



Salary report Pro

Administrative Worker, Official - Administration

Administration

10 April 2019

Administrative Worker, Official - Administration

Total net salary (median)

1,049 EUR

Region: Harjumaa
Working experience: Middle
Company size: all company sizes
Education: all education levels
Sample: 435 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 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

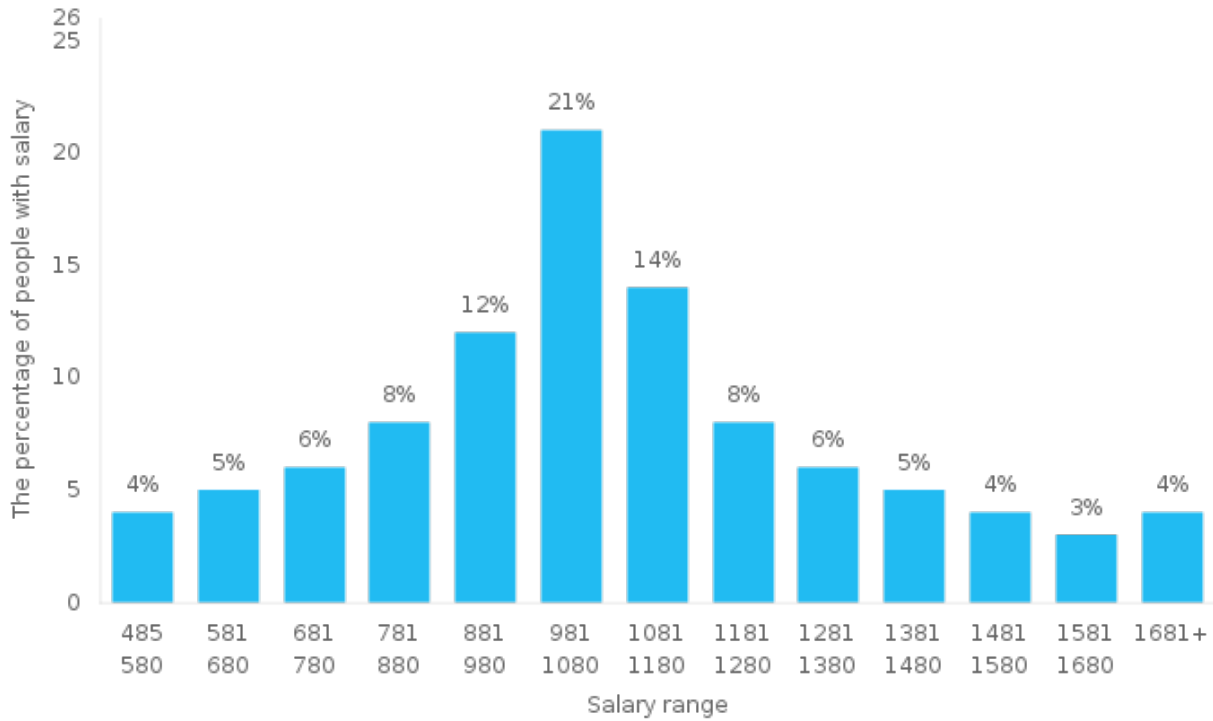
25% of employees earn more than the specified value

9. decile

10% of employees earn more than the specified value

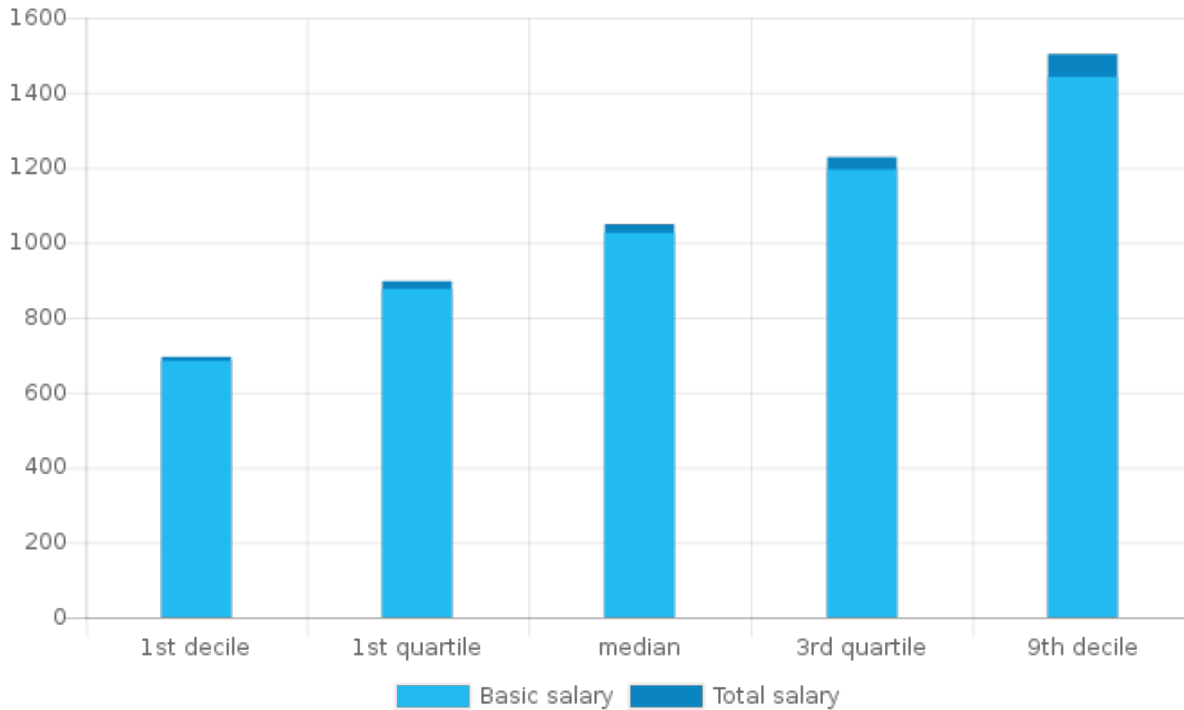
Salary ranges

Region: Harjumaa | Working experience: Middle



The span of the salary

Region: Harjumaa | Working experience: Middle

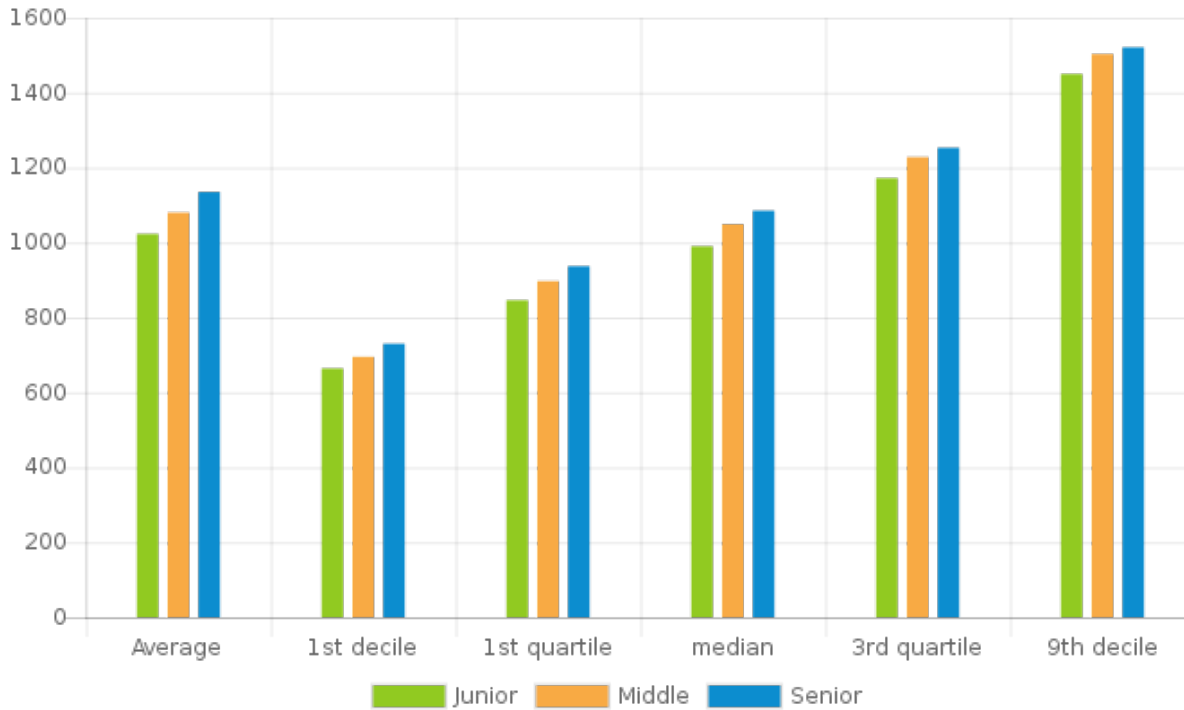


	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Basic salary	1,043	684	876	1,026	1,195	1,442
Total salary	1,080	695	897	1,049	1,228	1,503

*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

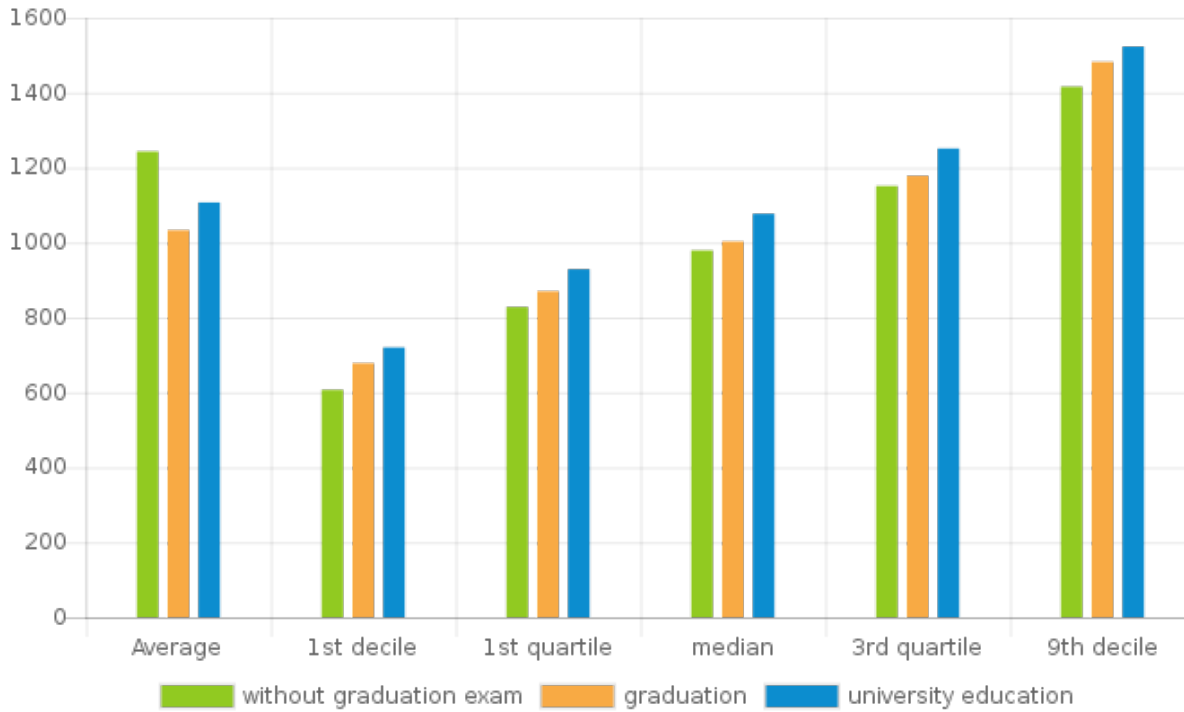
Region: Harjumaa



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Junior	1,023	664	846	990	1,172	1,450
Middle	1,080	695	897	1,049	1,228	1,503
Senior	1,135	730	937	1,085	1,253	1,521

Salaries by education

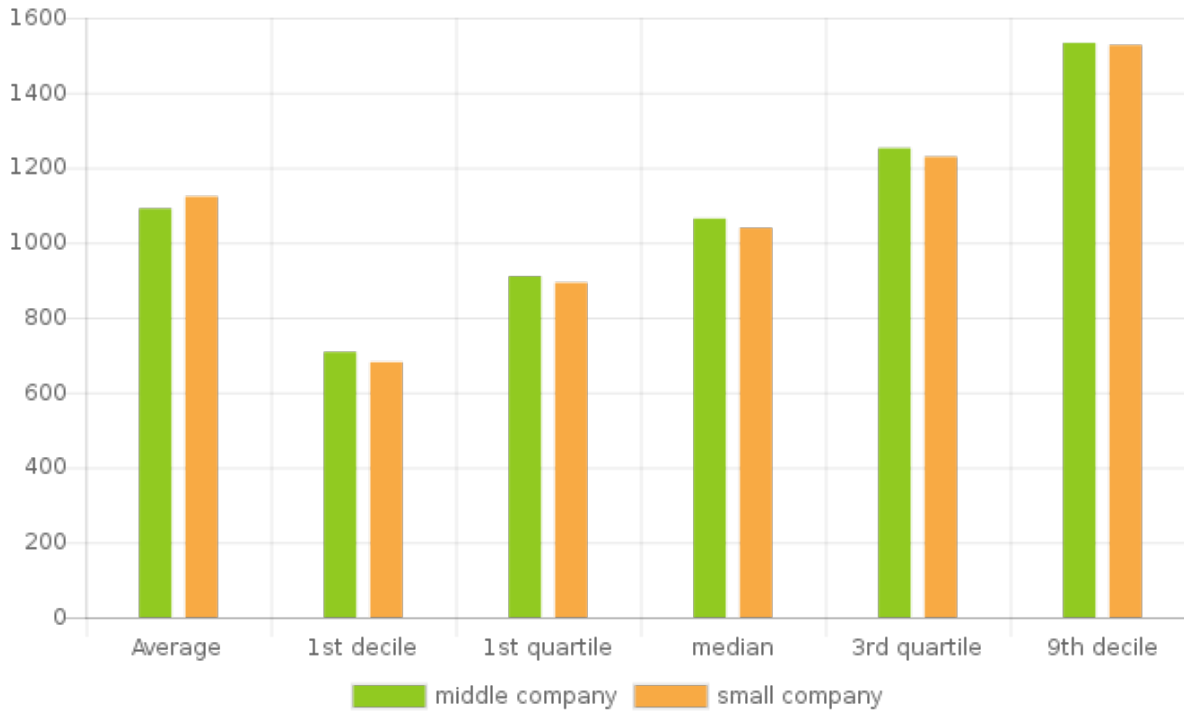
Region: Harjumaa | Working experience: Middle



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
without graduation exam	1,243	607	828	979	1,151	1,416
graduation	1,033	678	870	1,003	1,178	1,482
university education	1,107	720	929	1,077	1,251	1,523

Salaries by company size

Region: Harjumaa | Working experience: Middle



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
middle company	1,091	708	910	1,064	1,252	1,533
small company	1,123	681	893	1,039	1,229	1,527

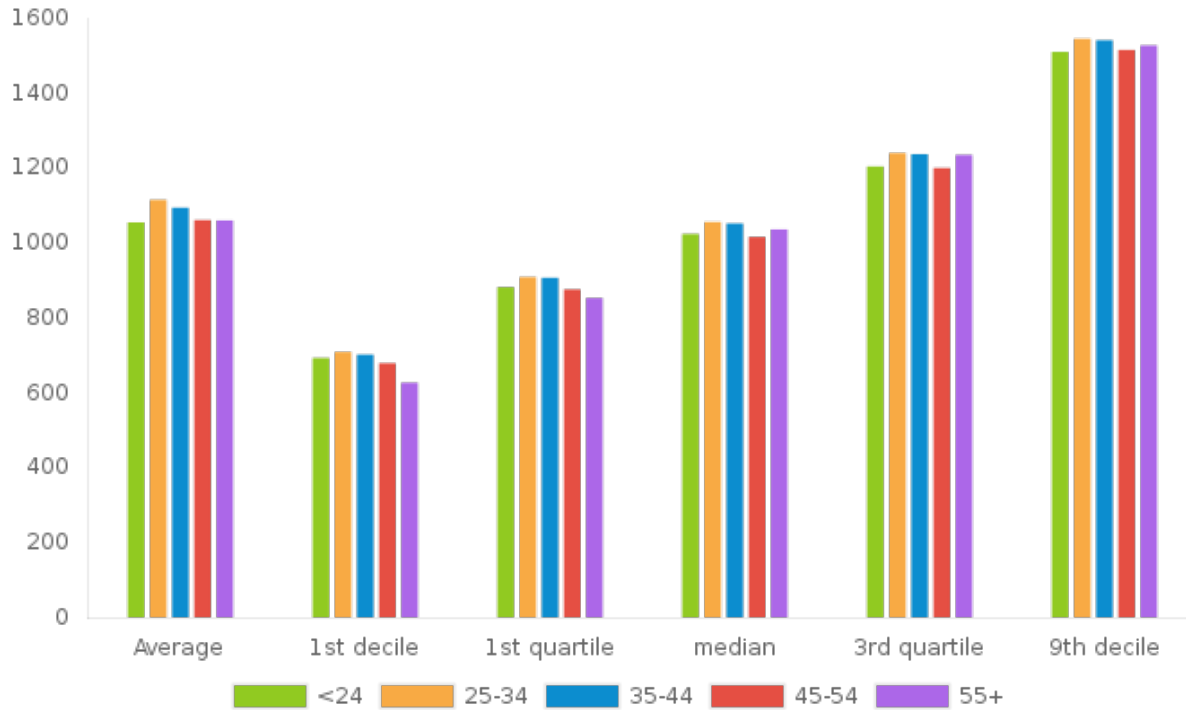
Salaries by regions

Working experience: Middle

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Harjumaa	1,080	695	897	1,049	1,228	1,503
Ida-Virumaa	933	525	752	912	1,116	1,386
Jõgevamaa	854	462	691	826	987	1,286
Järvamaa	940	571	732	889	1,110	1,431
Läänemaa	833	493	655	781	972	1,238
Lääne-Virumaa	900	520	684	844	1,054	1,301
Pärnumaa	929	558	762	892	1,062	1,387
Raplamaa	960	600	790	945	1,125	1,376
Saaremaa	882	478	684	863	1,076	1,358
Tartumaa	967	587	803	953	1,127	1,400
Valgamaa	855	538	709	873	1,060	1,296
Viljandimaa	924	606	777	902	1,067	1,325
Võrumaa	893	438	706	873	1,081	1,462

Salaries by age group

Region: Harjumaa | Working experience: Middle



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
<24	1,054	692	881	1,023	1,203	1,509
25-34	1,114	708	908	1,055	1,239	1,544
35-44	1,093	701	906	1,051	1,236	1,540
45-54	1,060	678	875	1,015	1,199	1,514
55+	1,059	626	852	1,035	1,234	1,526

Compensation mix

Variable salary component

13%

of employees have stated that they are getting a variable salary component and its middle value is 100 € per month.

Christmas bonus salary

11%

employees mentioned that they get 13th salary and that the medium value of this bonus is 472 €.

Bonuses and commissions

15%

employees mentioned that they get bonuses and that the medium value of this bonus is 980 €.

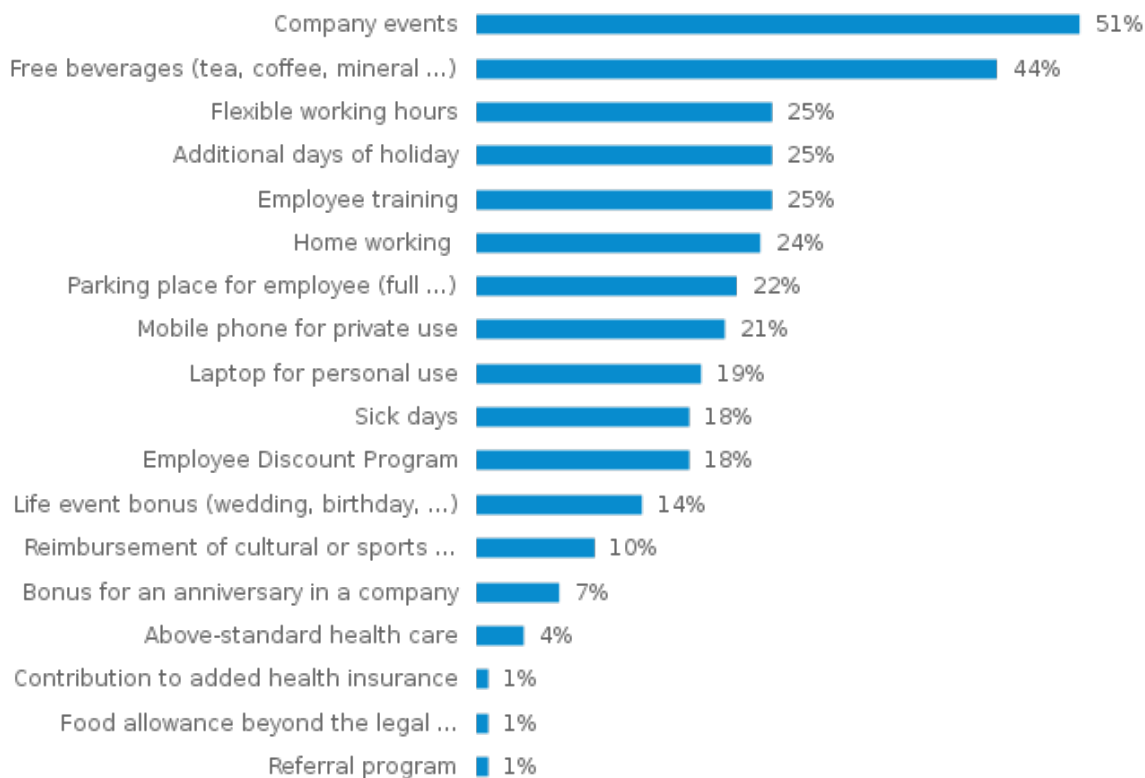
Non-financial benefits

Region: Harjumaa | Working experience: Middle



81% of employees receive some non-financial benefits

Most common benefits



Methodology

Input data

By filling out a questionnaire on Palgad.ee, 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 Harjumaa, the region outside of Harjumaa). 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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