



# **Salary report Pro**

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

**Administration**

6 September 2019

# Administrative Worker, Official - Administration

The job position is  
in the salary  
ranking on

**358 place**

Number of  
respondents in  
position

**422**

Average age of  
respondent in  
position

**30 years**

Total net slary (median)

**1,047 EUR**

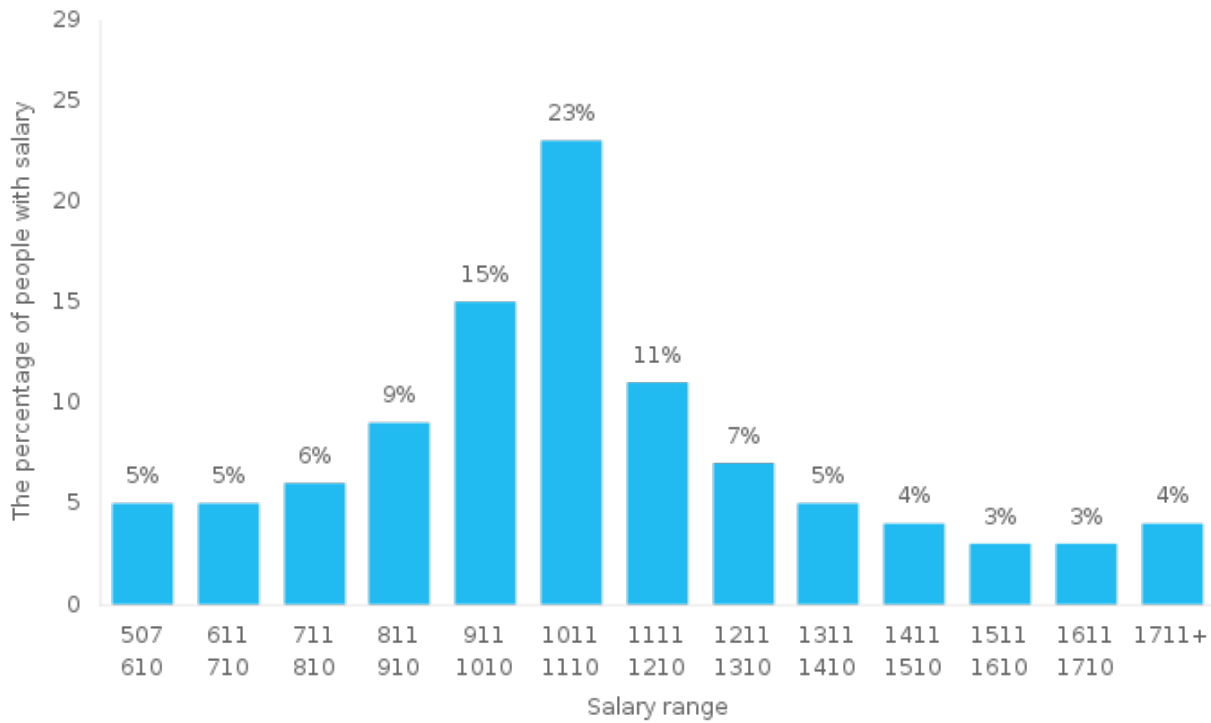
Region: Estonia, Harjumaa  
Working experience: all experience levels  
Company size: all company sizes  
Education: all education levels  
Sample: 422 real salaries

## 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.

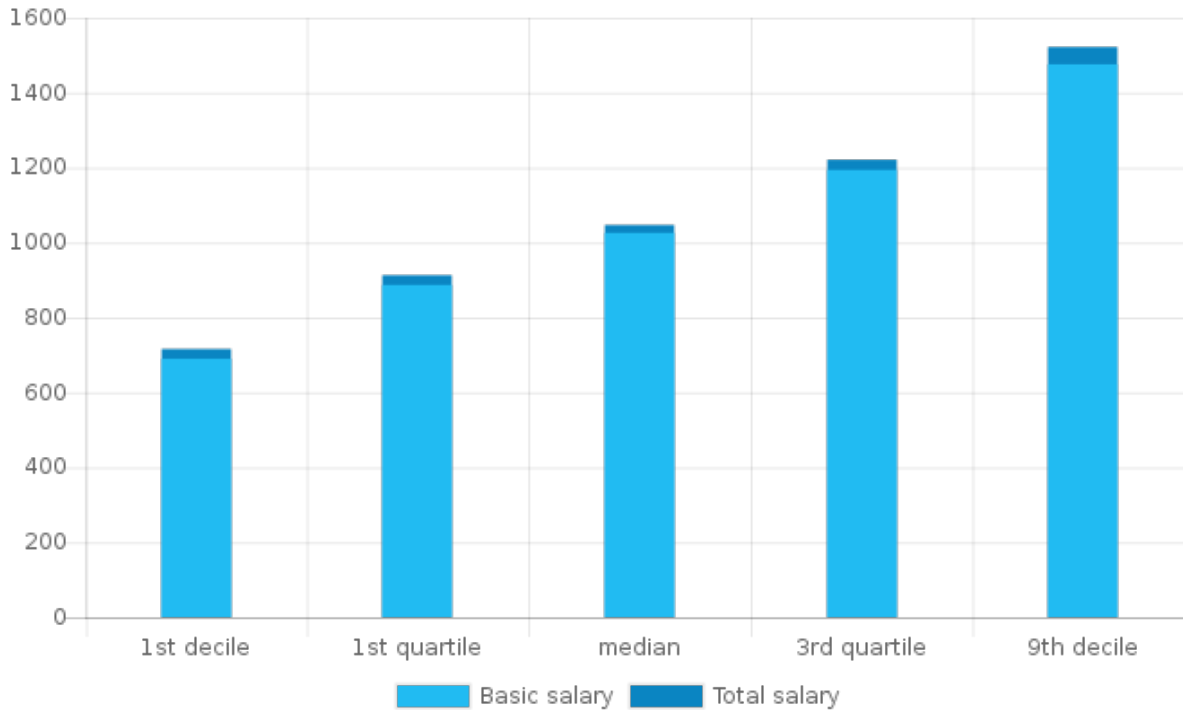
# Salary ranges

Region: Estonia, Harjumaa



# The span of the salary

Region: Estonia, Harjumaa

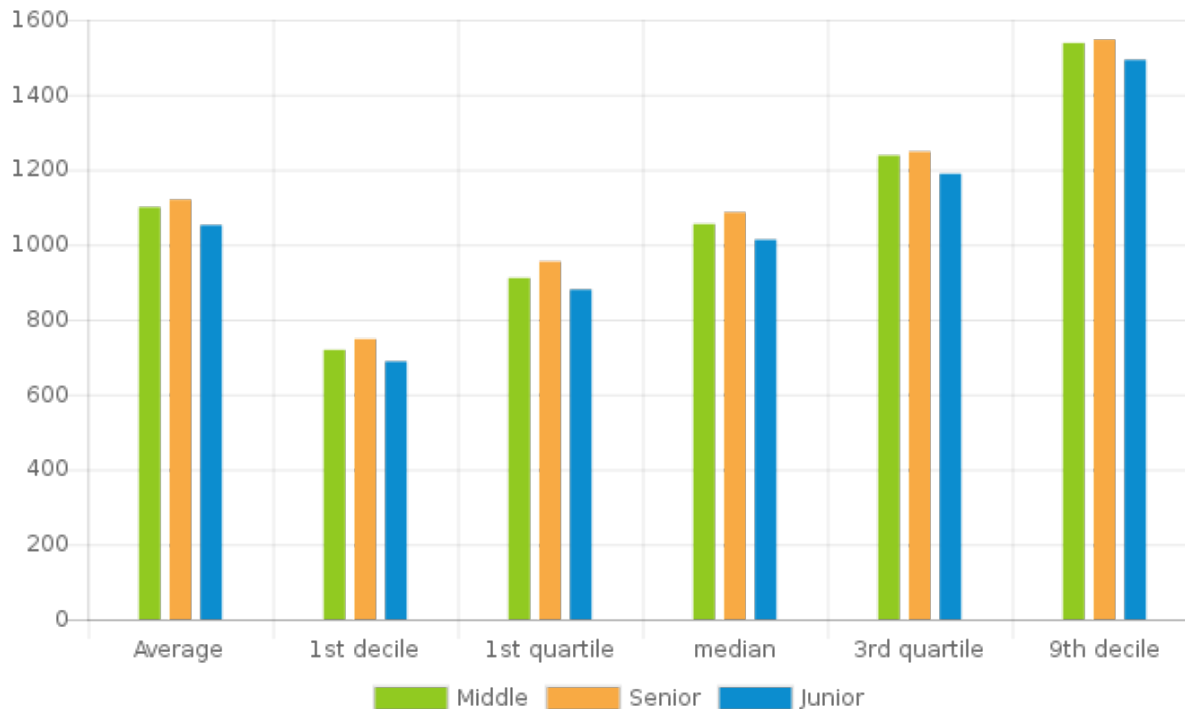


	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Basic salary	1,053	690	887	1,026	1,194	1,476
Total salary	1,086	716	913	1,047	1,221	1,522

\*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

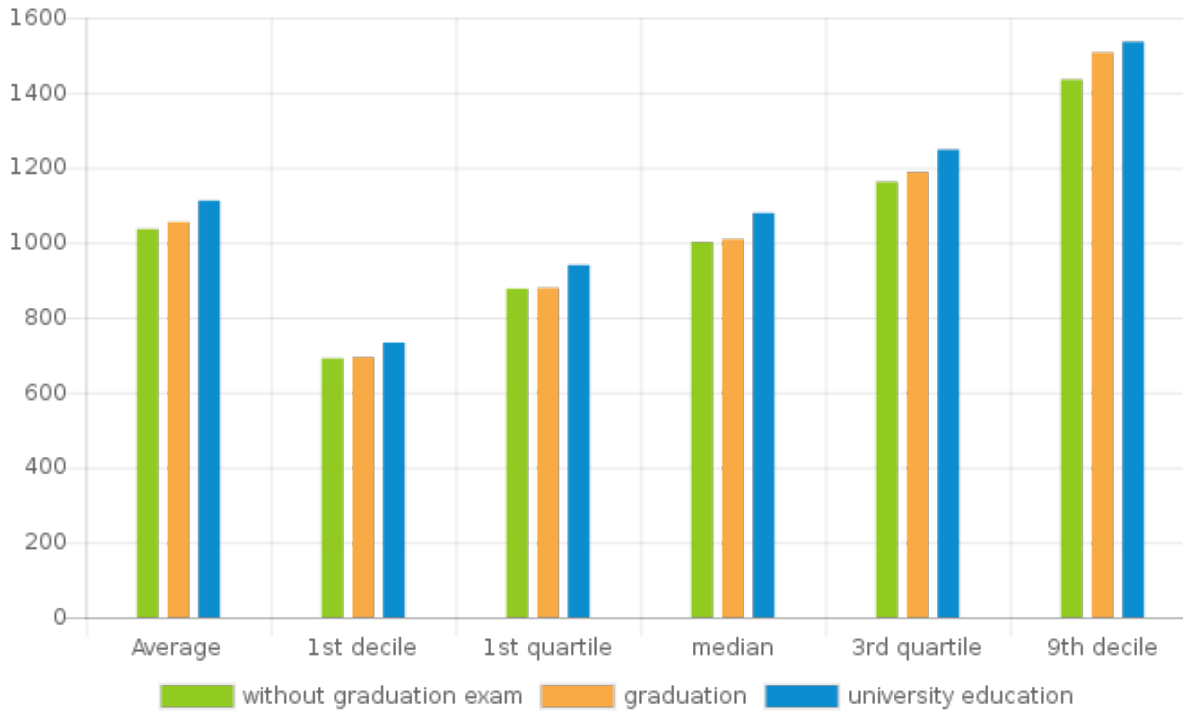
Region: Estonia, Harjumaa



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Middle	1,100	719	911	1,055	1,238	1,538
Senior	1,120	748	955	1,086	1,248	1,547
Junior	1,052	688	880	1,013	1,189	1,493

# Salaries by education

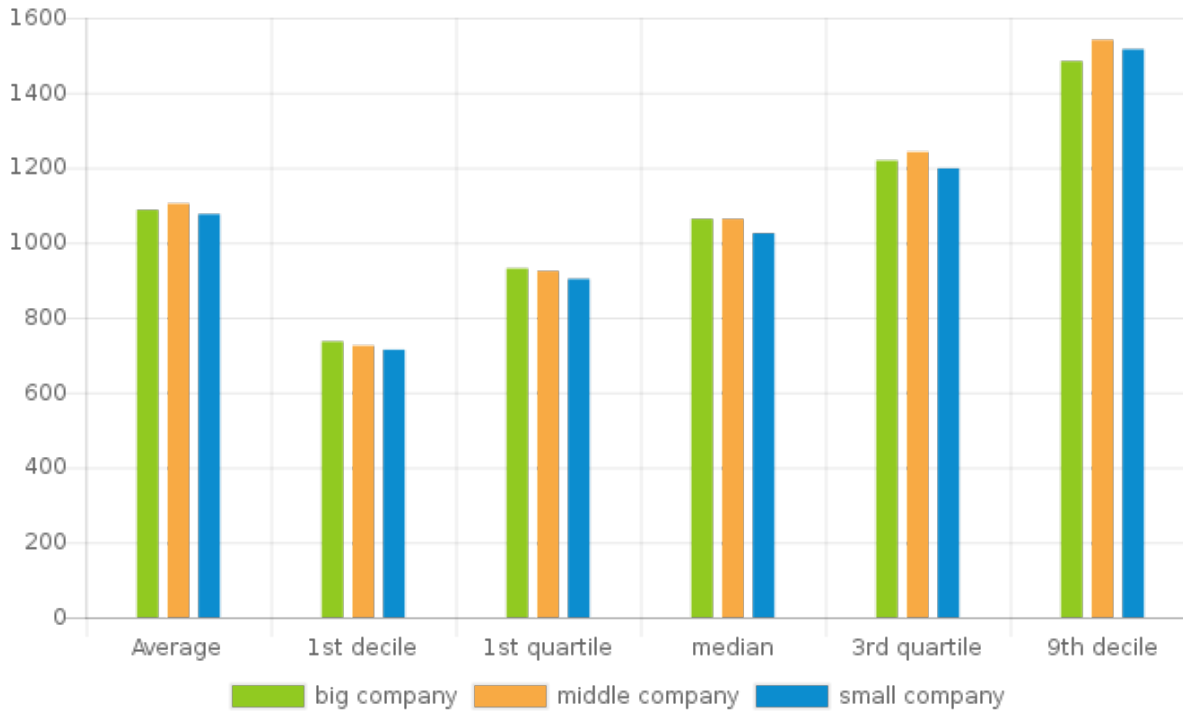
Region: Estonia, Harjumaa



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
without graduation exam	1,036	691	877	1,001	1,162	1,435
graduation	1,055	694	879	1,009	1,188	1,507
university education	1,112	733	940	1,079	1,248	1,536

# Salaries by company size

Region: Estonia, Harjumaa



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
big company	1,087	736	931	1,063	1,219	1,484
middle company	1,104	725	924	1,063	1,242	1,541
small company	1,076	714	903	1,025	1,198	1,516

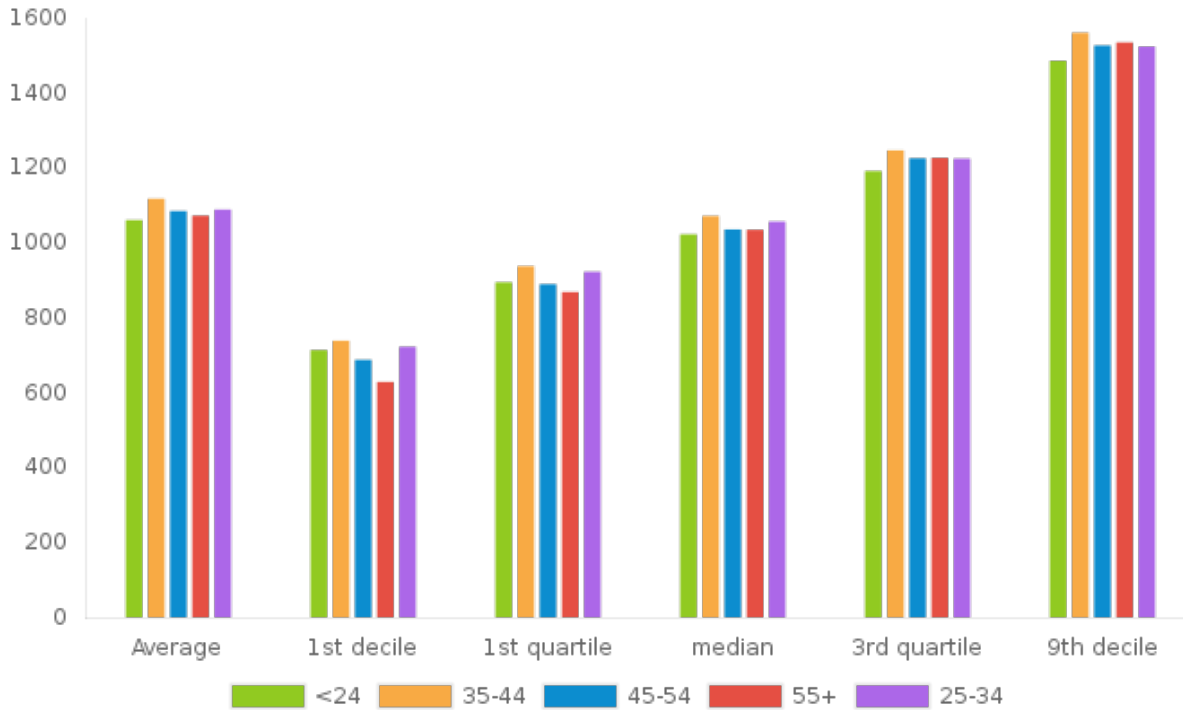
## Salaries by regions

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Harjumaa	1,086	716	913	1,047	1,221	1,522
Hiiumaa	934	512	758	897	1,056	1,317
Ida-Virumaa	909	579	753	882	1,075	1,365
Jõgevamaa	855	515	697	812	968	1,295
Järvamaa	946	513	727	900	1,109	1,464
Läänemaa	843	500	689	807	978	1,244
Lääne-Virumaa	890	531	689	817	1,018	1,315
Põlvamaa	866	545	681	830	1,022	1,283
Pärnumaa	955	550	775	912	1,087	1,406
Raplamaa	999	631	830	965	1,143	1,441
Saaremaa	906	505	723	880	1,088	1,398
Tartumaa	977	590	803	946	1,125	1,423
Valgamaa	874	490	707	848	1,017	1,291
Viljandimaa	942	625	809	916	1,040	1,279
Võrumaa	924	446	742	890	1,042	1,411



# Salaries by age group

Region: Estonia, Harjumaa



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
<24	1,060	713	894	1,022	1,191	1,485
35-44	1,117	738	937	1,071	1,246	1,560
45-54	1,084	687	889	1,035	1,225	1,526
55+	1,072	628	868	1,034	1,226	1,534
25-34	1,088	722	922	1,056	1,224	1,523

## Compensation mix

### Variable salary component

**13%**

of employees have stated that they are getting a variable salary component and its middle value is 150 € per month.

### Christmas bonus salary

**9%**

employees mentioned that they get 13th salary and that the medium value of this bonus is 200 €.

### Bonuses and commissions

**17%**

employees mentioned that they get bonuses and that the medium value of this bonus is 700 €.

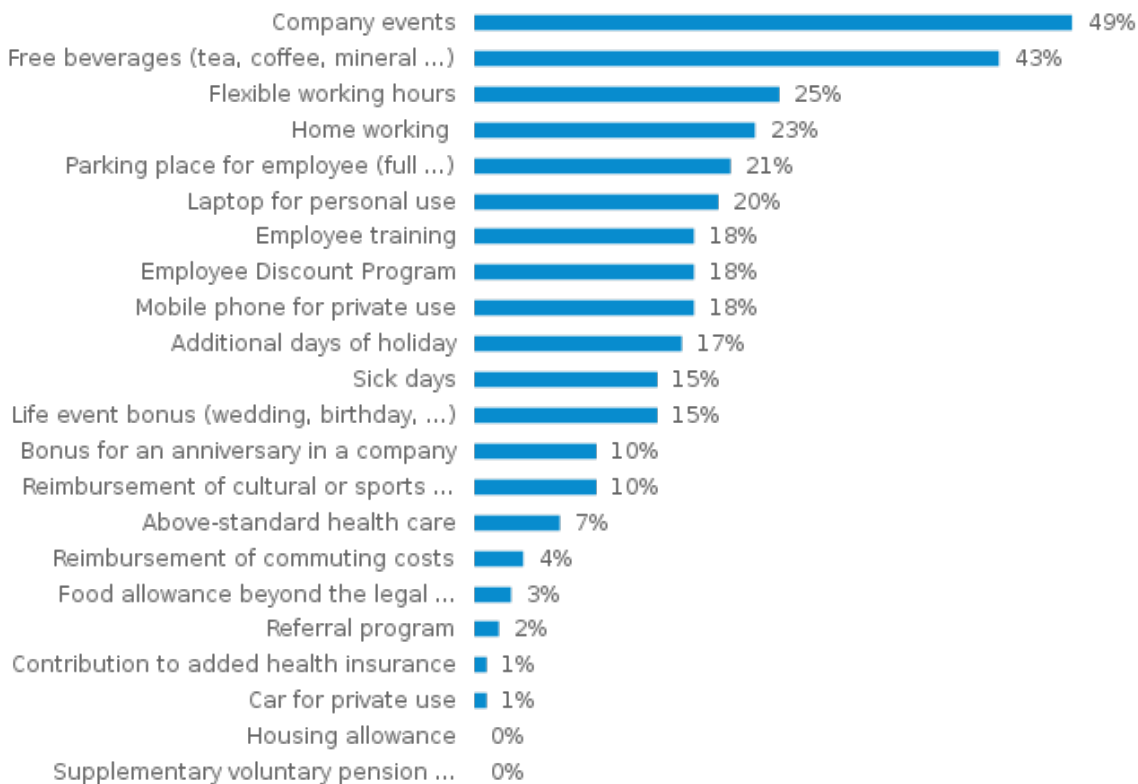
# Non-financial benefits

Region: Estonia, Harjumaa



79% of employees receive some non-financial benefits

## Most common benefits



## Contact

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