



Salary report Pro

Administrative Worker - Administration

Administration

26 February 2021

Total net salary (median)

838.00
EUR

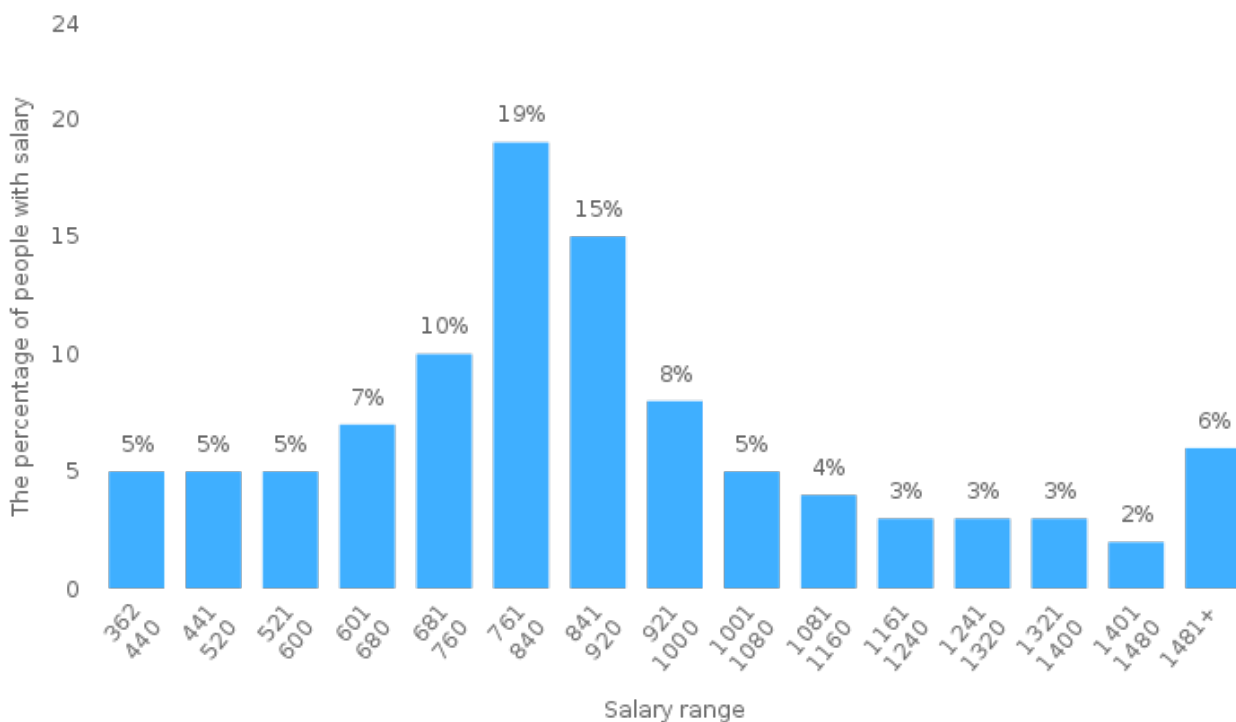
Region: Lithuania
 Work experience: all experience levels
 Company size: all company sizes
 Education: all education levels
 Industry: all industries
 Methodology: Regress model, 442 real salaries

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.

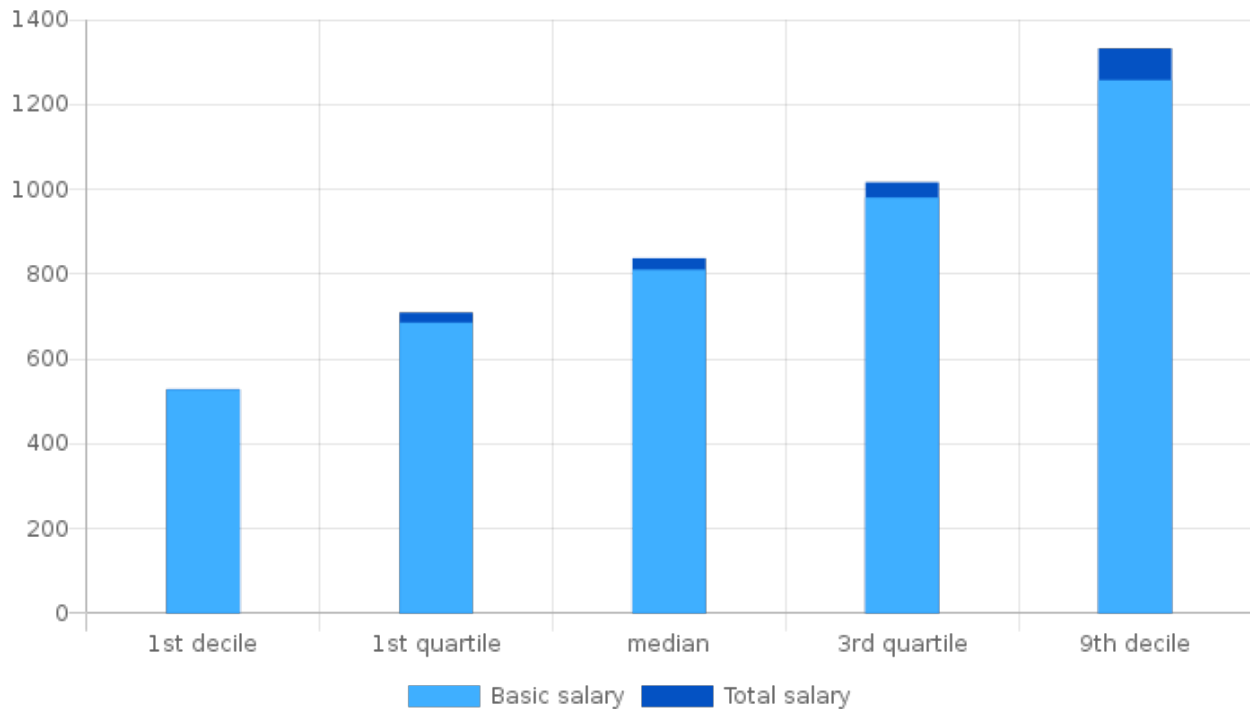
Salary ranges

Region: Lithuania



Salary span

Region: Lithuania

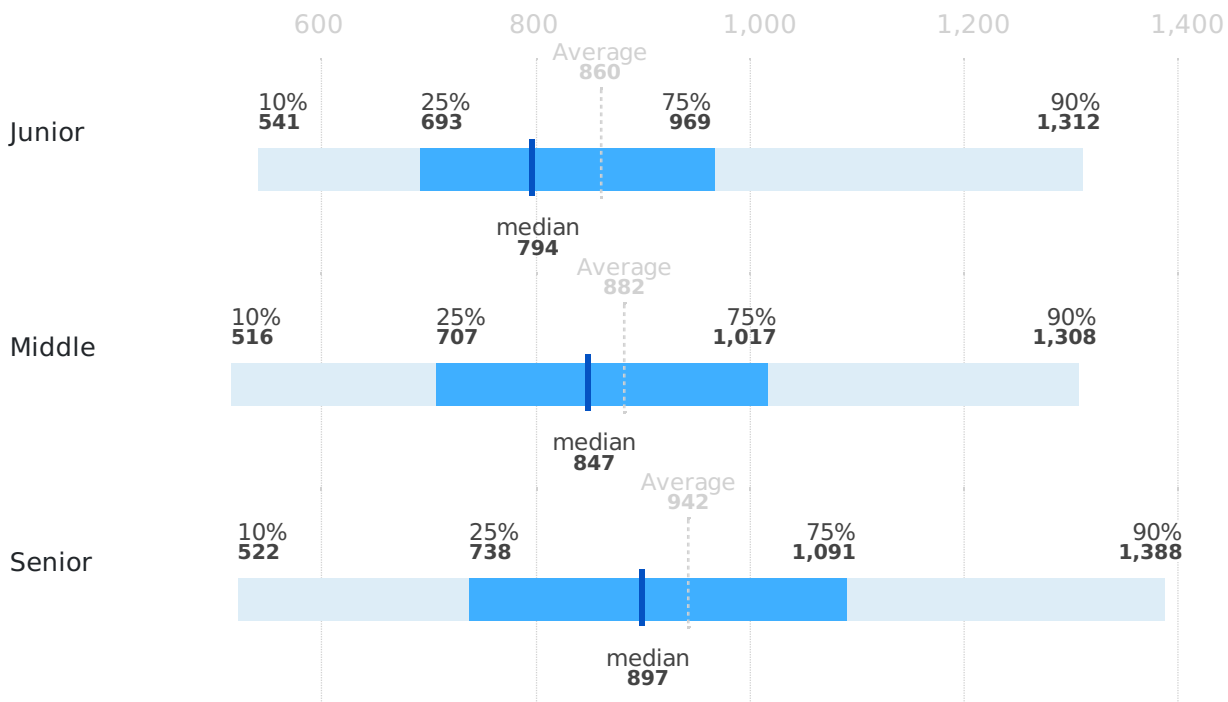


	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Basic salary	858	528	686	811	981	1,258
Total salary	890	529	710	838	1,017	1,333

**The total 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

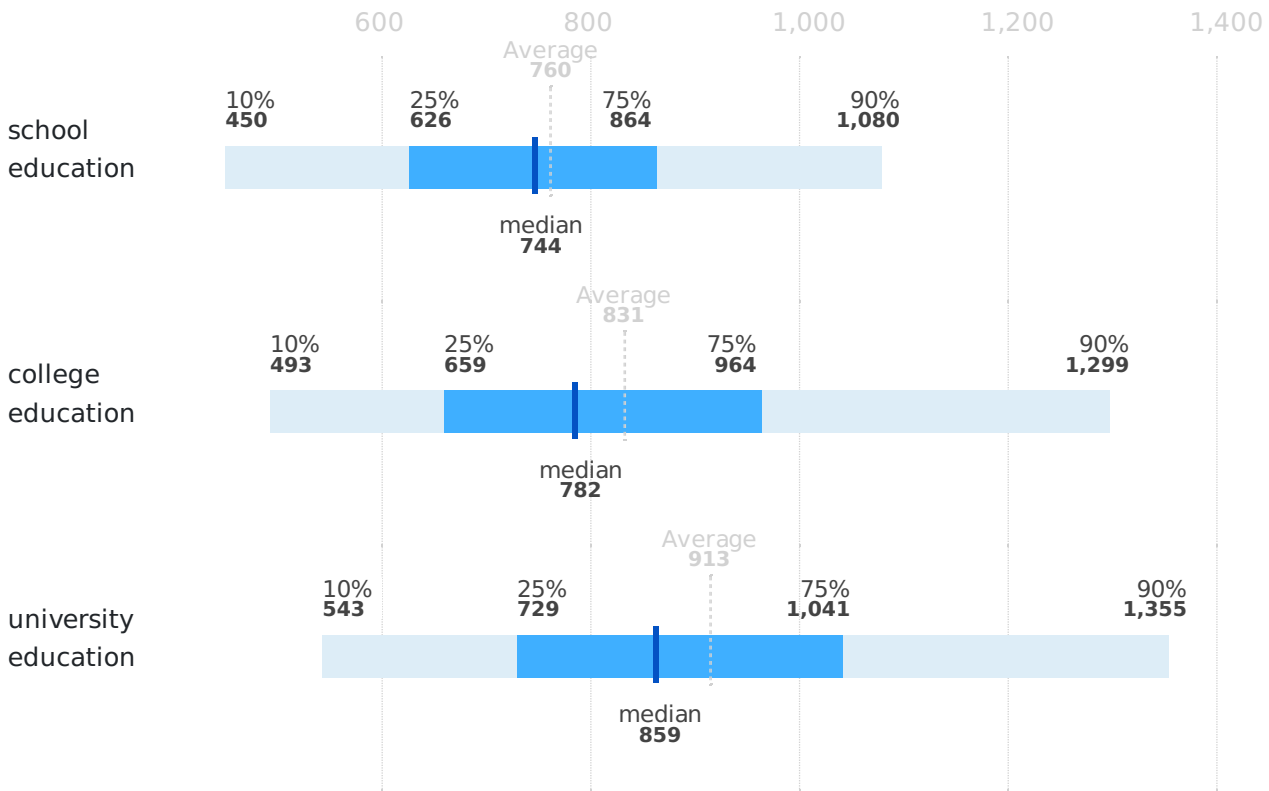
Region: Lithuania



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Junior	860	541	693	794	969	1,312
Middle	882	516	707	847	1,017	1,308
Senior	942	522	738	897	1,091	1,388

Salaries by education

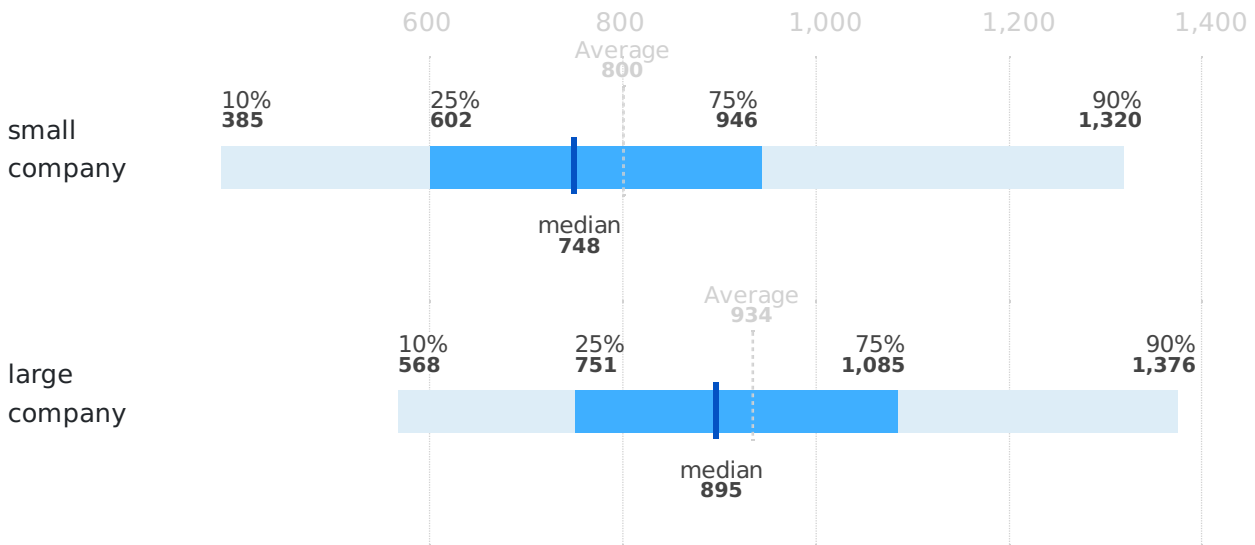
Region: Lithuania



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
school education	760	450	626	744	864	1,080
college education	831	493	659	782	964	1,299
university education	913	543	729	859	1,041	1,355

Salaries by company size

Region: Lithuania



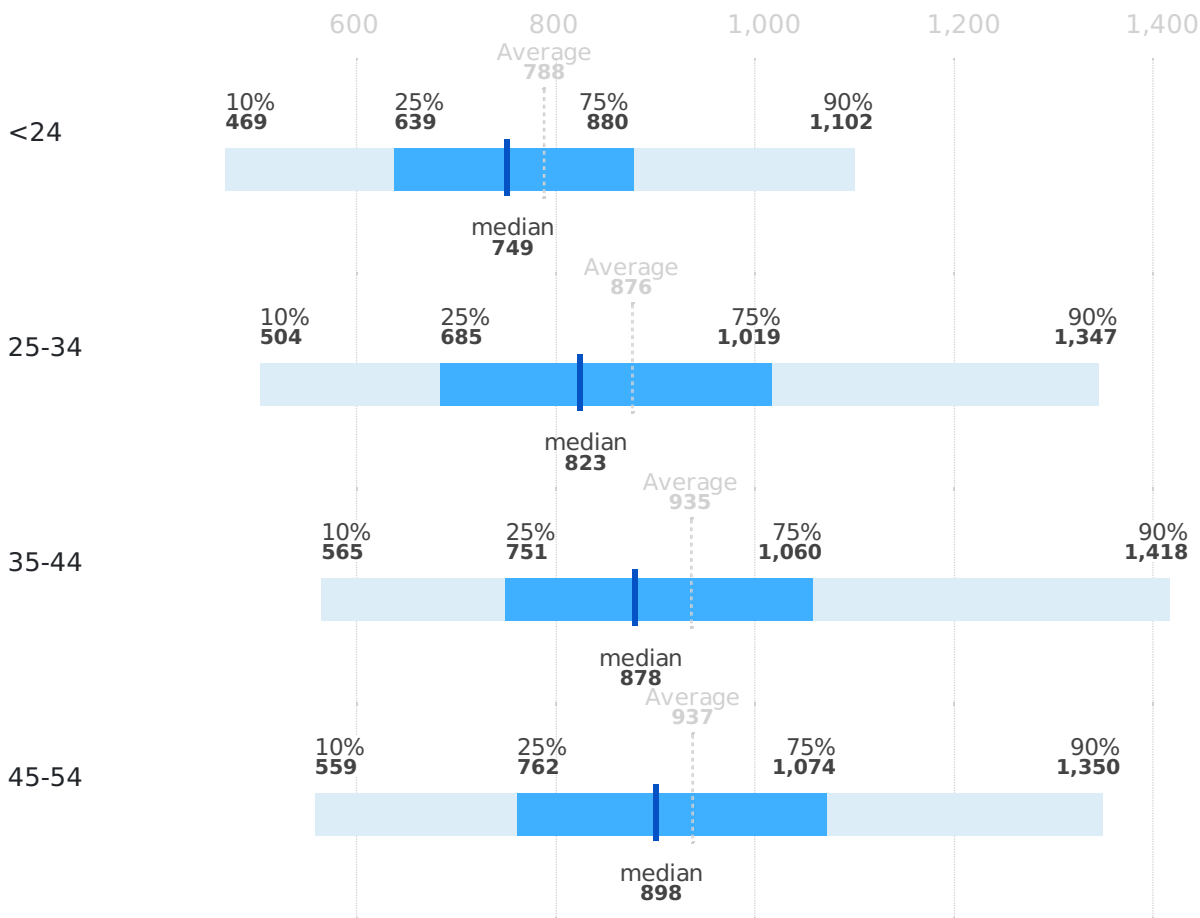
	Average	1st decile	1st quartile	median	3rd quartile	9th decile
small company	800	385	602	748	946	1,320
large company	934	568	751	895	1,085	1,376

Salaries by regions

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Alytus County	805	516	648	743	903	1,209
Kaunas County	877	524	718	840	995	1,298
Klaipeda County	817	458	654	776	946	1,261
Marijampole County	778	514	654	751	870	1,051
Panevezys County	786	551	687	784	893	1,106
Siauliai County	911	464	708	829	1,008	1,388
Taurage County	874	586	721	810	964	1,264
Telsiai County	752	522	616	684	833	1,125
Utena County	672	409	510	620	836	1,101
Vilnius County	951	553	745	891	1,091	1,429

Salaries by age group

Region: Lithuania



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
<24	788	469	639	749	880	1,102
25-34	876	504	685	823	1,019	1,347
35-44	935	565	751	878	1,060	1,418
45-54	937	559	762	898	1,074	1,350

Compensation mix

Variable salary component

17%

of employees state that they are getting a variable salary component and its average value is 100 EUR per month.

Christmas bonus salary

10%

of employees state that they get Christmas bonus and that the average value of this bonus is 123 EUR.

One year's bonuses

10%

of employees state that they receive a bonus and that the average value of this bonus is 500 EUR.

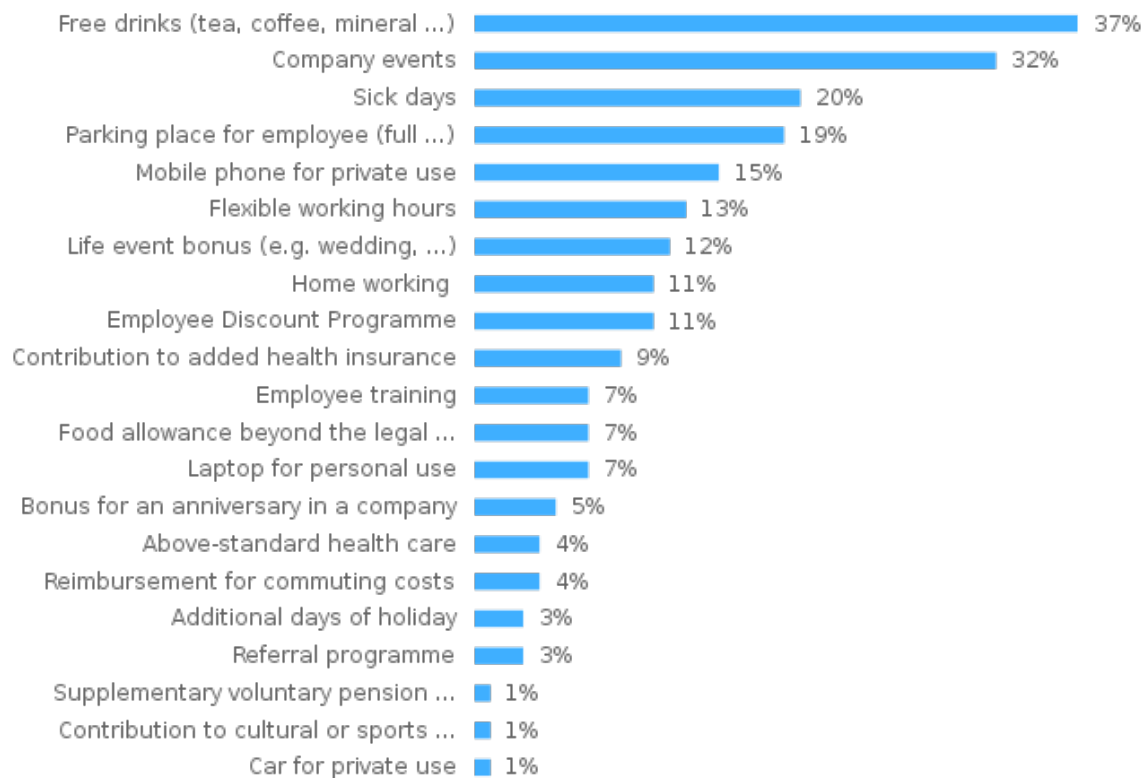
Non-financial benefits

Region: Lithuania



72% of employees receive some non-financial benefits

Most common benefits



Contact

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