



# **Salary report Pro**

## **Administrative Worker**

**Administration**

1 April 2025

# Administrative Worker

gross total monthly  
salary (median)

**1,164**  
**EUR**

Region: Slovak Republic,  
Prešov region

Work experience: Middle  
(3 to 5 years of  
experience)

Company size: all  
company sizes

Education: all education  
levels

Industry: all industries

Methodology: Regress  
model , 2706 real salaries

Salary: gross, total,  
monthly

What are your working  
hours: Full time

Examples of represented  
companies: obec

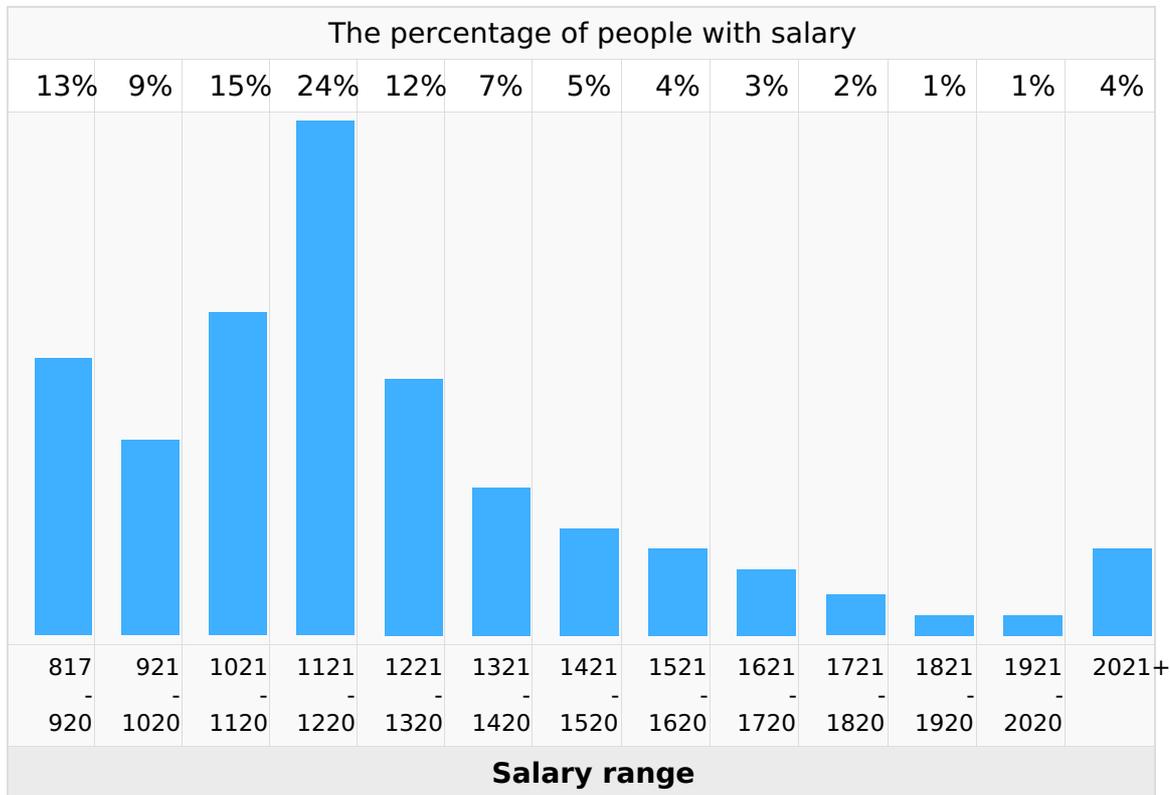
jakubany, Mestský  
úrad, FEMILON, m, Bachledka  
Food s.r.o.

## 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: Slovak Republic, Prešov region | Work experience: Middle (3 to 5 years of experience)



## Salary span

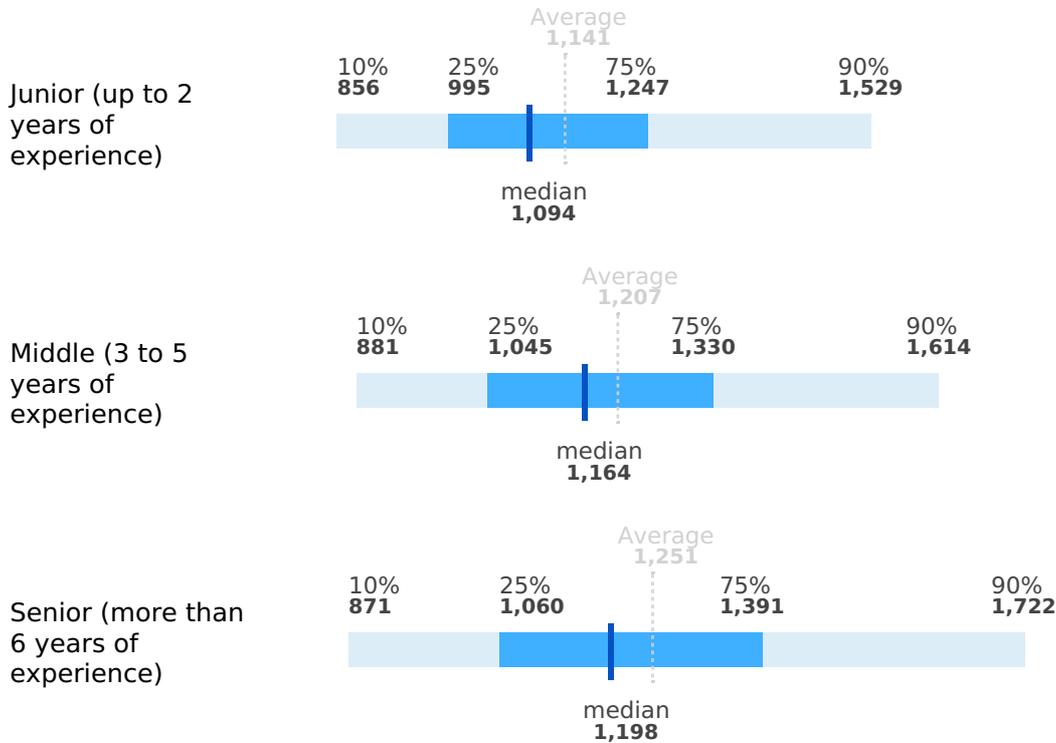
Region: Slovak Republic, Prešov region | Work experience: Middle (3 to 5 years of experience)

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Basic salary	1,101	816	963	1,073	1,217	1,443
Total salary	1,207	881	1,045	1,164	1,330	1,614

\*\*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

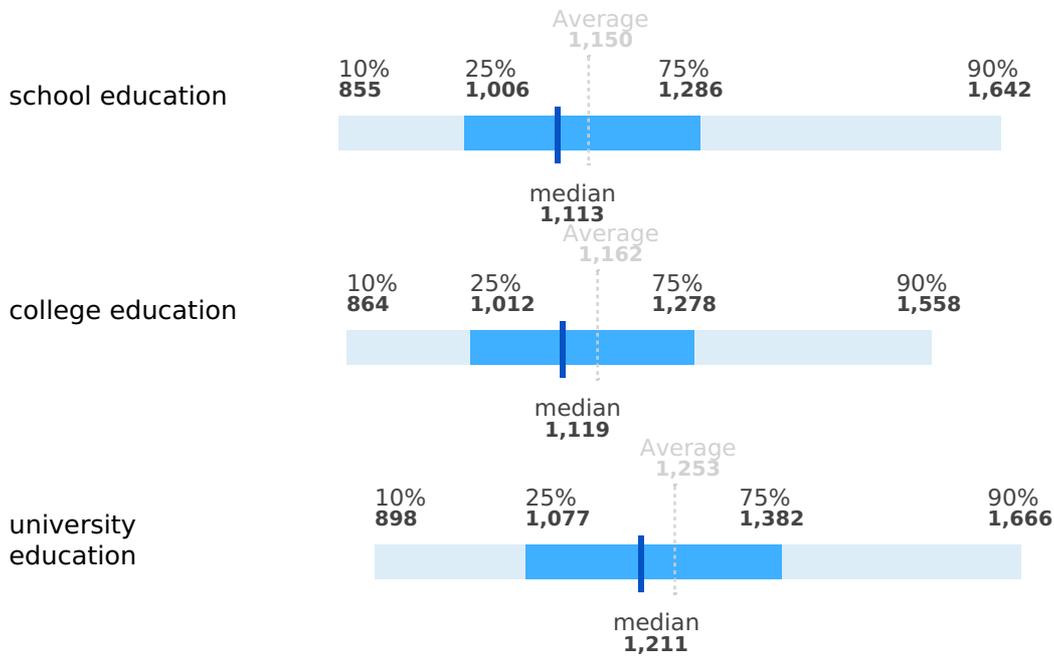
Region: Slovak Republic, Prešov region



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Junior (up to 2 years of experience)	1,141	856	995	1,094	1,247	1,529
Middle (3 to 5 years of experience)	1,207	881	1,045	1,164	1,330	1,614
Senior (more than 6 years of experience)	1,251	871	1,060	1,198	1,391	1,722

## Salaries by education

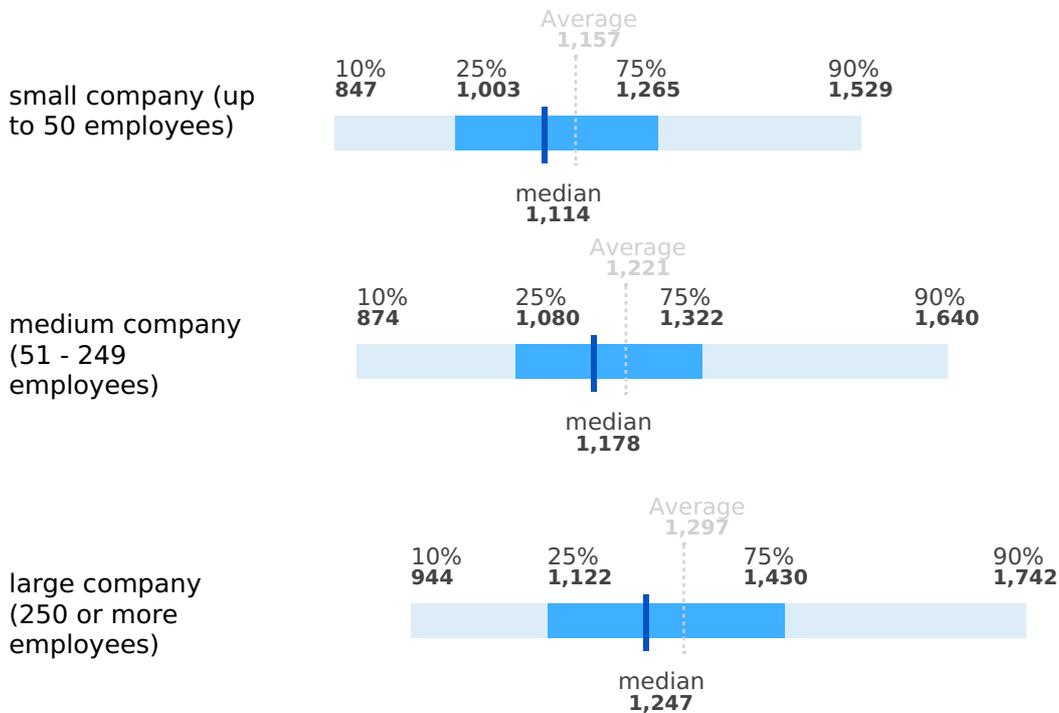
Region: Slovak Republic, Prešov region | Work experience: Middle (3 to 5 years of experience)



	<b>Average</b>	<b>1st decile</b>	<b>1st quartile</b>	<b>median</b>	<b>3rd quartile</b>	<b>9th decile</b>
school education	1,150	855	1,006	1,113	1,286	1,642
college education	1,162	864	1,012	1,119	1,278	1,558
university education	1,253	898	1,077	1,211	1,382	1,666

## Salaries by company size

Region: Slovak Republic, Prešov region | Work experience: Middle (3 to 5 years of experience)



	<b>Average</b>	<b>1st decile</b>	<b>1st quartile</b>	<b>median</b>	<b>3rd quartile</b>	<b>9th decile</b>
small company (up to 50 employees)	1,157	847	1,003	1,114	1,265	1,529
medium company (51 - 249 employees)	1,221	874	1,080	1,178	1,322	1,640
large company (250 or more employees)	1,297	944	1,122	1,247	1,430	1,742

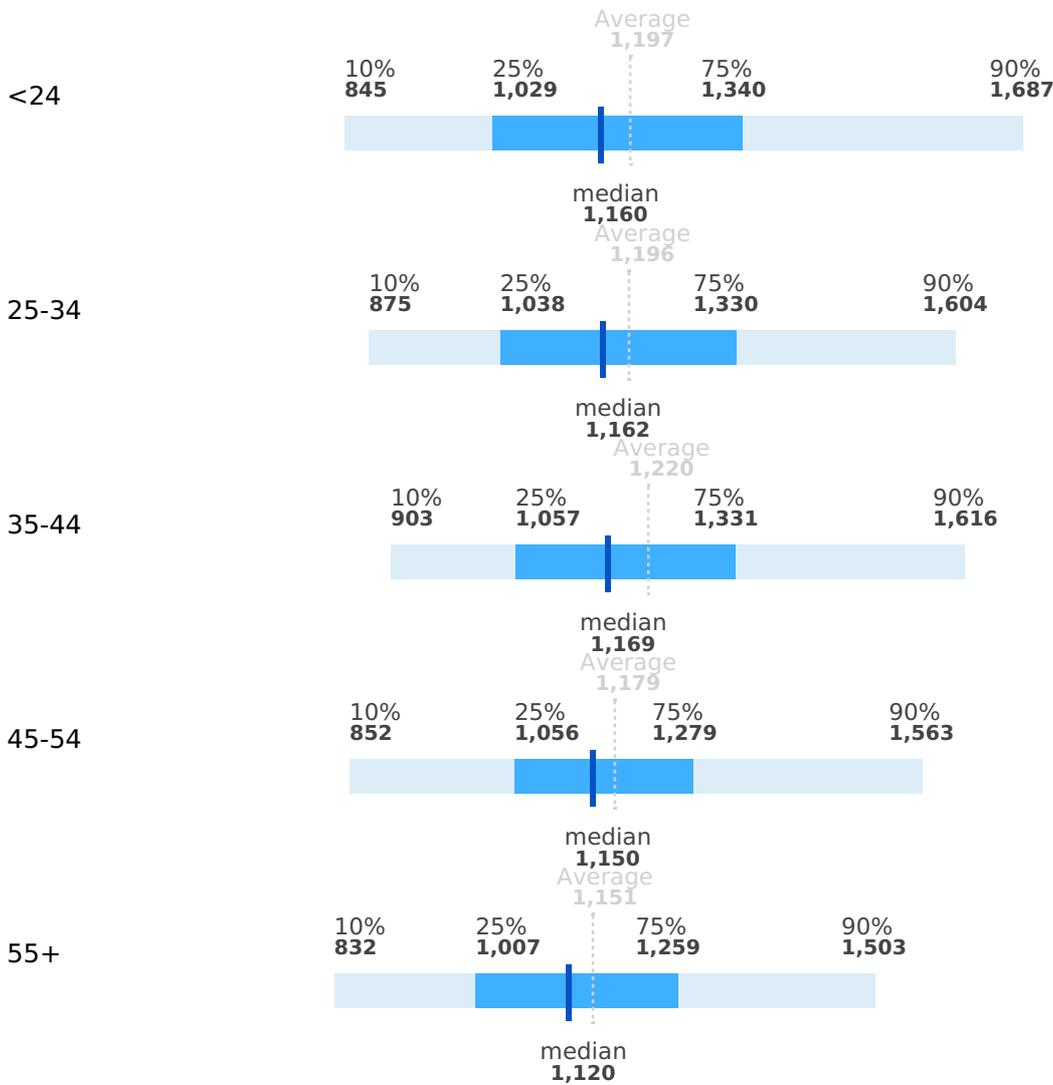
## Salaries by regions

Work experience: Middle (3 to 5 years of experience)

	<b>Average</b>	<b>1st decile</b>	<b>1st quartile</b>	<b>median</b>	<b>3rd quartile</b>	<b>9th decile</b>
Banská Bystrica region	1,238	911	1,085	1,201	1,362	1,649
Bratislava region	1,535	1,075	1,310	1,478	1,693	2,059
Košice region	1,271	900	1,090	1,219	1,400	1,730
Nitra region	1,274	903	1,101	1,237	1,412	1,697
Prešov region	1,207	881	1,045	1,164	1,330	1,614
Trenčín region	1,282	945	1,122	1,247	1,410	1,691
Trnava region	1,351	940	1,174	1,312	1,489	1,817
Žilina region	1,263	893	1,094	1,227	1,387	1,667

## Salaries by age group

Region: Slovak Republic, Prešov region | Work experience: Middle (3 to 5 years of experience)



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
<24	1,197	845	1,029	1,160	1,340	1,687
25-34	1,196	875	1,038	1,162	1,330	1,604
35-44	1,220	903	1,057	1,169	1,331	1,616
45-54	1,179	852	1,056	1,150	1,279	1,563
55+	1,151	832	1,007	1,120	1,259	1,503

## Compensation mix

### Variable salary component

20%

of employees state that they are getting a variable salary component and its average value is 160 EUR per month.

### Christmas bonus, quarterly or semi-annual bonuses, annual bonus

25%

of employees state that they receive a bonus and that the mean value of this bonus is 750 EUR annually.

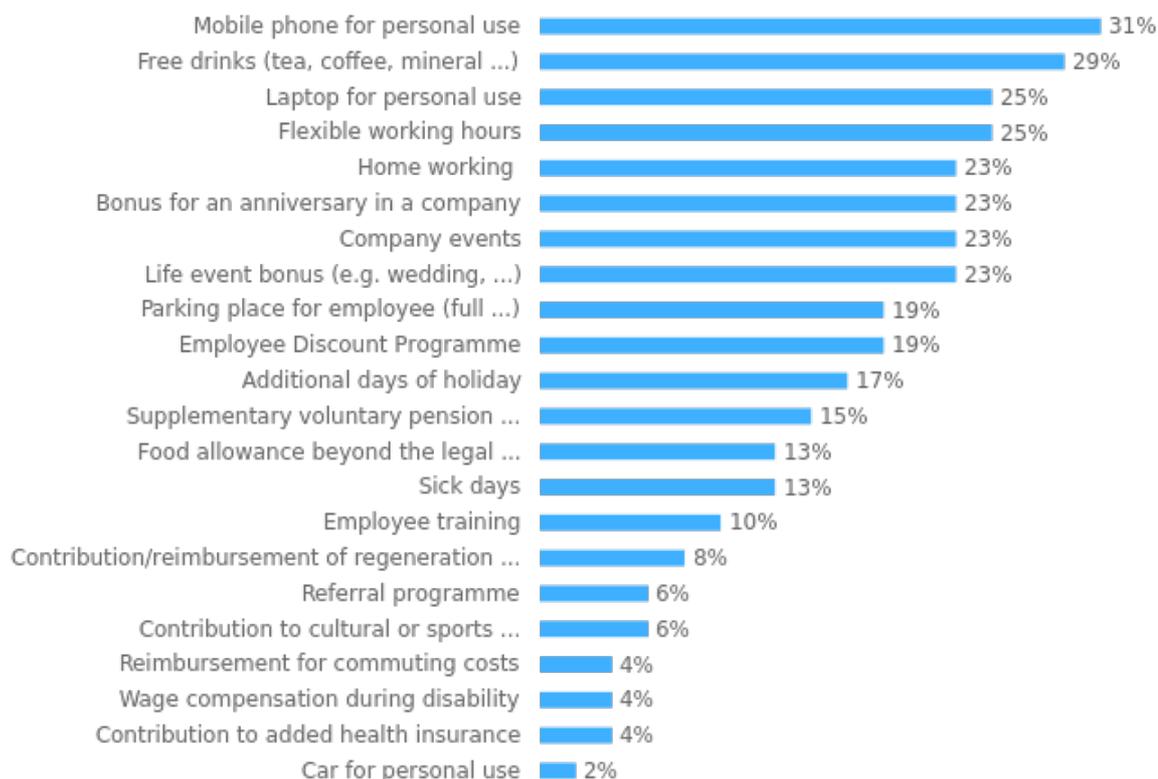
## Non-financial benefits

Region: Slovak Republic, Prešov region | Work experience: Middle (3 to 5 years of experience)



79% of employees receive some non-financial benefits

### Most common benefits



## Contact

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