



Salary report Pro

Administrative Worker - Administration

Administration

15 March 2021

Total gross salary
(median)

3,261.00
PLN

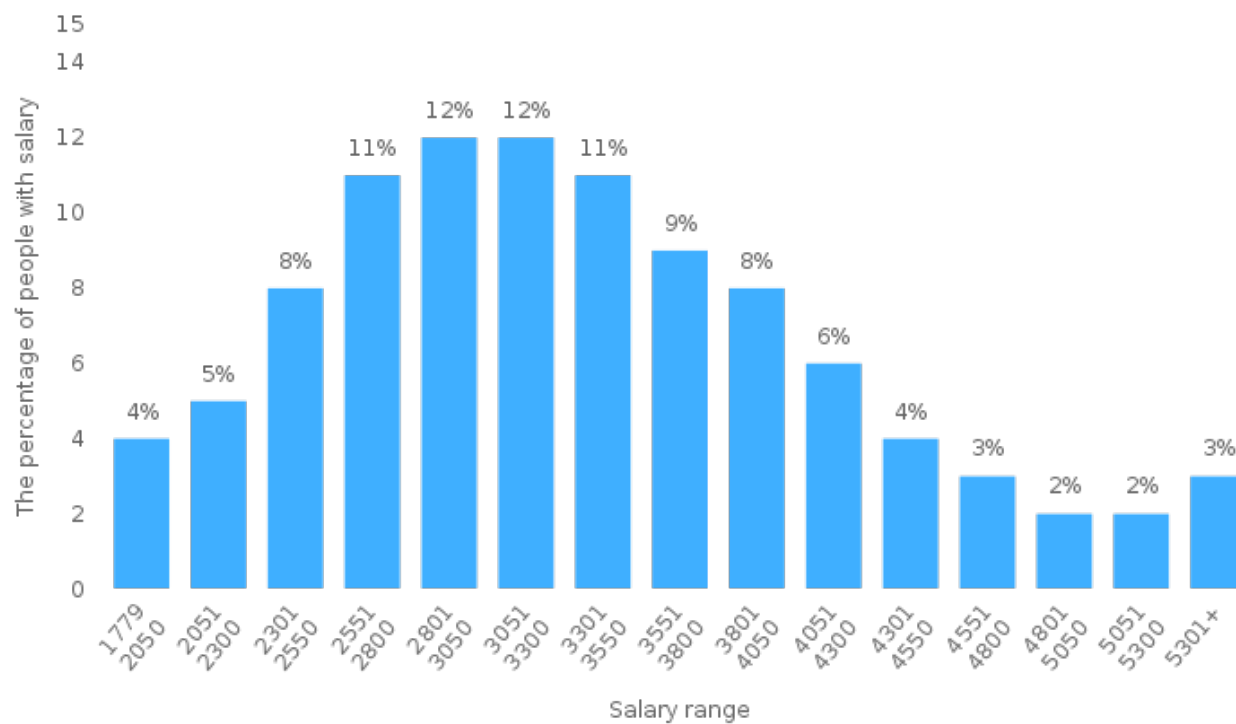
Region: Poland, małopolskie
Work experience: all experience levels
Company size: Small company
Education: all education levels
Industry: all industries
Methodology: Estimation model

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.

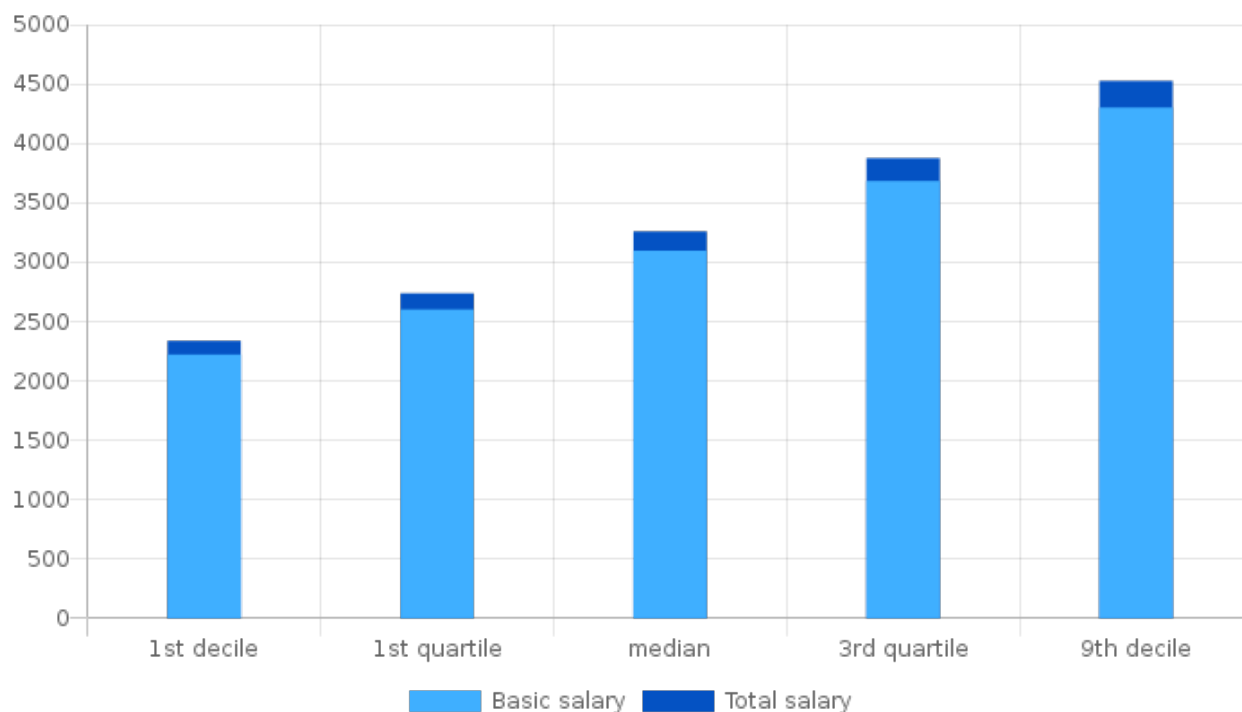
Salary ranges

Region: Poland, małopolskie | Company size: Small company



Salary span

Region: Poland, małopolskie | Company size: Small company

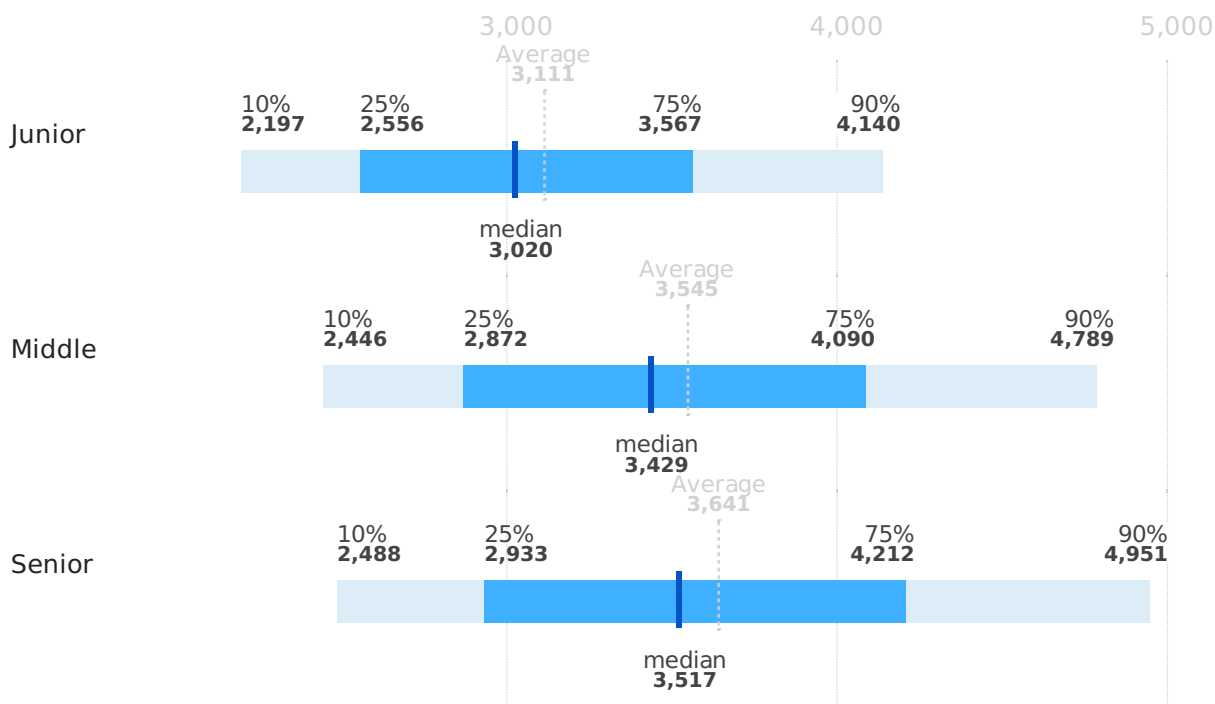


	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Basic salary	3,199	2,223	2,603	3,098	3,685	4,304
Total salary	3,367	2,339	2,739	3,261	3,878	4,529

**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

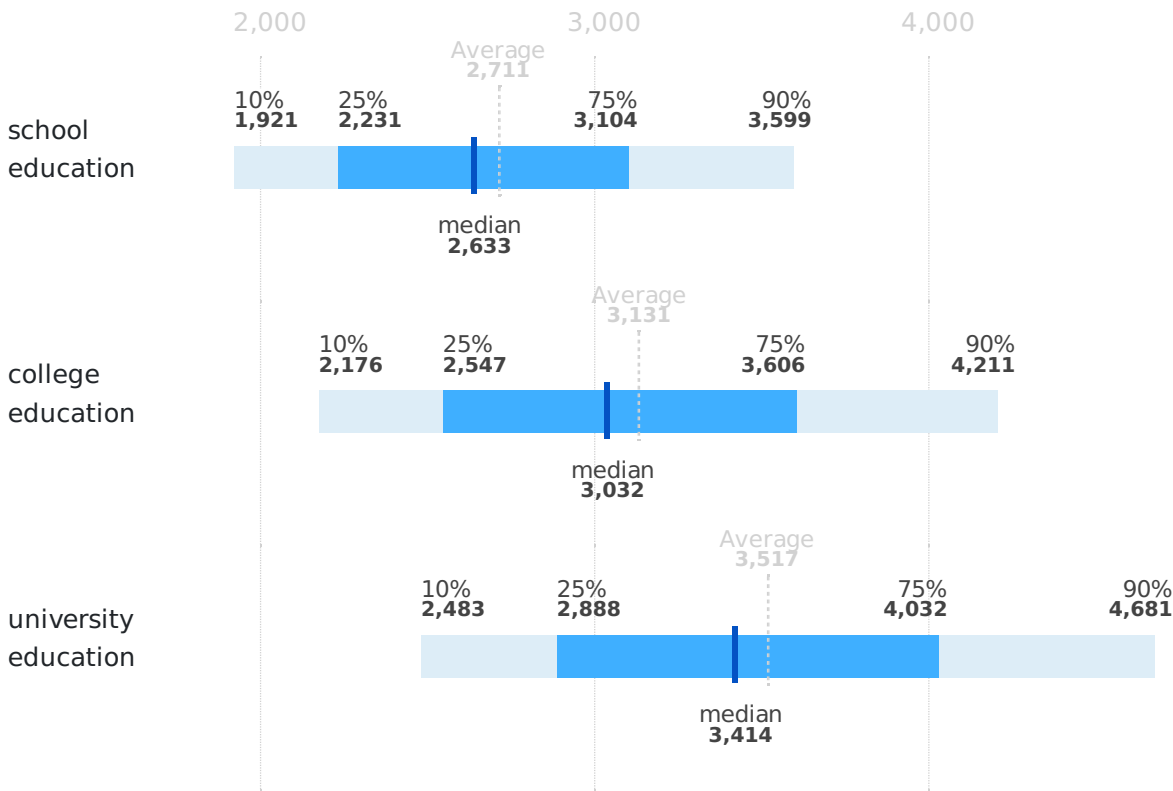
Region: Poland, małopolskie | Company size: Small company



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Junior	3,111	2,197	2,556	3,020	3,567	4,140
Middle	3,545	2,446	2,872	3,429	4,090	4,789
Senior	3,641	2,488	2,933	3,517	4,212	4,951

Salaries by education

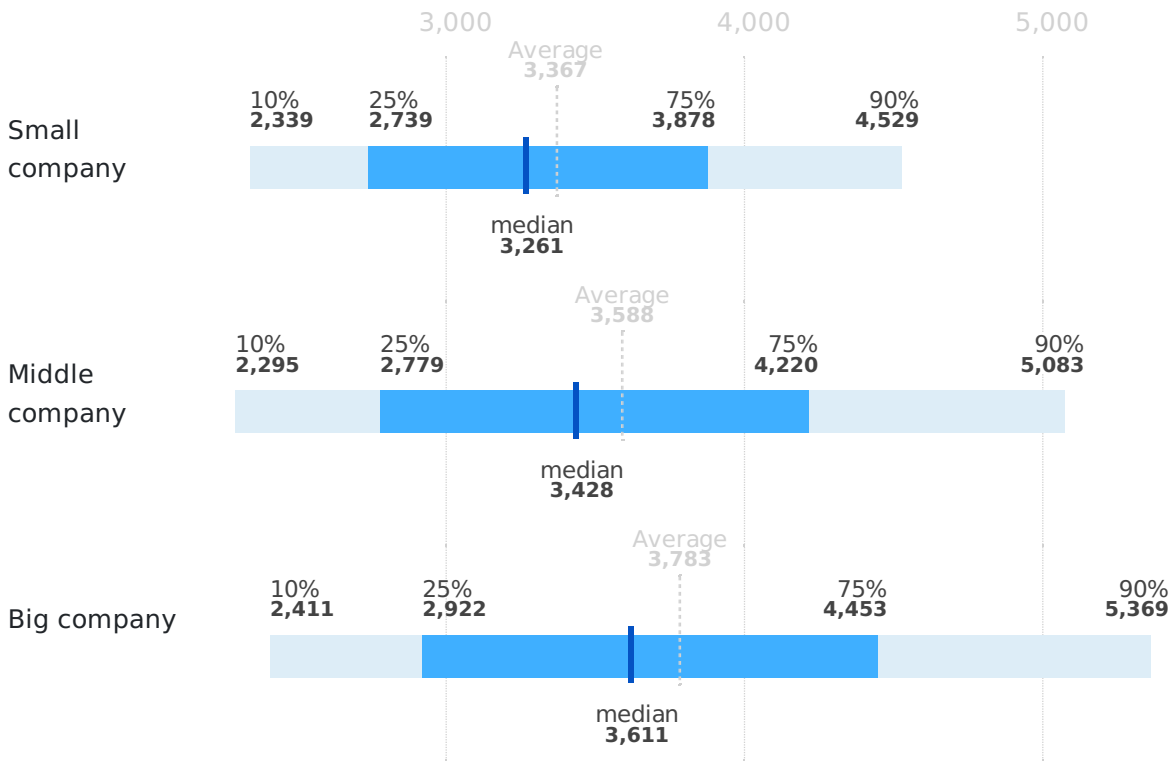
Region: Poland, małopolskie | Company size: Small company



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
school education	2,711	1,921	2,231	2,633	3,104	3,599
college education	3,131	2,176	2,547	3,032	3,606	4,211
university education	3,517	2,483	2,888	3,414	4,032	4,681

Salaries by company size

Region: Poland, małopolskie



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Small company	3,367	2,339	2,739	3,261	3,878	4,529
Middle company	3,588	2,295	2,779	3,428	4,220	5,083
Big company	3,783	2,411	2,922	3,611	4,453	5,369

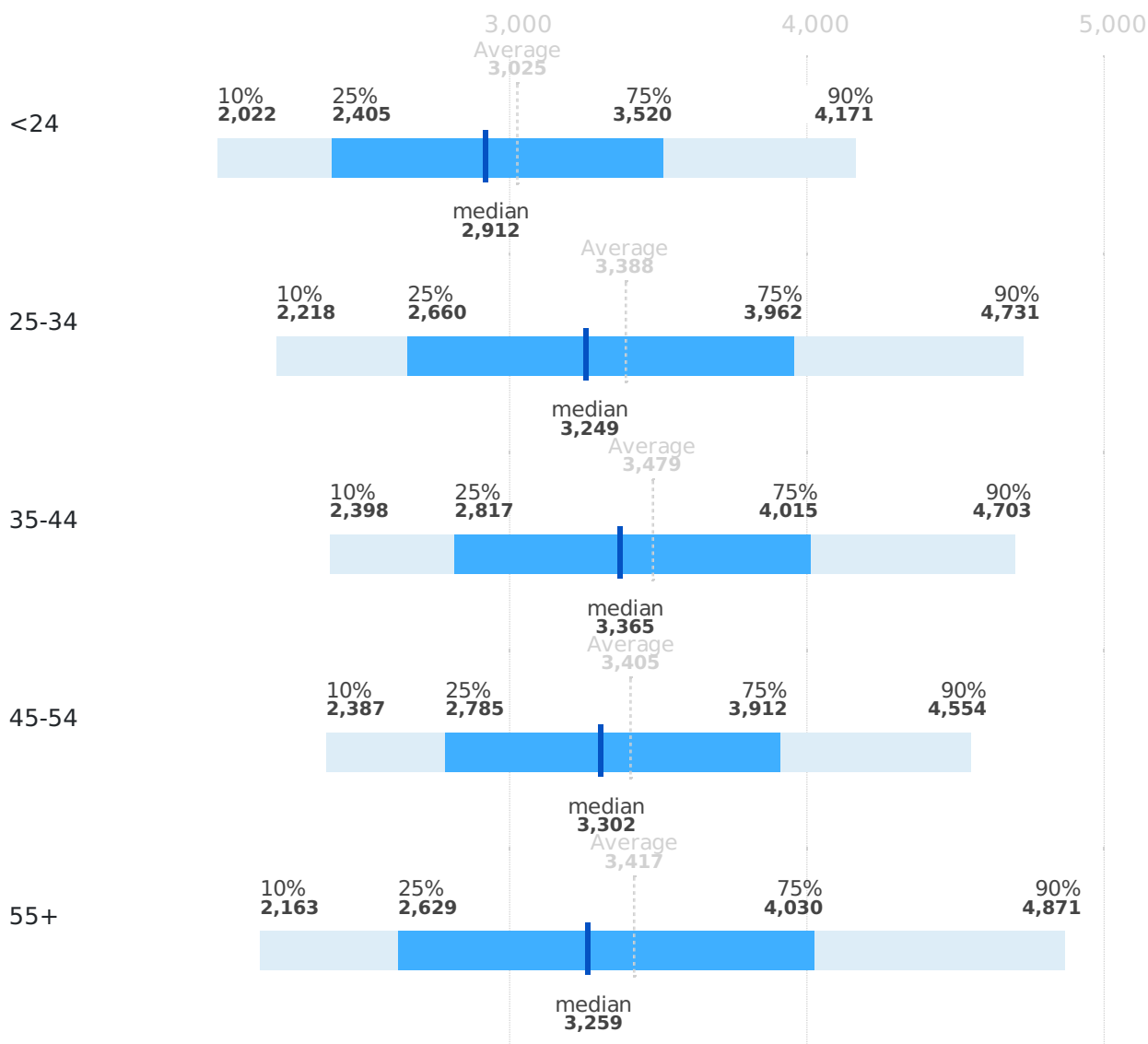
Salaries by regions

Company size: Small company

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
dolnośląskie	3,415	2,373	2,778	3,307	3,933	4,500
kujawsko-pomorskie	2,909	2,021	2,367	2,817	3,350	3,900
lubelskie	2,629	1,827	2,139	2,546	3,028	3,500
lubuskie	2,886	2,005	2,348	2,794	3,323	3,800
mazowieckie	3,690	2,564	3,002	3,573	4,250	4,900
małopolskie	3,367	2,339	2,739	3,261	3,878	4,500
opolskie	2,680	1,862	2,180	2,595	3,086	3,600
podkarpackie	2,534	1,760	2,061	2,454	2,918	3,400
podlaskie	2,551	1,772	2,075	2,470	2,938	3,400
pomorskie	3,386	2,352	2,754	3,279	3,899	4,500
warmińsko-mazurskie	2,904	2,018	2,363	2,813	3,345	3,900
wielkopolskie	3,082	2,141	2,507	2,985	3,549	4,100
zachodniopomorskie	2,995	2,081	2,437	2,901	3,450	4,000
łódzkie	3,014	2,094	2,452	2,919	3,471	4,000
śląskie	2,930	2,036	2,384	2,838	3,375	3,900
świętokrzyskie	2,747	1,909	2,235	2,661	3,164	3,600

Salaries by age group

Region: Poland, małopolskie | Company size: Small company



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
<24	3,025	2,022	2,405	2,912	3,520	4,171
25-34	3,388	2,218	2,660	3,249	3,962	4,731
35-44	3,479	2,398	2,817	3,365	4,015	4,703
45-54	3,405	2,387	2,785	3,302	3,912	4,554
55+	3,417	2,163	2,629	3,259	4,030	4,871

Contact

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