



## **Salary report Pro**

### **Administrative Worker, Official - Administration**

#### **Administration**

20 November 2019

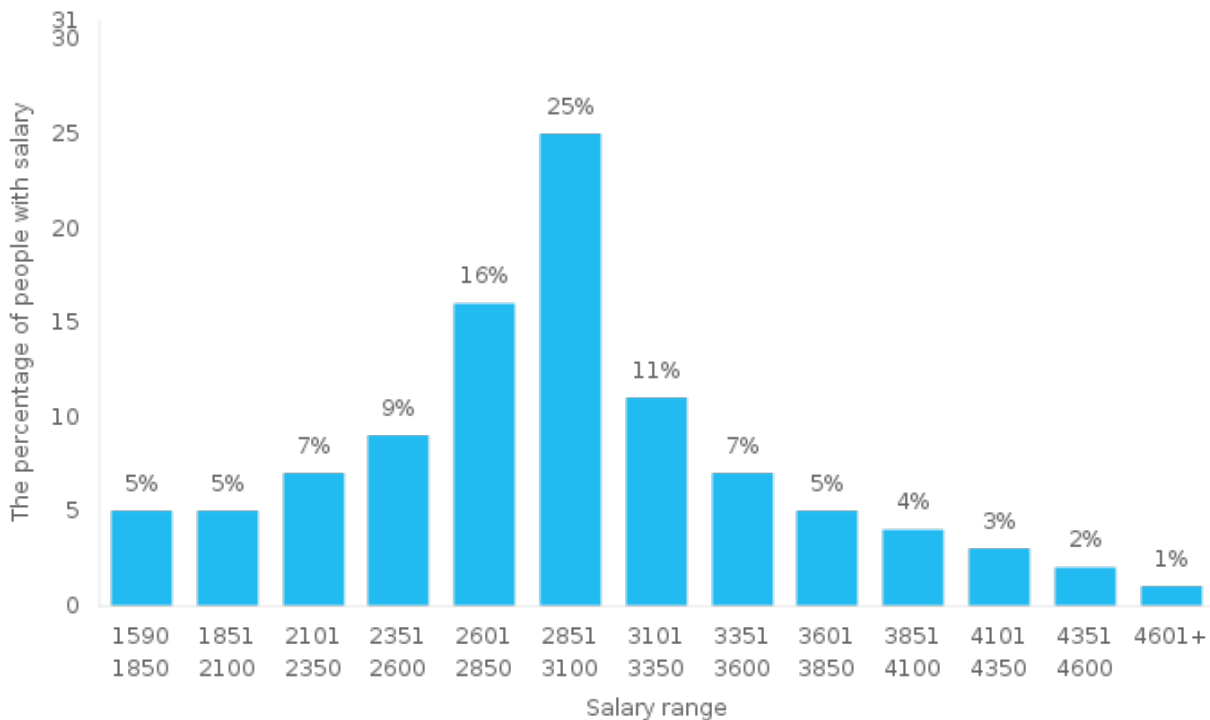
Total gross salary  
(median)  
**2,936 PLN**

Region: Poland  
Work experience: all experience levels  
Company size: all company sizes  
Education: all education levels  
Methodology: Regress model, 110 real salaries

- 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.

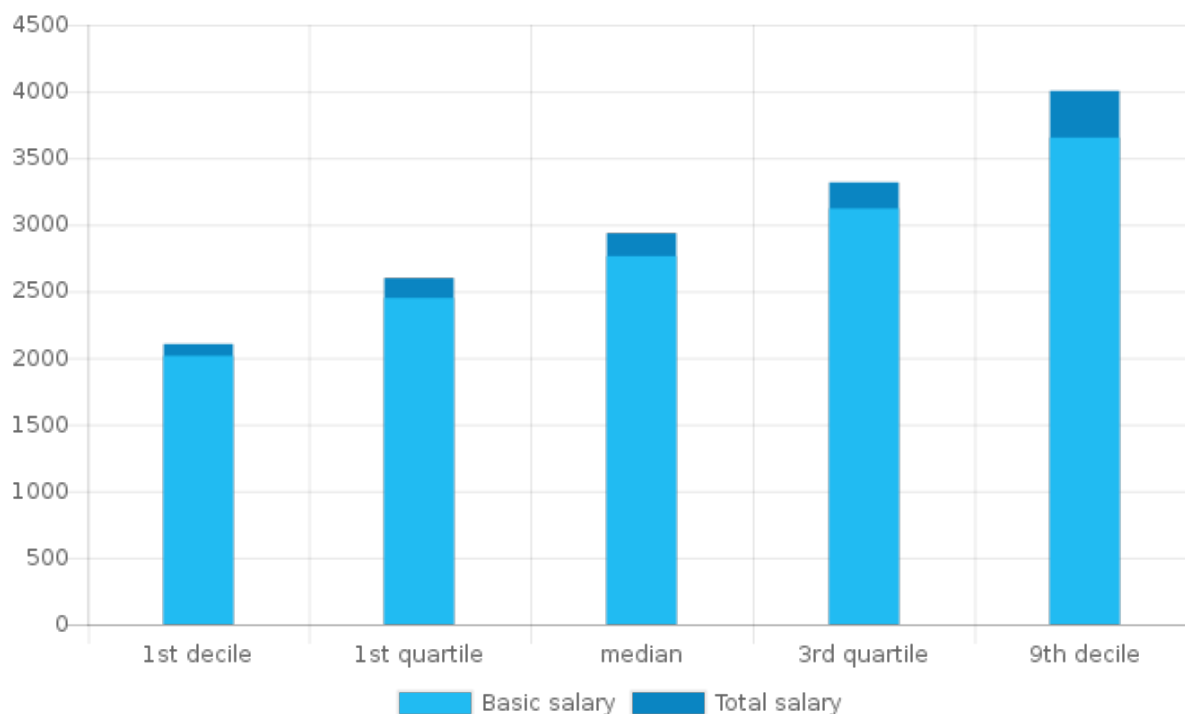
## Salary ranges

Region: Poland



# Salary span

Region: Poland

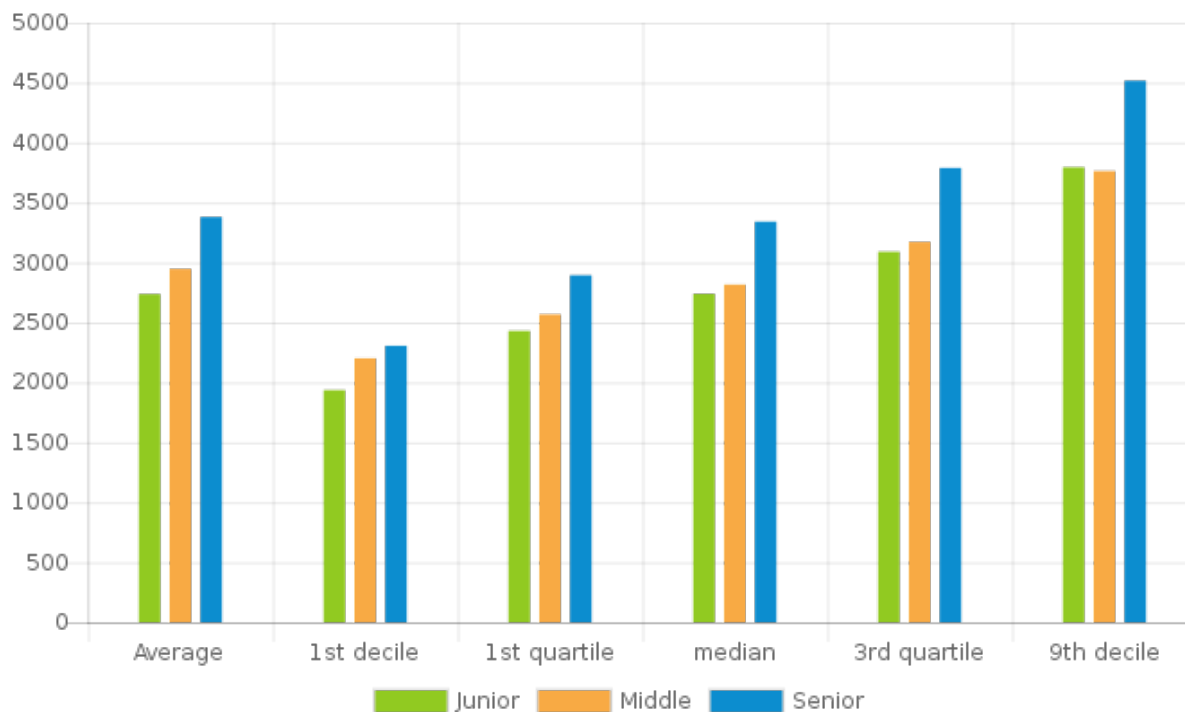


	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Basic salary	2,798	2,015	2,449	2,764	3,121	3,653
Total salary	2,975	2,104	2,599	2,936	3,317	4,004

\*\*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

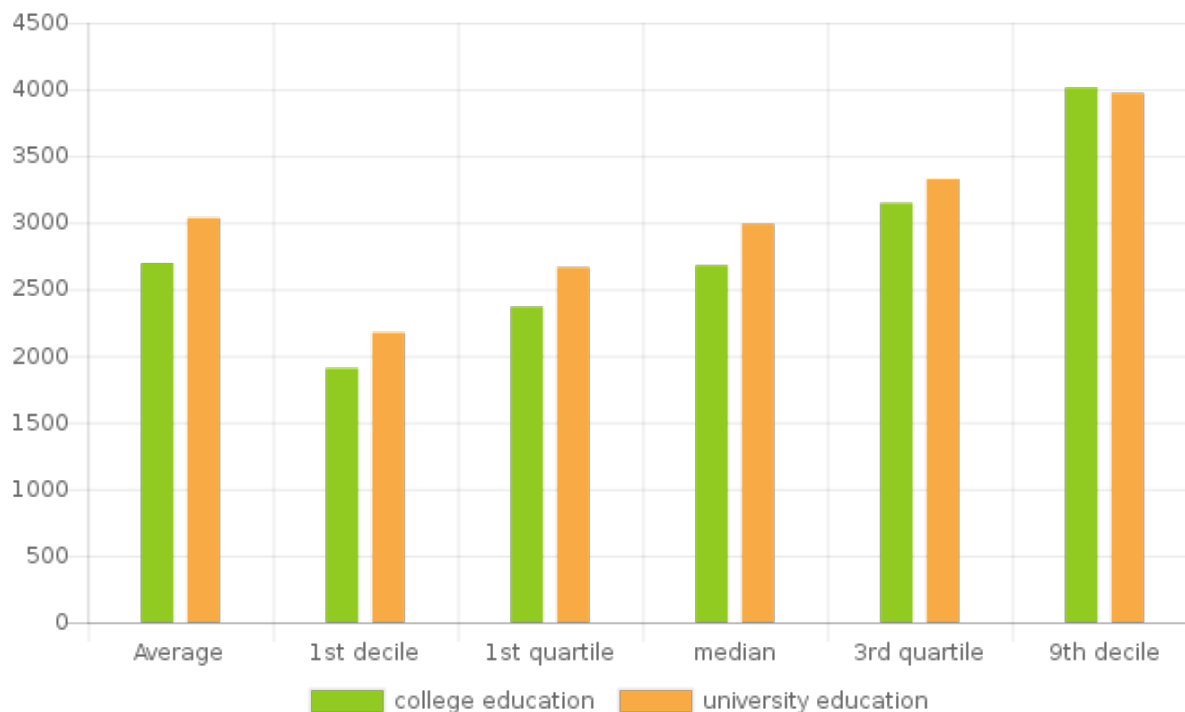
Region: Poland



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Junior	2,737	1,936	2,430	2,739	3,090	3,795
Middle	2,947	2,202	2,568	2,816	3,172	3,763
Senior	3,380	2,306	2,894	3,341	3,789	4,517

# Salaries by education

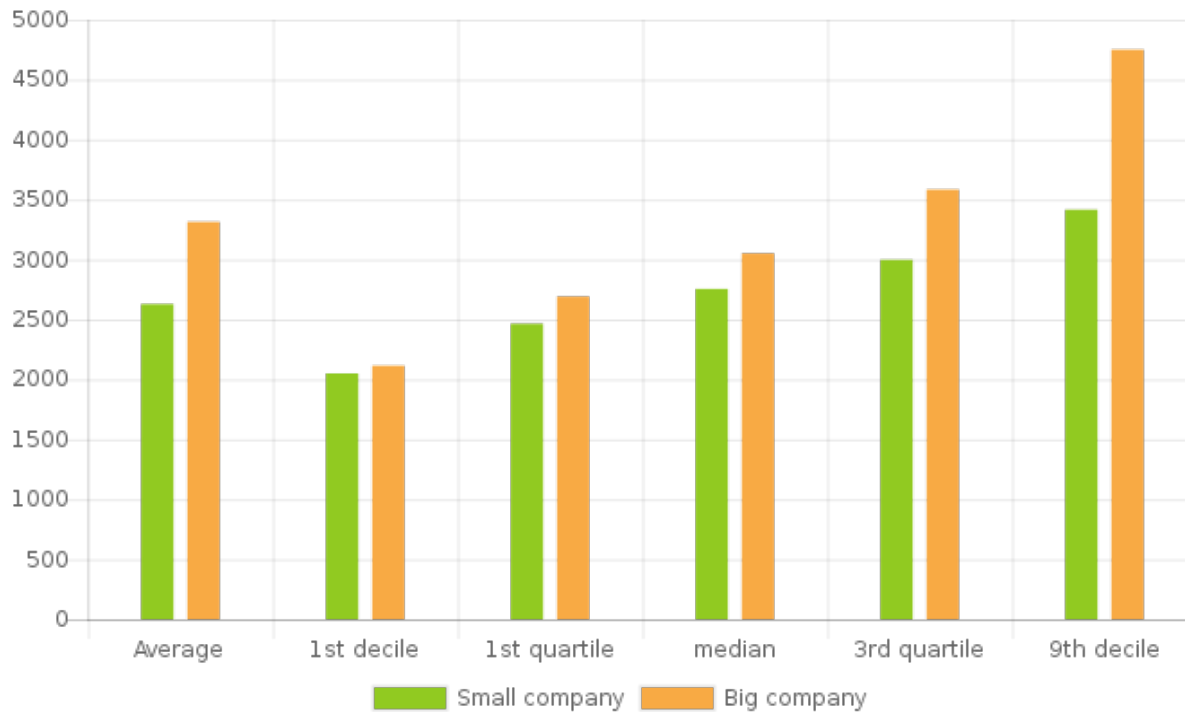
Region: Poland



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
college education	2,694	1,907	2,368	2,678	3,147	4,012
university education	3,035	2,174	2,663	2,988	3,328	3,971

## Salaries by company size

Region: Poland



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Small company	2,629	2,051	2,465	2,755	2,998	3,416
Big company	3,314	2,115	2,692	3,052	3,584	4,751

## Salaries by regions

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
dolnośląskie	2,972	1,915	2,395	2,849	3,584	4,400
kujawsko-pomorskie	2,603	1,854	2,362	2,696	2,957	3,300
mazowieckie	3,441	2,438	3,038	3,462	3,812	4,300
małopolskie	3,115	2,282	2,755	2,988	3,262	3,900
pomorskie	3,068	2,130	2,623	2,971	3,367	4,100
wielkopolskie	2,921	1,642	2,466	2,996	3,408	4,100
zachodniopomorskie	2,891	2,456	2,759	2,958	3,234	3,800
łódzkie	2,965	2,069	2,554	2,945	3,217	3,500
śląskie	2,866	2,145	2,543	2,748	3,128	3,900

## Compensation mix

### Variable salary component

**30%**

of employees state that they are getting a variable salary component and its average value is 300 € per month.

### Christmas bonus salary

**26%**

of employees state that they get Christmas bonus and that the average value of this bonus is 2695 €.

### One year's bonuses

**13%**

of employees state that they receive a bonus and that the average value of this bonus is 4000 €.

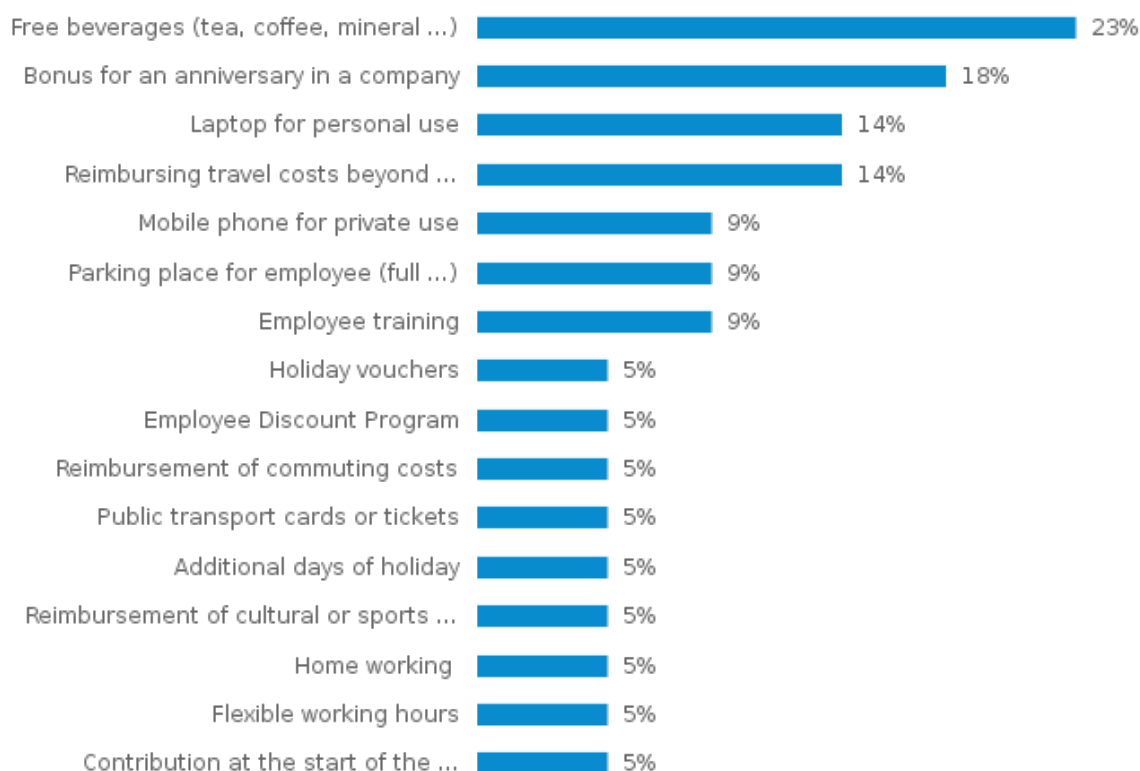
## Non-financial benefits

Region: Poland



61% of employees receive some non-financial benefits

### Most common benefits



### Contact

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