MojaPlaća

Salary report Pro

Administrative Worker, Official - Administration

Administration

4 April 2019

Administrative Worker, Official - Administration

Total net slary (median)

4,738 HRK

Region: Istarska
Working experience: all experience levels
Company size big company
Education all education levels
Sample: 239 real salaries

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 Pro salary survey 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

Beside the monthly gross salary, the total gross calary includes financial benefits obtained during the year (the Christmas bonus salary, bonuses, commissions) and mohtly 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

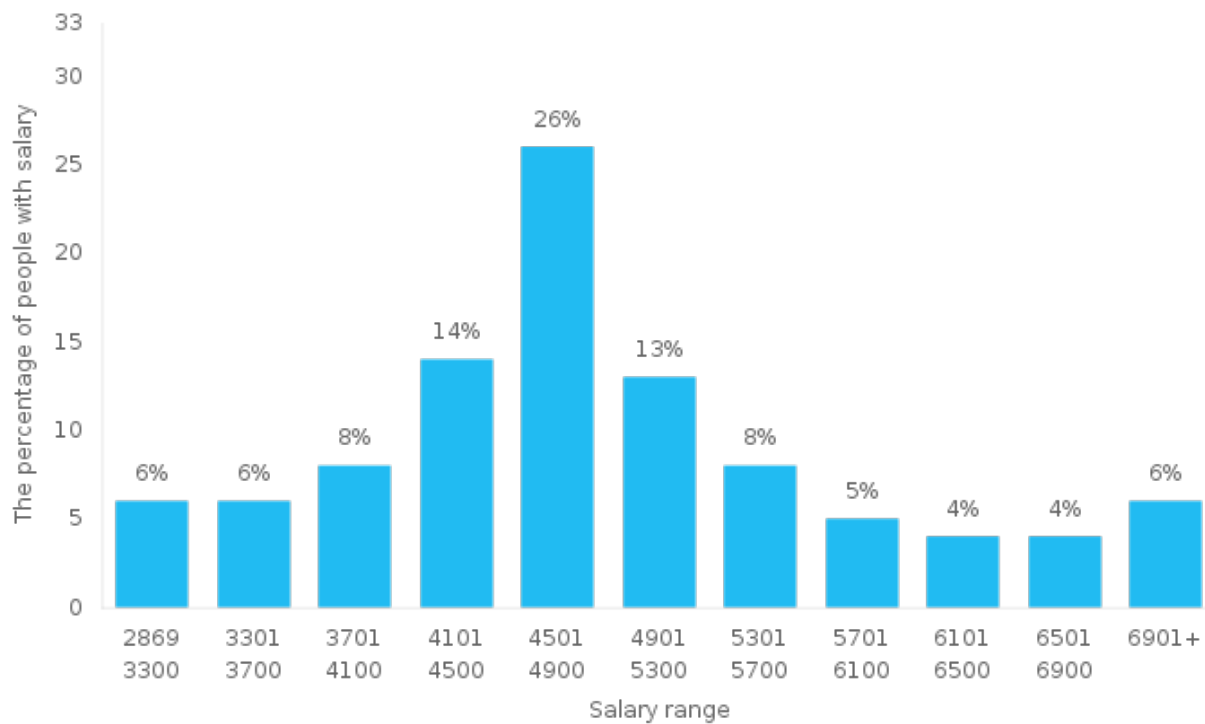A half of employees earn less than the specified value

3. quartile

25% of employees earn more than the specified value

9. decile

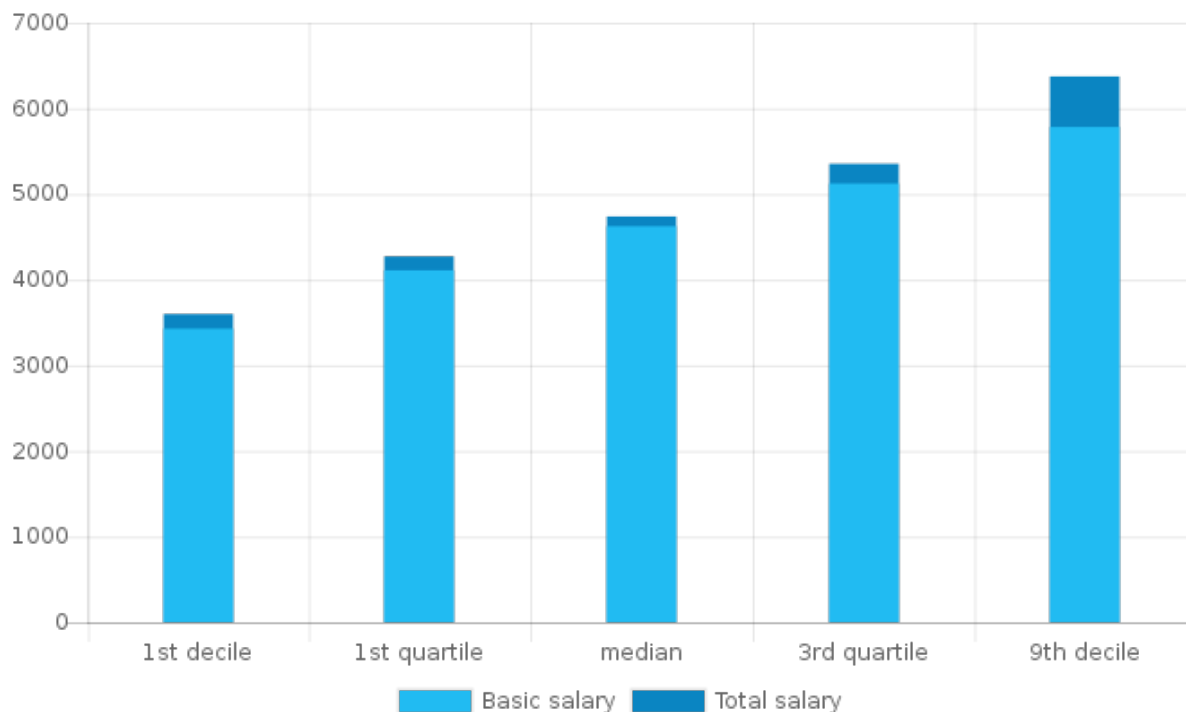10% of employees earn more than the specified value

Salary ranges

Region: Istarska | Company size big company

The span of the salary
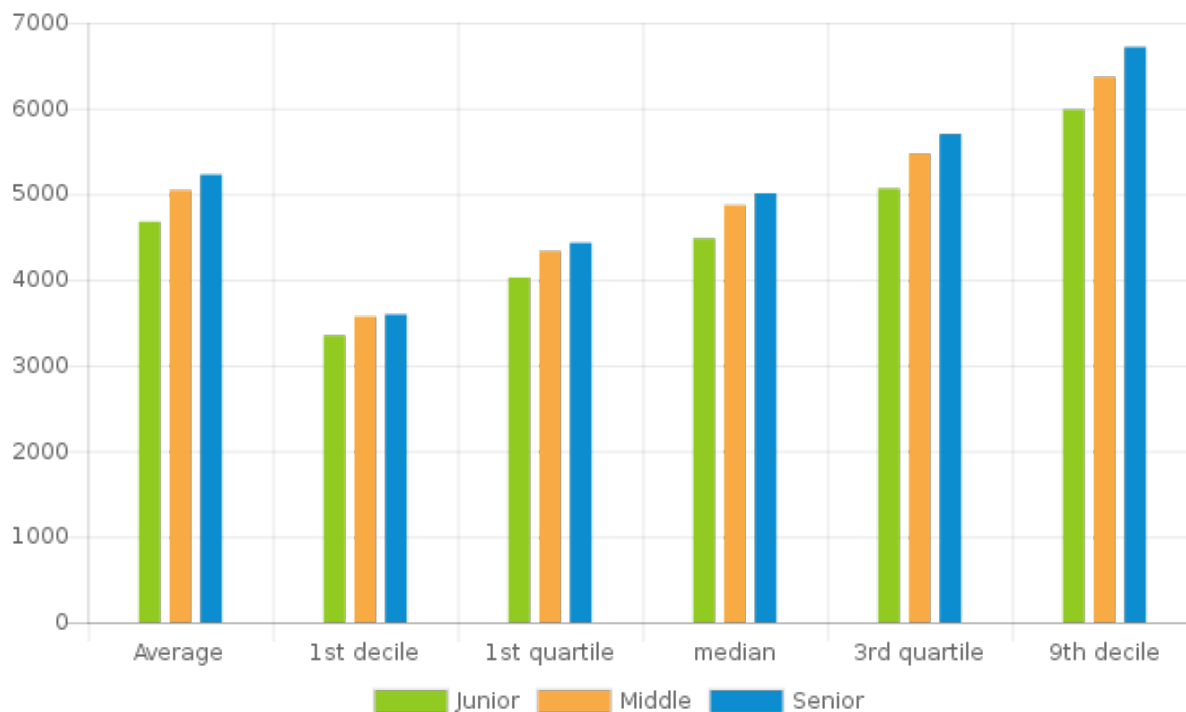
Region: Istarska | Company size big company

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Basic salary	4,665	3,428	4,110	4,624	5,123	5,783
Total salary	4,985	3,599	4,273	4,738	5,353	6,373

*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.
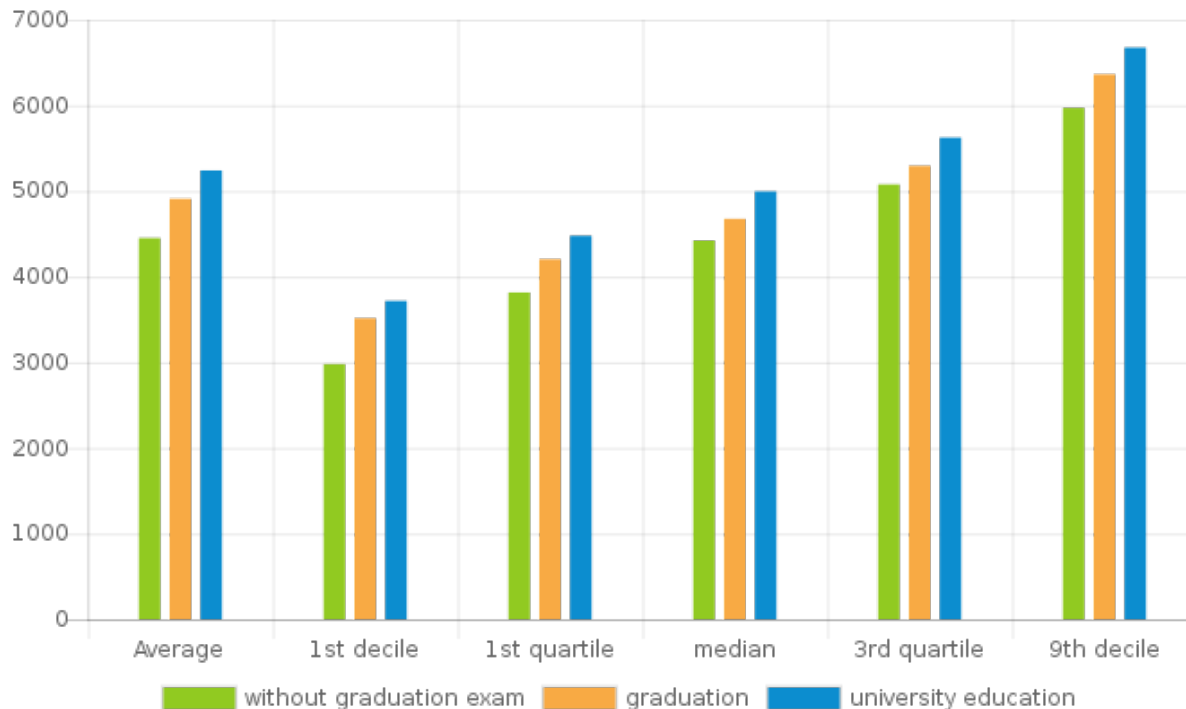
Salaries by work experience

Region: Istarska | Company size big company

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Junior	4,677	3,349	4,025	4,481	5,064	5,986
Middle	5,044	3,570	4,333	4,870	5,469	6,368
Senior	5,227	3,594	4,430	5,009	5,700	6,716

Salaries by education

Region: Istarska | Company size big company

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
without graduation exam	4,451	2,979	3,816	4,422	5,077	5,971
graduation	4,910	3,515	4,205	4,675	5,295	6,363
university education	5,240	3,717	4,479	4,996	5,624	6,675

Salaries by company size

Region: Istarska
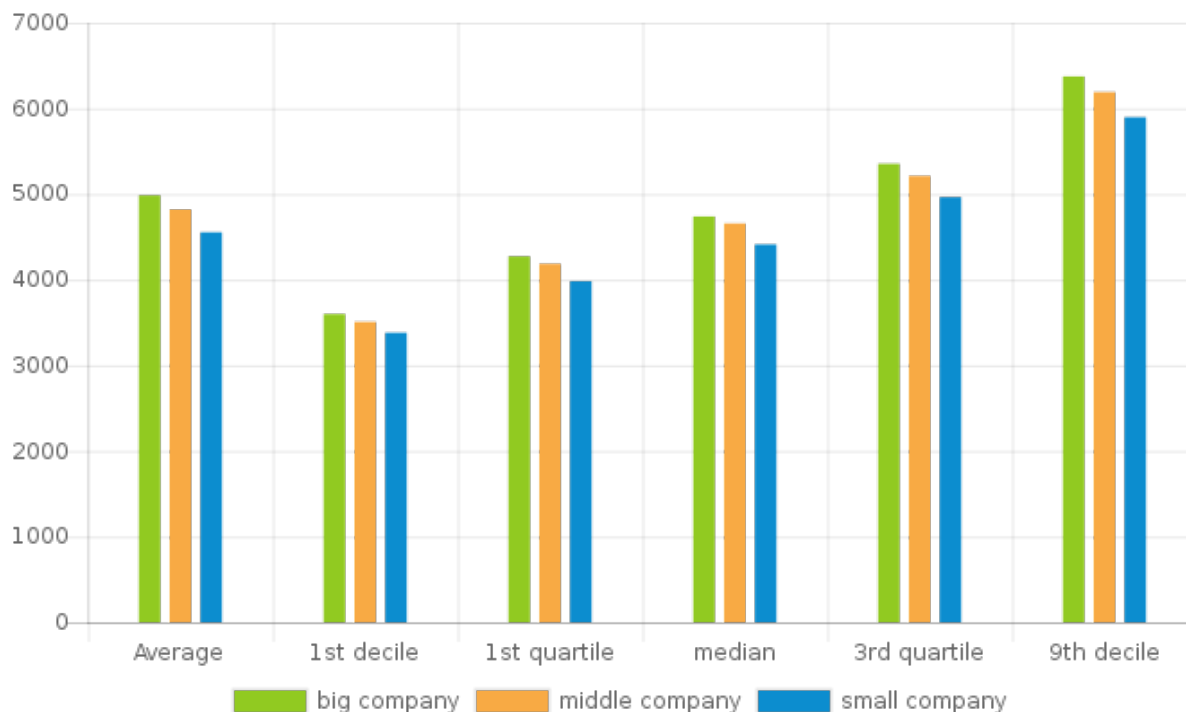
	Average	1st decile	1st quartile	median	3rd quartile	9th decile
big company	4,985	3,599	4,273	4,738	5,353	6,373
middle company	4,820	3,507	4,186	4,656	5,212	6,190
small company	4,553	3,381	3,983	4,412	4,964	5,897

Salaries by regions

Company size big company

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Bjelovarsko-bilogorska	4,446	2,825	3,860	4,310	4,783	6,042
Brodsko-posavska	4,000	2,869	3,566	3,989	4,537	5,272
Dubrovačko-neretvanska	5,027	3,833	4,546	5,014	5,530	6,438

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Karlovačka	4,579	3,007	3,931	4,509	5,050	5,983
Koprivničko-križevačka	4,480	3,018	3,713	4,243	4,733	5,530
Krapinsko-zagorska	4,695	3,056	3,923	4,488	5,144	6,602
Istarska	4,985	3,599	4,273	4,738	5,353	6,373
Ličko-senjska	4,208	2,923	3,607	4,079	4,610	5,631
Međimurska	4,633	3,054	3,960	4,549	5,026	5,579
Osječko-baranjska	4,444	3,151	3,765	4,182	4,768	5,753
Požeško-slavonska	4,013	3,090	3,598	4,027	4,382	4,905
Primorsko-goranska	4,722	3,314	4,032	4,601	5,247	6,133
Sisačko-moslavačka	4,426	3,206	3,749	4,163	4,875	6,008
Splitsko-dalmatinska	4,728	3,222	3,994	4,578	5,261	6,269
Šibensko-kninska	4,945	3,325	4,221	4,798	5,445	6,543
Varaždinska	4,719	3,171	3,972	4,543	5,179	6,271
Virovitičko-podravska	3,728	2,883	3,247	3,710	4,304	4,930
Vukovarsko-srijemska	4,540	3,169	3,813	4,337	5,061	6,157
Zadarska	4,692	3,366	4,100	4,590	5,107	5,884
Zagrebačka	4,728	3,352	4,073	4,579	5,210	6,262
Grad Zagreb	4,975	3,510	4,264	4,808	5,475	6,532

Salaries by age group

Region: Istarska | Company size big company
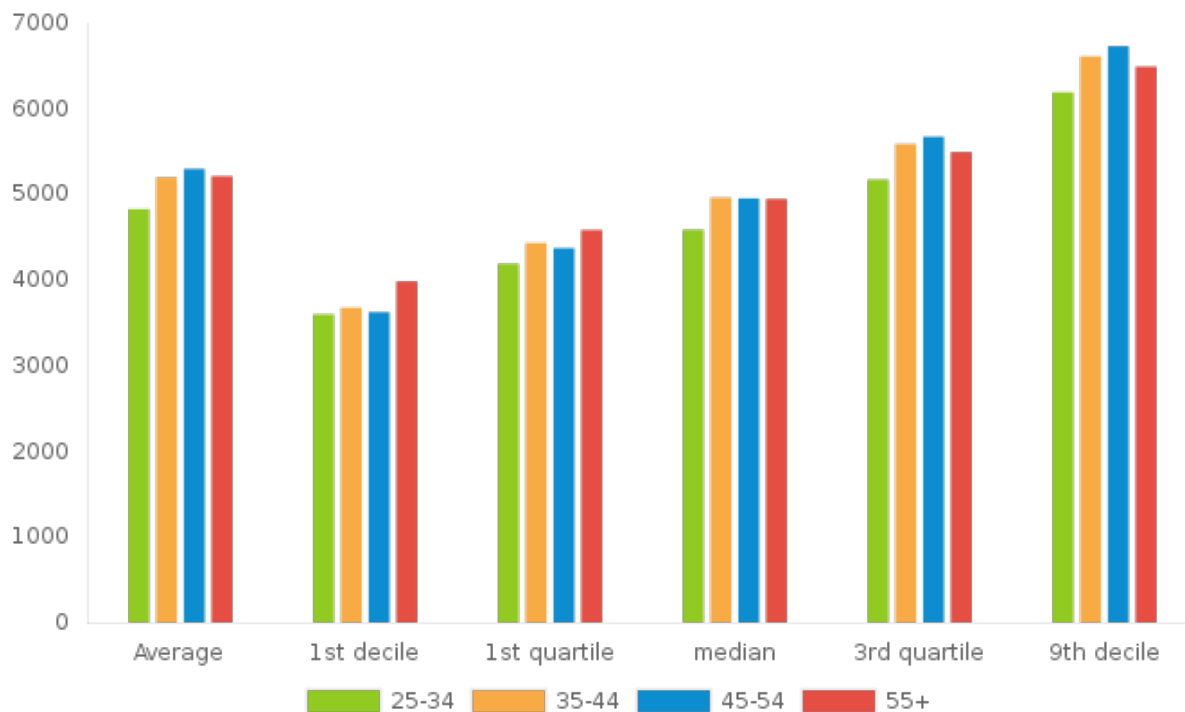
	Average	1st decile	1st quartile	median	3rd quartile	9th decile
25-34	4,824	3,595	4,186	4,583	5,168	6,187
35-44	5,194	3,673	4,428	4,957	5,583	6,607
45-54	5,293	3,619	4,368	4,949	5,668	6,725
55+	5,209	3,980	4,580	4,941	5,489	6,487

Compensation mix

Variable salary component	**Christmas bonus salary**
40%	**40%**
employees have stated that they are getting a variable salary component, and its middle value (median) is 2800 HRK per month.	employees mentioned that they get 13th salary and that the medium value of this bonus is 1750 HRK.

Bonuses and commissions

40%

employees mentioned that they get annual bonuses and that the medium value of this bonus is 650 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.

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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