



Salary report Pro

Administrative Worker, Official - Administration

Administration

3 September 2019

Administrative Worker, Official - Administration

The job position is
in the salary
ranking on

368 place

Number of
respondents in
position

345

Average age of
respondent in
position

34 years

Total net salary (median)

759 EUR

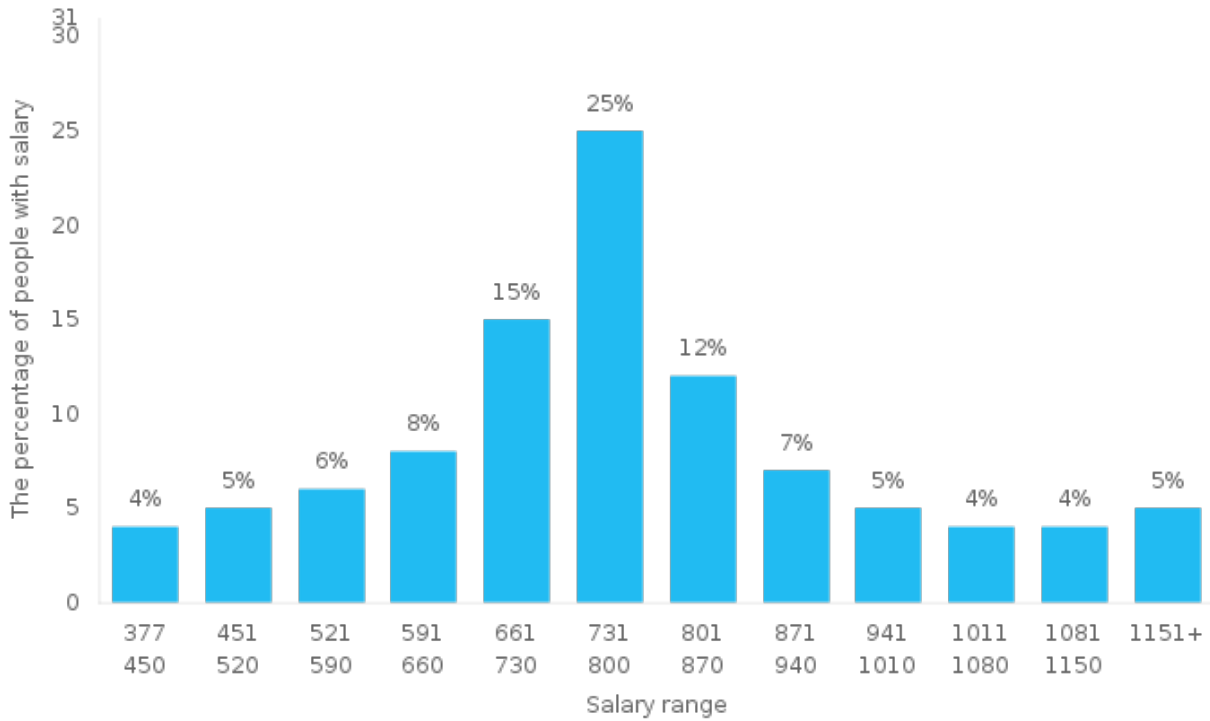
Region: Vilnius County
Working experience: all experience levels
Company size: big company
Education: all education levels
Sample: 345 real salaries

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.

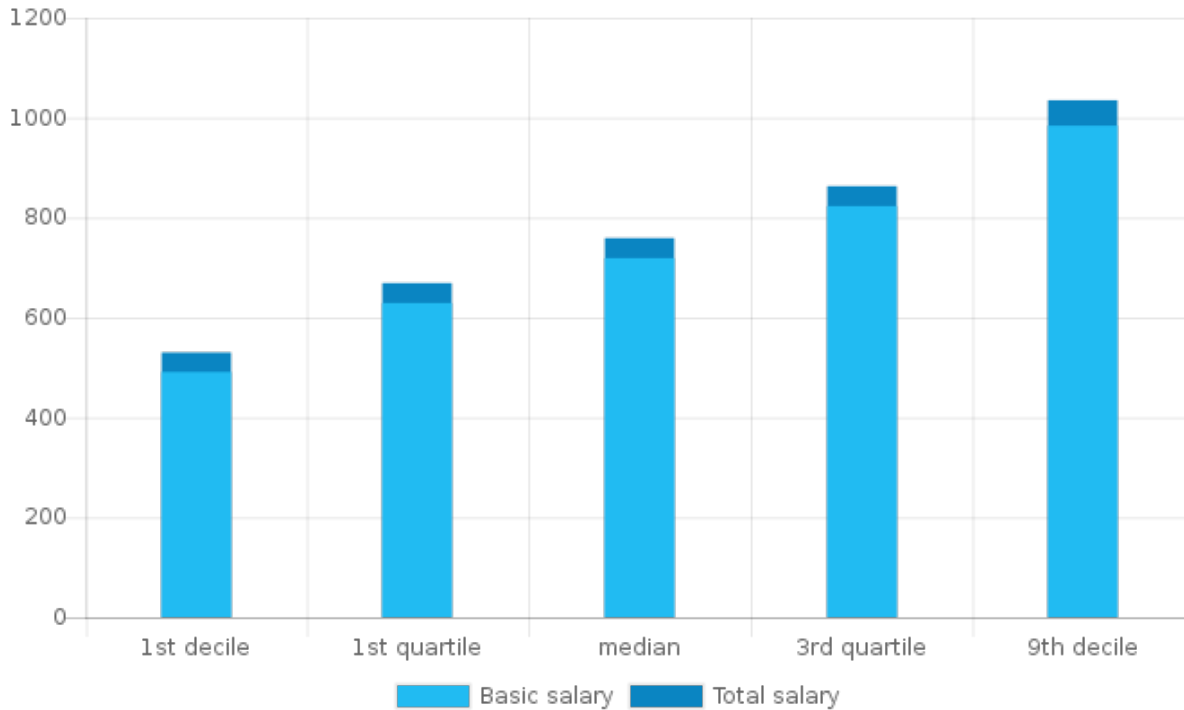
Salary ranges

Region: Vilnius County | Company size: big company



The span of the salary

Region: Vilnius County | Company size: big company

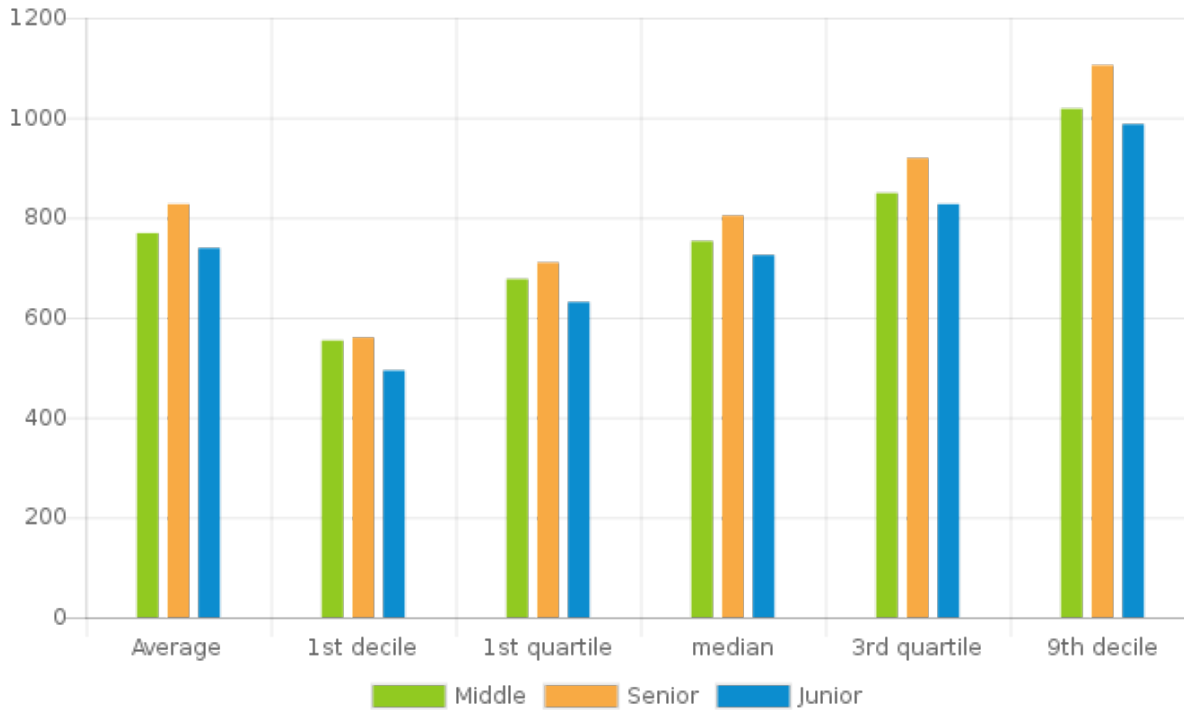


	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Basic salary	732	491	629	719	823	984
Total salary	777	530	669	759	863	1,035

*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

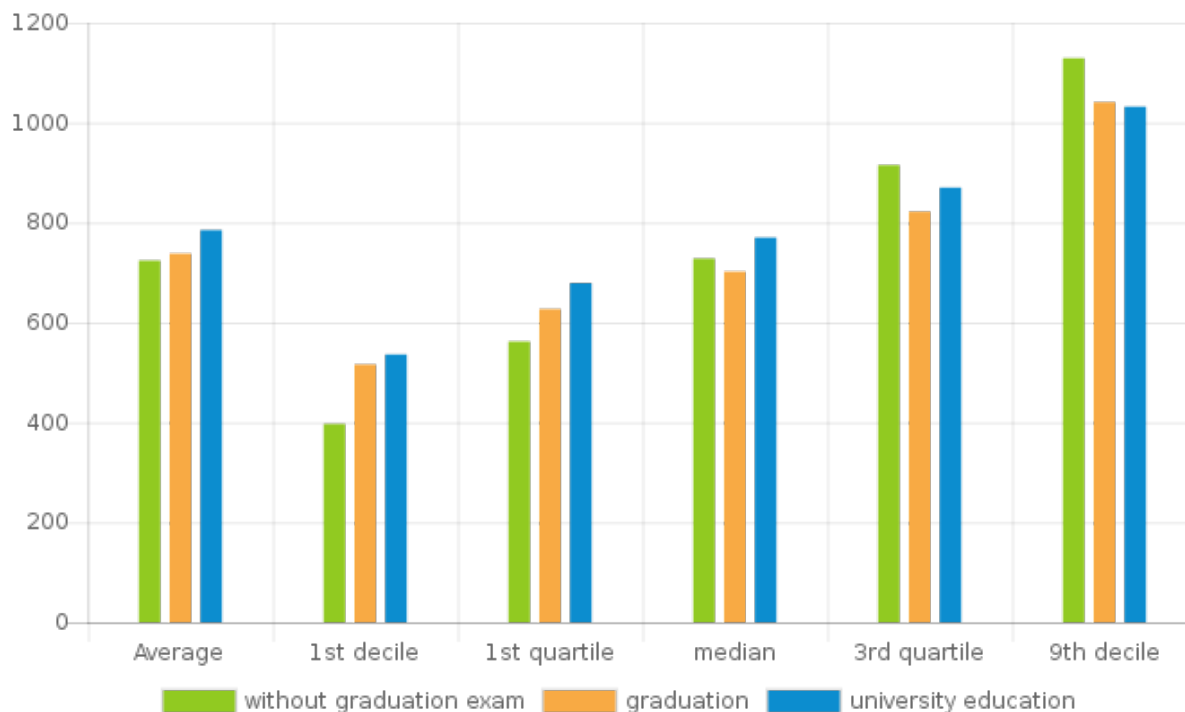
Region: Vilnius County | Company size: big company



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Middle	769	554	677	753	849	1,018
Senior	827	560	710	804	919	1,105
Junior	739	494	631	725	827	987

Salaries by education

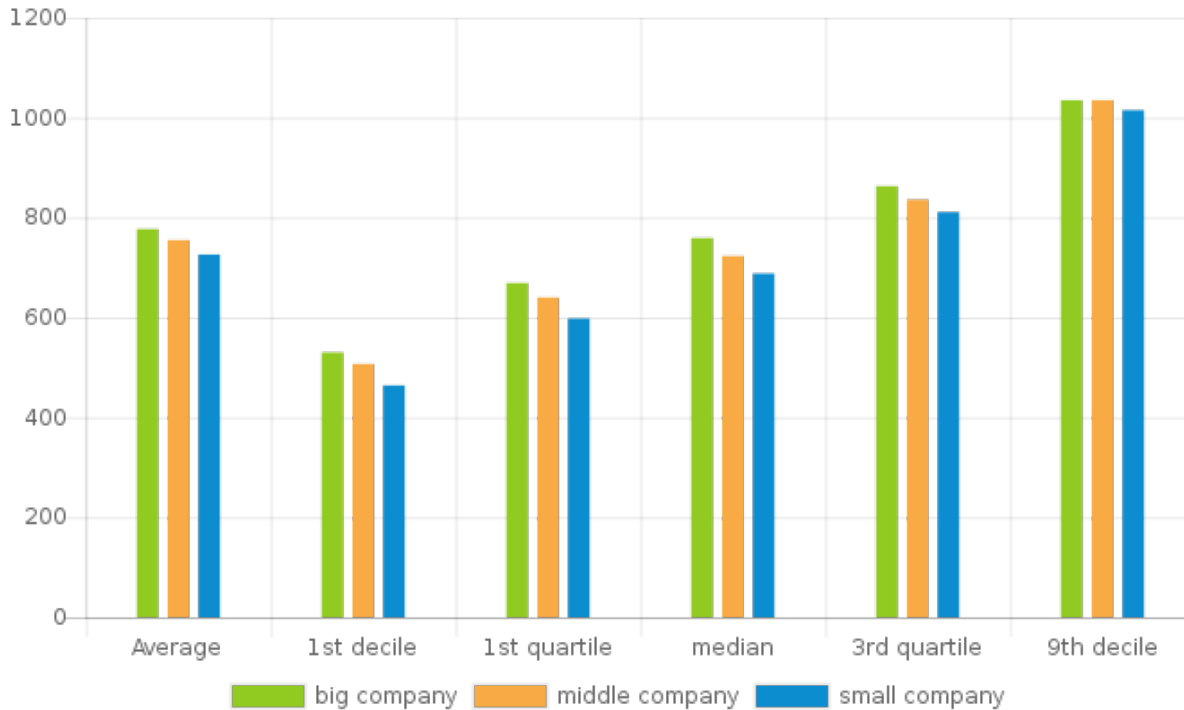
Region: Vilnius County | Company size: big company



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
without graduation exam	724	397	562	728	915	1,129
graduation	738	516	627	702	822	1,041
university education	785	536	679	770	870	1,032

Salaries by company size

Region: Vilnius County



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
big company	777	530	669	759	863	1,035
middle company	755	507	640	723	836	1,035
small company	726	464	598	688	811	1,015

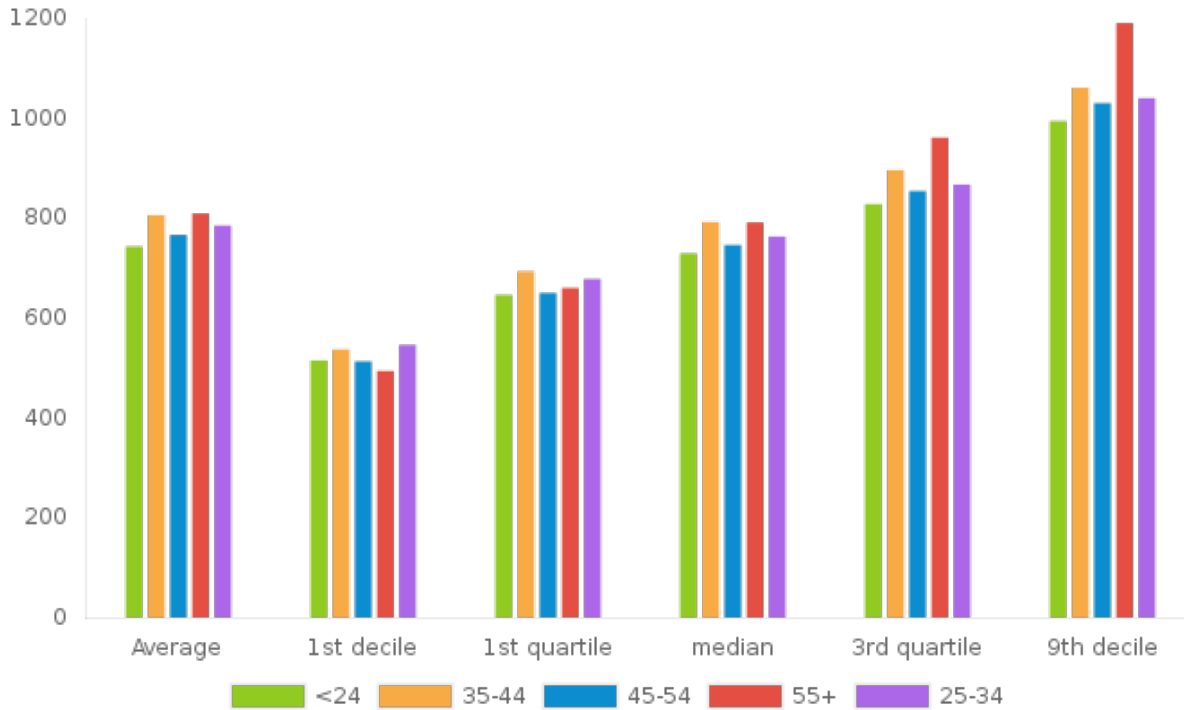
Salaries by regions

Company size: big company

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Alytus County	658	509	593	651	743	871
Kaunas County	714	473	603	701	810	978
Klaipeda County	708	473	610	686	781	971
Marijampole County	652	477	569	630	709	847
Panevezys County	692	449	577	671	759	883
Siauliai County	683	486	583	660	764	937
Taurage County	708	489	610	675	749	895
Telsiai County	718	496	595	667	792	1,025
Utena County	668	481	580	637	729	965
Vilnius County	777	530	669	759	863	1,035

Salaries by age group

Region: Vilnius County | Company size: big company



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
<24	742	514	645	728	827	993
35-44	805	536	692	791	895	1,060
45-54	765	512	649	745	853	1,029
55+	808	493	659	790	960	1,189
25-34	784	545	677	762	866	1,039

Compensation mix

Variable salary component

26%

of employees have stated that they are getting a variable salary component and its middle value is 170 € per month.

Christmas bonus salary

9%

employees mentioned that they get 13th salary and that the medium value of this bonus is 130 €.

Bonuses and commissions

17%

employees mentioned that they get bonuses and that the medium value of this bonus is 500 €.

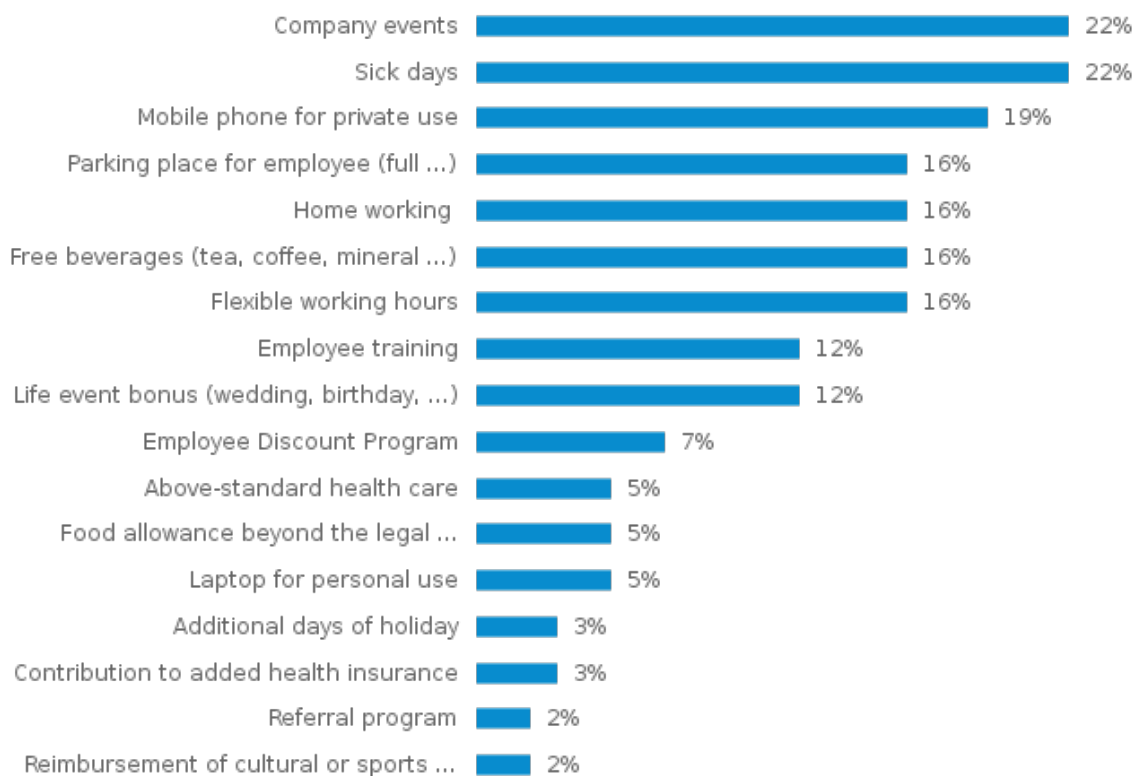
Non-financial benefits

Region: Vilnius County | Company size: big company



55% of employees receive some non-financial benefits

Most common benefits



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