



Salary report Pro

Administrative Worker, Official - Administration

Administration

29 April 2019

Administrative Worker, Official - Administration

Total net salary (median)

44,218
RSD

Region: Beograd
Working experience: Senior
Company size: all company sizes
Education: all education levels
Sample: 440 participants

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

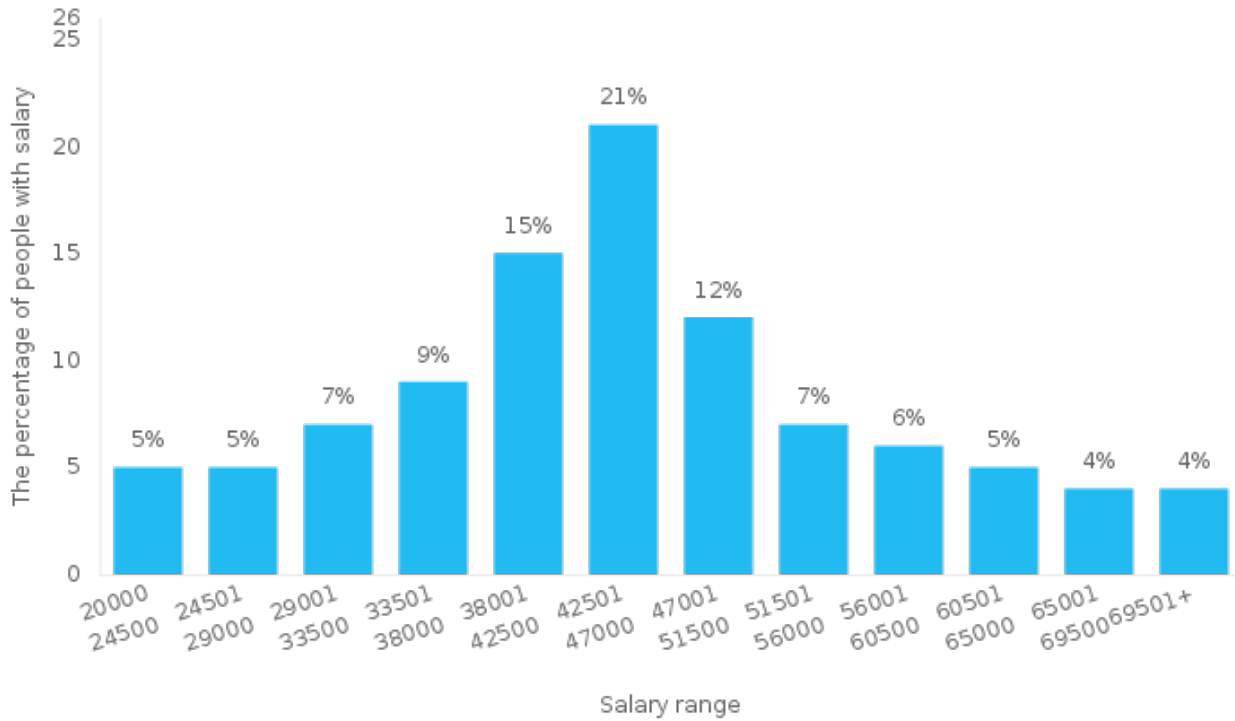
25% of employees earn more than the specified value

9. decile

10% of employees earn more than the specified value

Salary range

Region: Beograd | Working experience: Senior



The span of the salary

Region: Beograd | Working experience: Senior

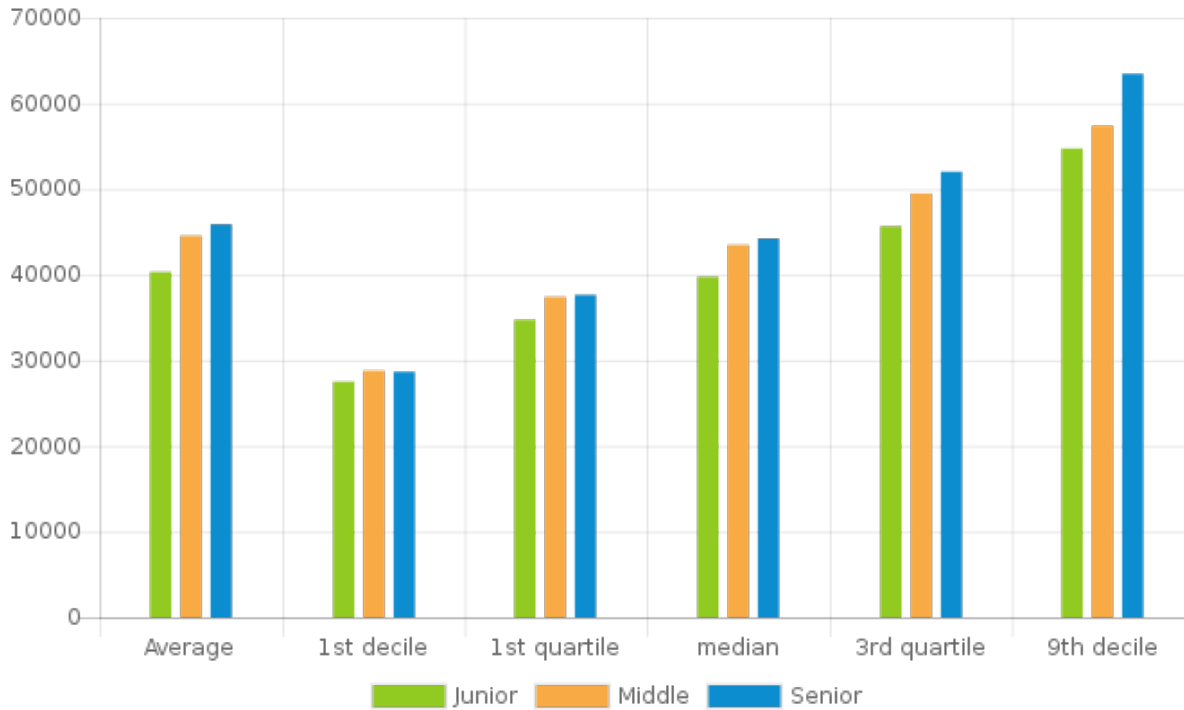


	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Basic salary	45,023	29,088	37,664	43,640	50,246	59,925
Total salary	45,879	28,657	37,637	44,218	52,016	63,450

*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

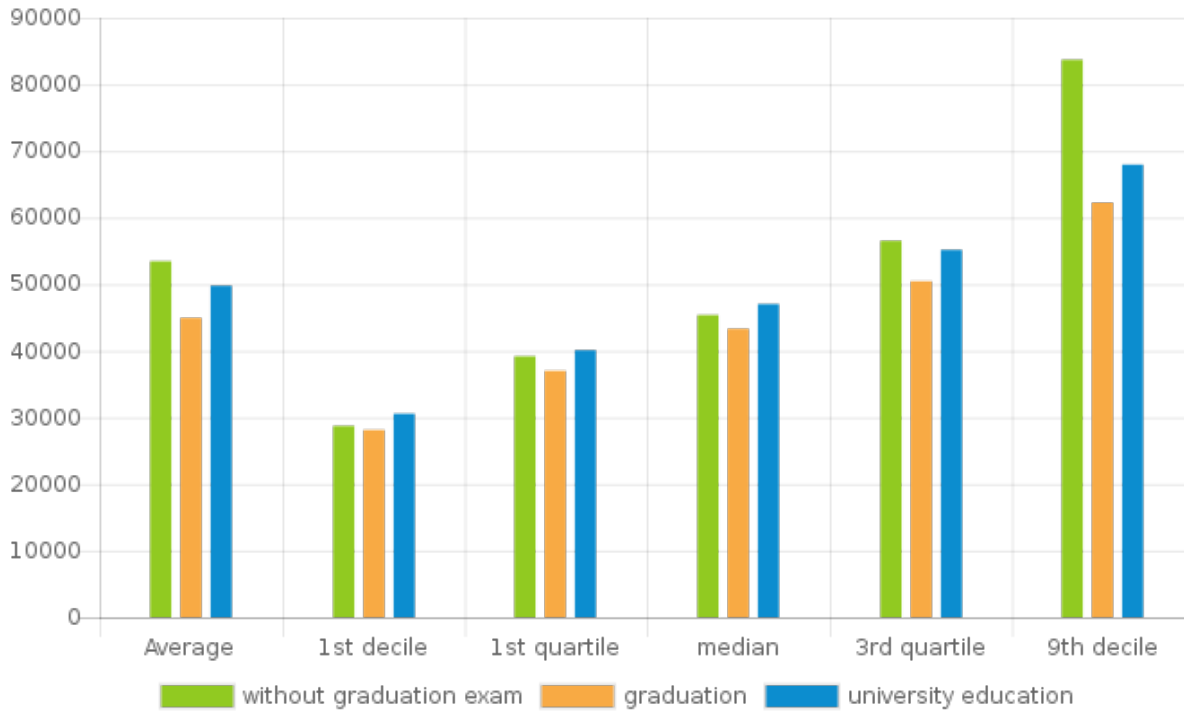
Region: Beograd



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Junior	40,314	27,508	34,731	39,748	45,642	54,727
Middle	44,537	28,798	37,406	43,467	49,484	57,391
Senior	45,879	28,657	37,637	44,218	52,016	63,450

Salaries by education

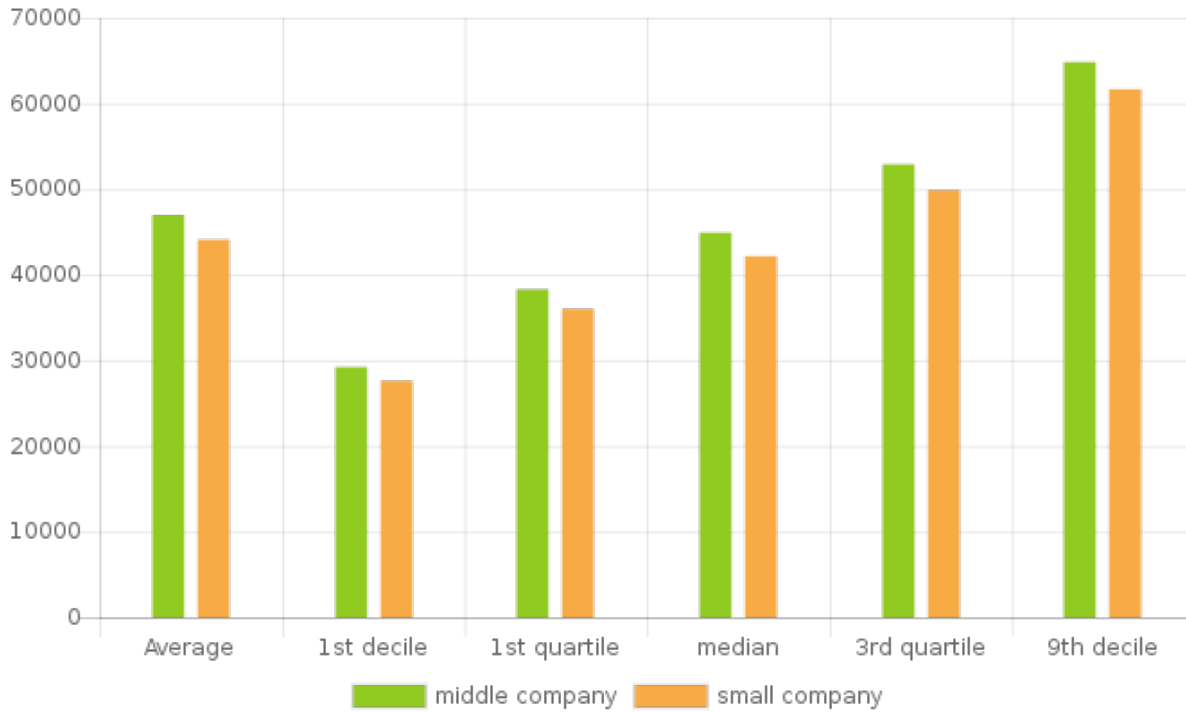
Region: Beograd | Working experience: Senior



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
without graduation exam	53,447	28,724	39,183	45,369	56,521	83,699
graduation	44,944	28,114	37,003	43,319	50,445	62,245
university education	49,785	30,558	40,094	47,024	55,159	67,950

Salaries by company size

Region: Beograd | Working experience: Senior



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
middle company	46,936	29,197	38,274	44,901	52,875	64,809
small company	44,098	27,614	36,003	42,158	49,847	61,641

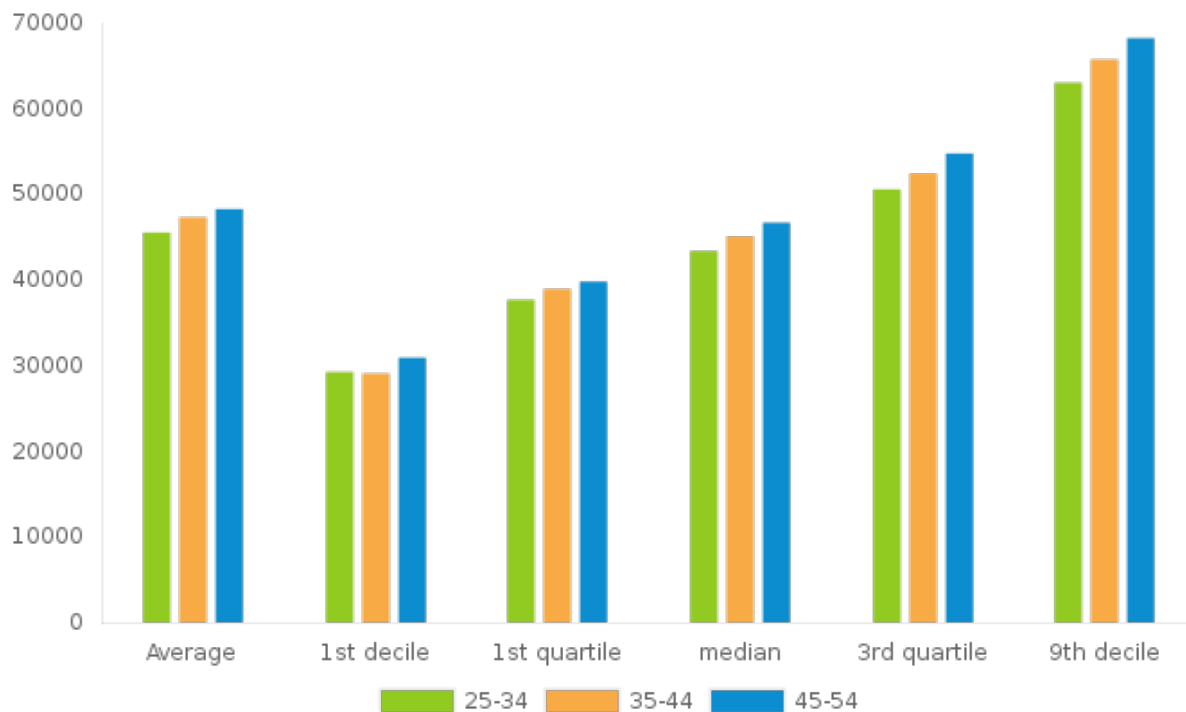
Salaries by regions

Working experience: Senior

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Beograd	45,879	28,657	37,637	44,218	52,016	63,450
Vojvodina	42,440	25,348	34,207	40,533	47,467	59,628
Sremski okrug	42,883	29,670	33,399	38,634	49,727	65,197
Mačvanski okrug	37,648	25,104	29,967	34,736	41,594	51,494
Kolubarski okrug	37,195	20,252	27,620	35,909	44,493	54,364
Podunavski okrug	41,954	26,178	31,269	37,646	45,849	55,794
Šumadijski okrug	40,634	28,306	34,380	38,712	43,443	51,011
Pomoravski okrug	35,524	23,677	29,375	34,628	40,945	49,135
Borski okrug	35,328	21,941	29,891	34,473	41,036	51,387
Zlatiborski okrug	38,169	21,176	31,759	38,746	45,769	55,056
Moravički okrug	42,569	25,877	33,526	40,765	50,449	63,557
Raški okrug	34,458	21,297	28,744	34,340	40,012	50,669
Rasinski okrug	35,571	25,465	30,579	33,665	38,495	48,518
Nišavski okrug	36,696	23,301	28,903	33,378	41,375	56,964
Jablanički okrug	30,229	21,459	26,340	28,895	34,388	47,511

Salaries by age group

Region: Beograd | Working experience: Senior



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
25-34	45,500	29,213	37,644	43,338	50,545	62,988
35-44	47,277	29,038	38,921	45,041	52,373	65,713
45-54	48,240	30,889	39,765	46,648	54,732	68,196

Compensation mix

Variable salary component

16%

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

Christmas bonus salary

12%

employees mentioned that they get 13th salary and that the medium value of this bonus is 27500 RSD.

Bonuses and commissions

9%

employees mentioned that they get bonuses and that the medium value of this bonus is 15000 RSD.

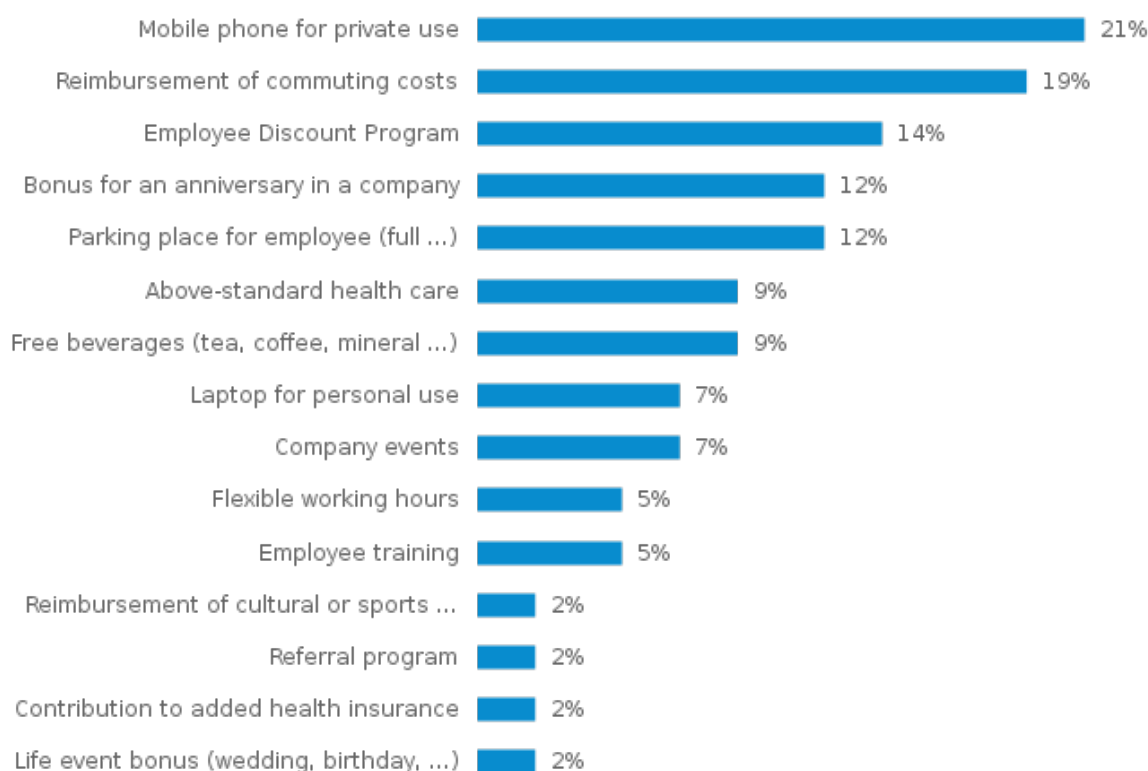
Non-financial benefits

Region: Beograd | Working experience: Senior



58% of employees receive some non-financial benefits

Most common benefits



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.

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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