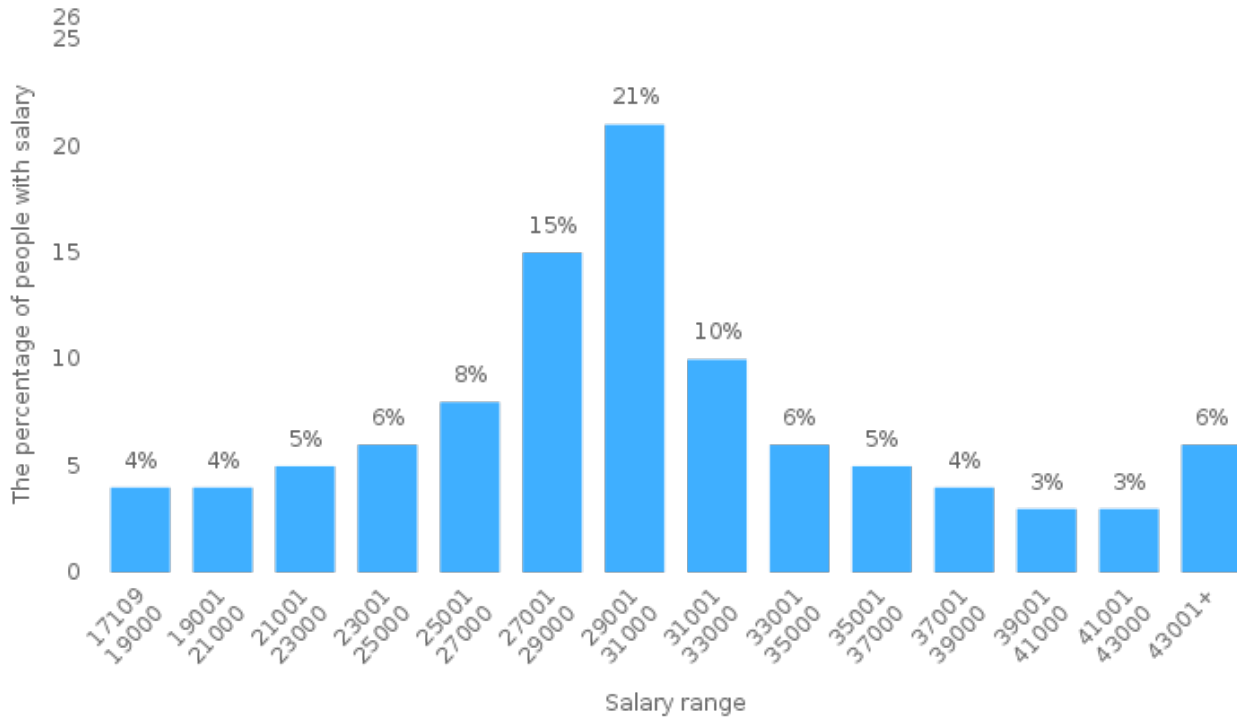
Examples of represented companies: úřad práce, DHL Česká Republika, innogy, seznam.cz, Krajská zdravotní, a.s. (MPSV)

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.

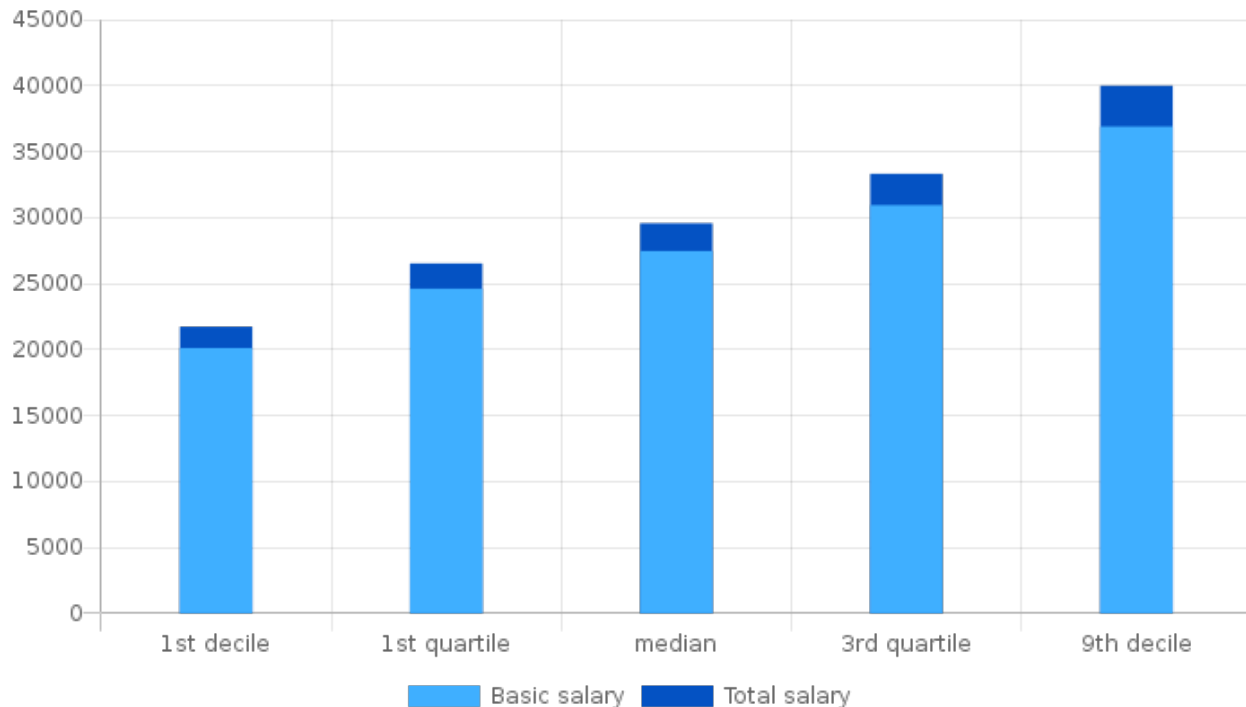
Salary ranges

Region: Czech Republic



Salary span

Region: Czech Republic

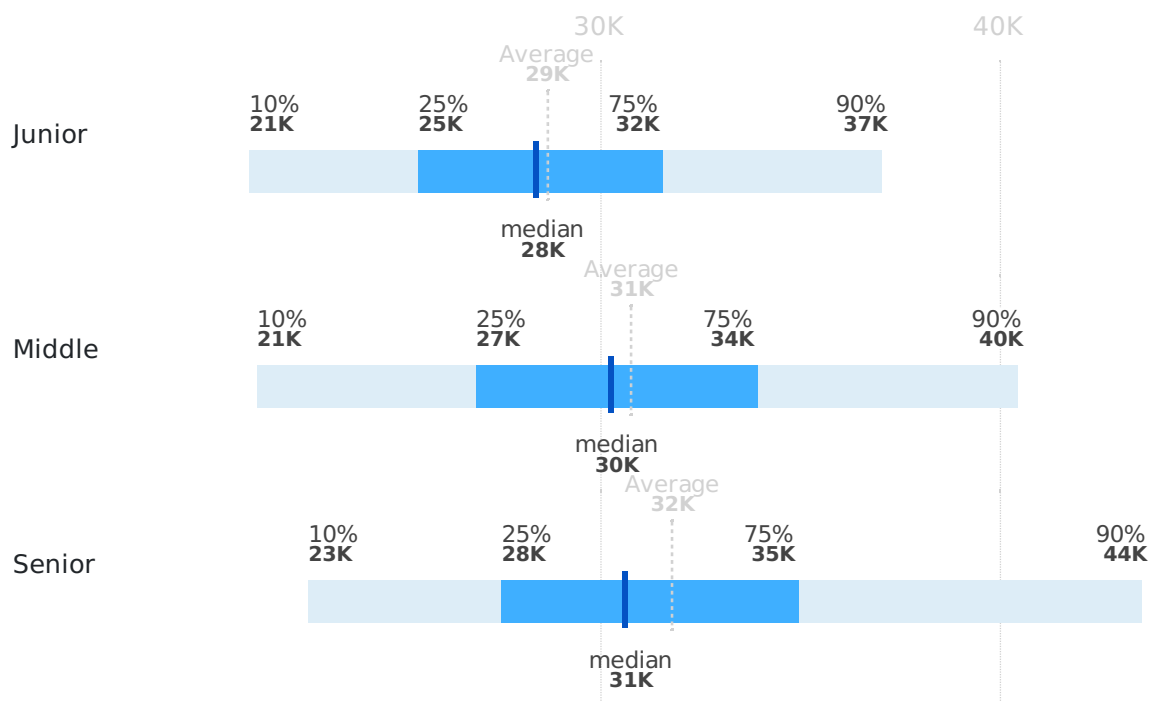


	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Basic salary	28,098	20,123	24,624	27,478	30,956	36,917
Total salary	30,236	21,745	26,537	29,586	33,334	40,015

**The total 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

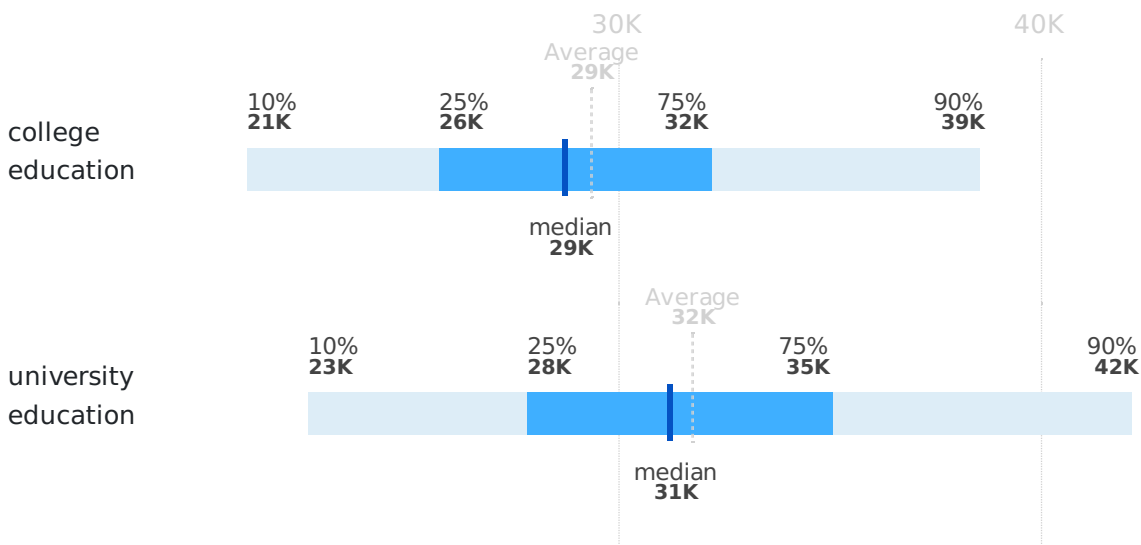
Region: Czech Republic



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Junior	28,664	21,255	25,476	28,350	31,593	37,059
Middle	30,761	21,465	26,903	30,214	33,960	40,455
Senior	31,783	22,724	27,567	30,559	34,995	43,538

Salaries by education

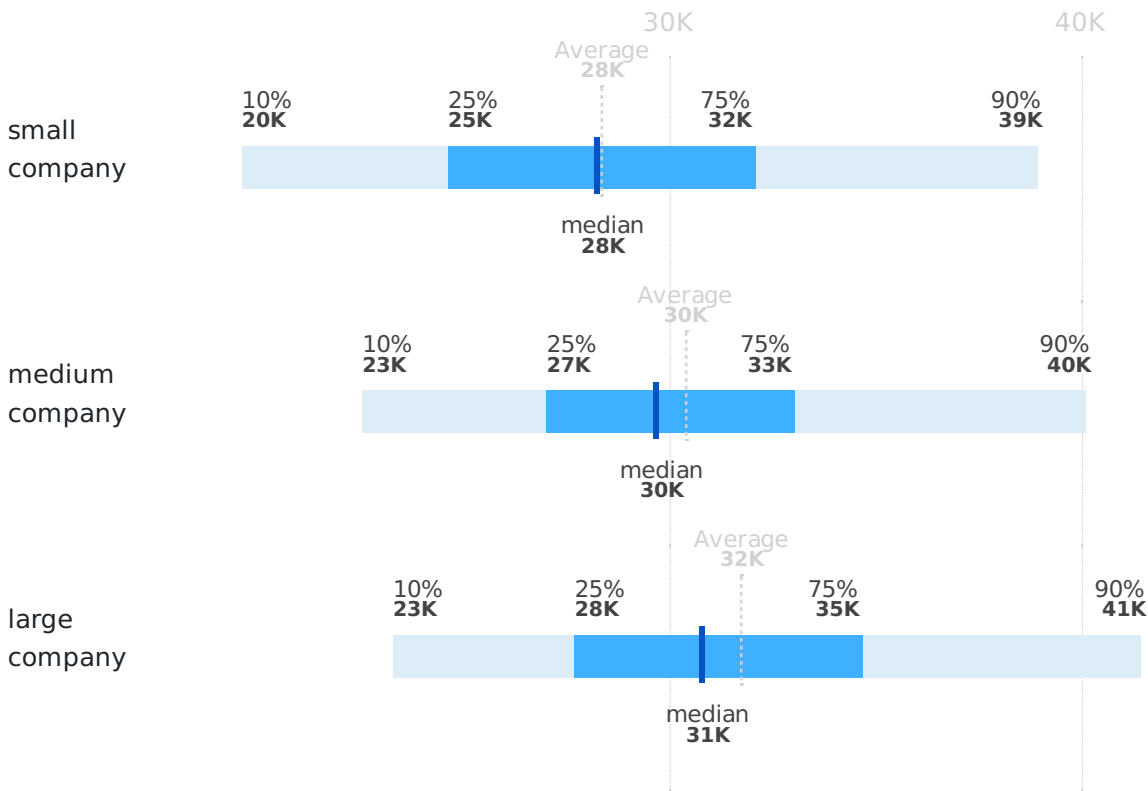
Region: Czech Republic



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
college education	29,343	21,223	25,783	28,672	32,238	38,560
university education	31,734	22,696	27,874	31,159	35,111	42,180

Salaries by company size

Region: Czech Republic



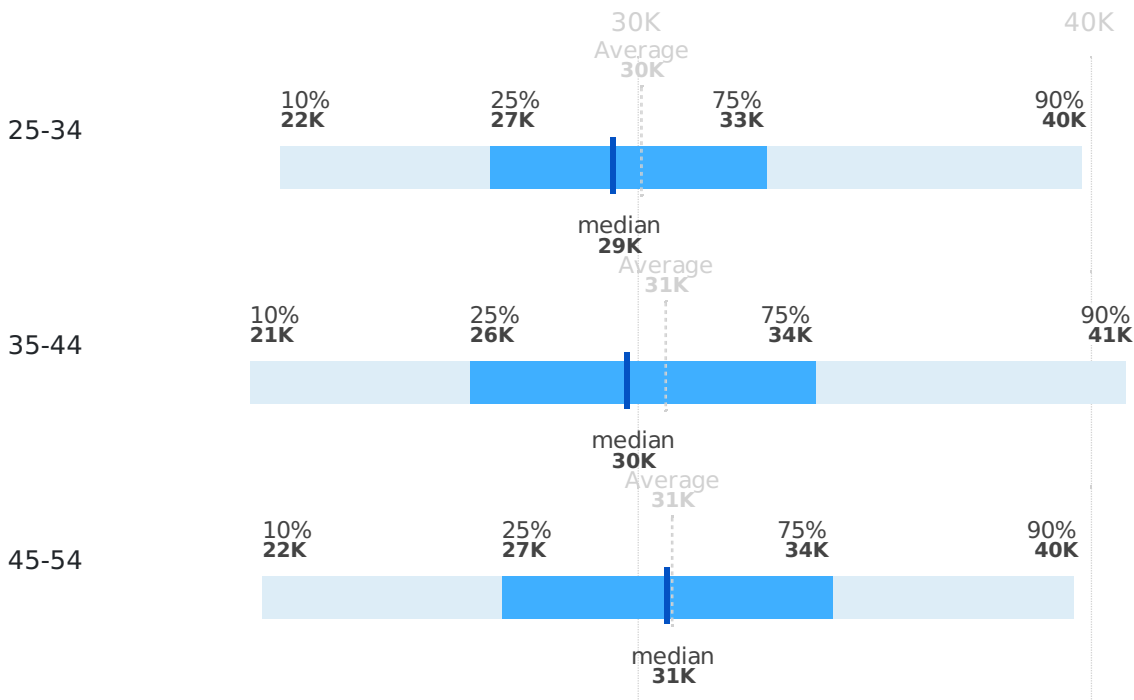
	Average	1st decile	1st quartile	median	3rd quartile	9th decile
small company	28,335	19,641	24,637	28,188	32,100	38,931
medium company	30,370	22,567	27,019	29,609	33,061	40,116
large company	31,729	23,289	27,710	30,710	34,703	41,439

Salaries by regions

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Central Bohemian Region	31,763	22,503	27,908	31,144	35,335	43,220
Hradec Králové Region	27,711	21,134	24,516	27,223	31,048	36,432
Liberec Region	26,925	17,753	23,437	27,410	30,636	34,451
Moravian-Silesian Region	25,782	18,584	22,765	25,411	28,699	34,591
Olomouc Region	24,951	17,984	22,588	25,517	28,359	32,607
Pardubice Region	27,573	19,361	24,385	27,146	30,726	38,534
Pilsen Region	30,360	21,598	26,869	30,318	34,181	40,693
Prague	33,298	23,902	28,991	32,254	36,336	43,571
Southern Bohemia Region	27,661	21,402	25,053	26,923	29,498	35,790
Southern Moravia Region	28,162	20,716	25,175	27,930	31,263	37,451
Vysočina Region	27,635	18,766	23,645	27,366	31,388	37,167
Zlín Region	26,927	20,163	24,152	26,759	29,741	34,938
Ústí nad Labem Region	29,569	20,463	24,674	27,618	31,807	39,388

Salaries by age group

Region: Czech Republic



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
25-34	30,070	22,114	26,746	29,403	32,862	39,803
35-44	30,598	21,461	26,292	29,717	33,932	40,801
45-54	30,740	21,718	27,004	30,596	34,302	39,635

Compensation mix

Variable salary component

35%

employees have stated that they are getting a variable salary component, and its middle value (median) is 3000 Kč per month.

Christmas bonus salary

9%

employees mentioned that they get 13th salary and that the medium value of this bonus is 20000 Kč.

One year's bonuses

21%

employees mentioned that they get bonuses and that the medium value of this bonus is 13250 Kč.

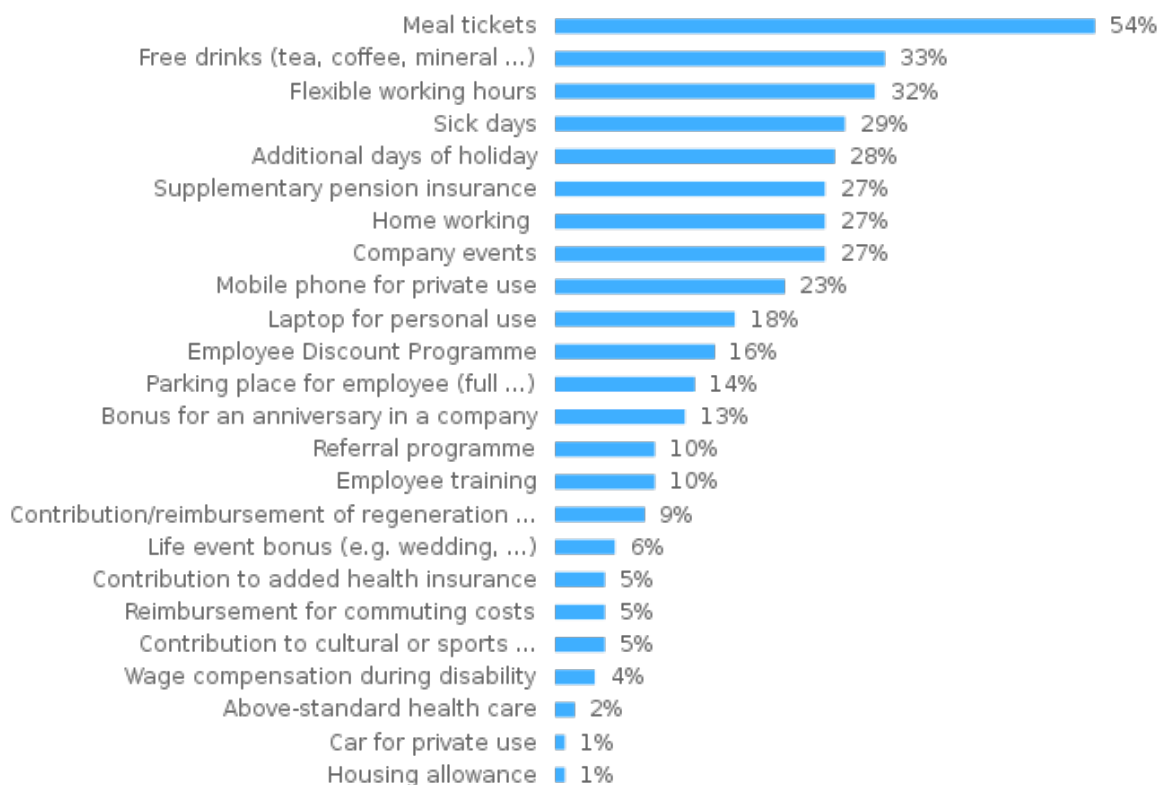
Non-financial benefits

Region: Czech Republic



86% of employees receive some non-financial benefits

Most common benefits



Contact

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