



Salary report Pro

Administrative Worker - Administration

Administration

22 January 2021

Total net salary (median)

2,488.00
RON

Region: Romania

Working experience: all experience levels

Company size: all company sizes

Education all education levels

Industry: all industries

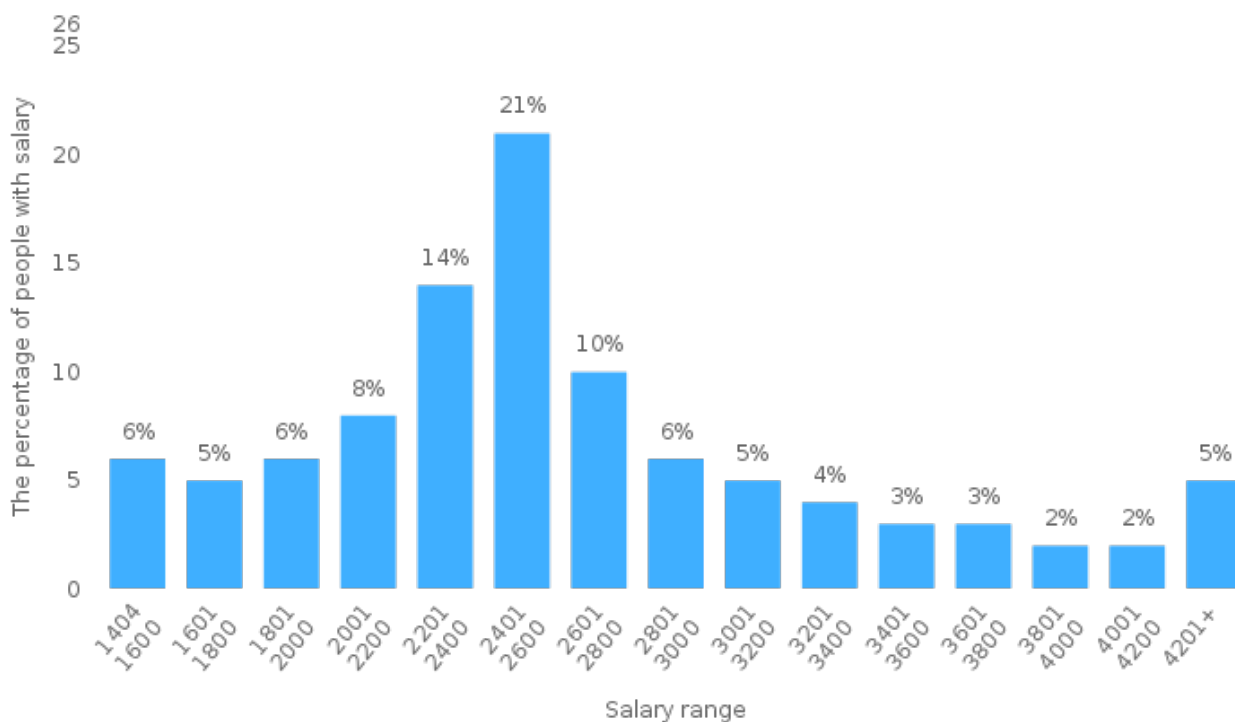
Methodology: Regress model, 149 participants

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.

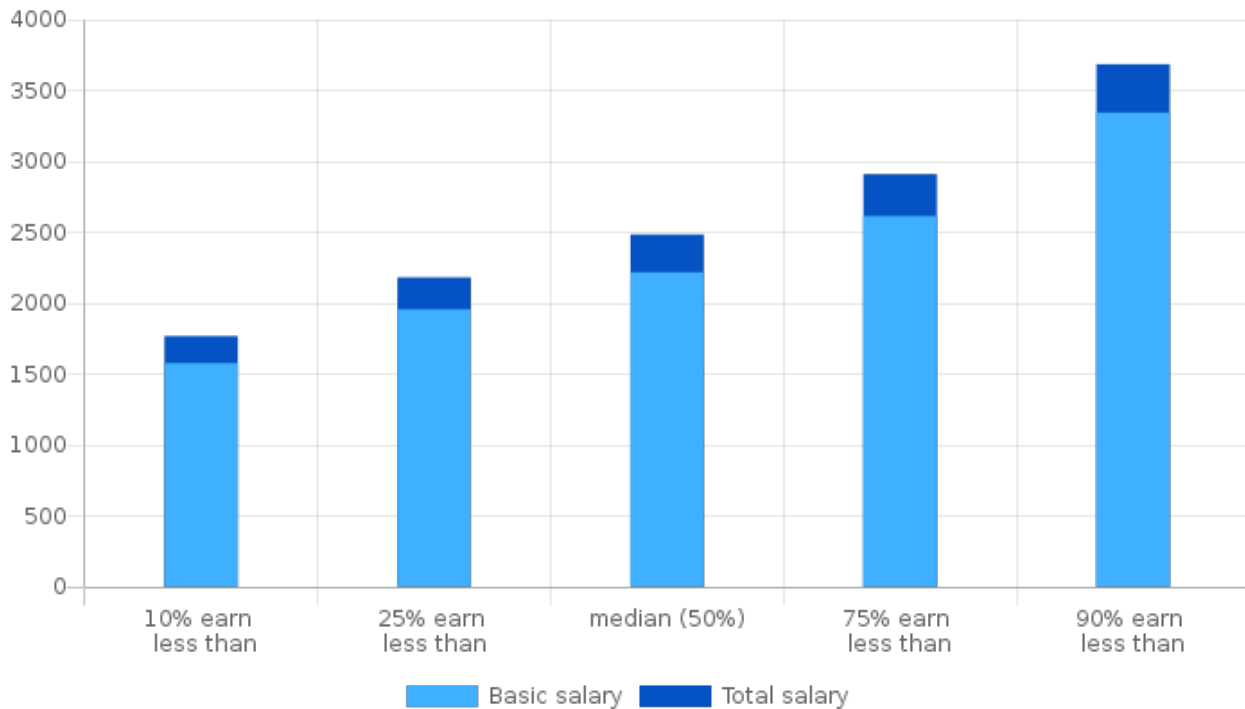
Salary range

Region: Romania



The span of the salary

Region: Romania

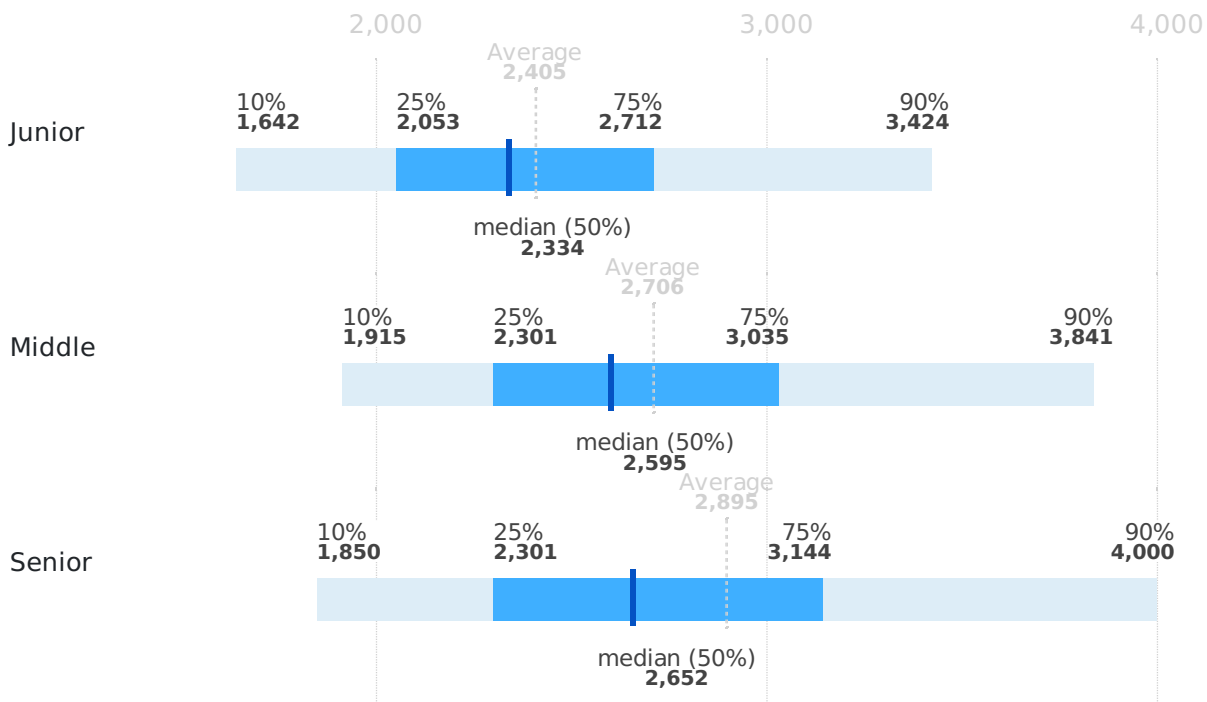


	Average	10% earn less than	25% earn less than	median (50%)	75% earn less than	90% earn less than
Basic salary	2,345	1,582	1,961	2,222	2,618	3,347
Total salary	2,614	1,772	2,186	2,488	2,913	3,688

*The total income includes a proportionate share of the financial benefits received throughout the year (Christmas bonus salary, bonuses, commissions) and monthly variable component of salary.

Salaries by work experience

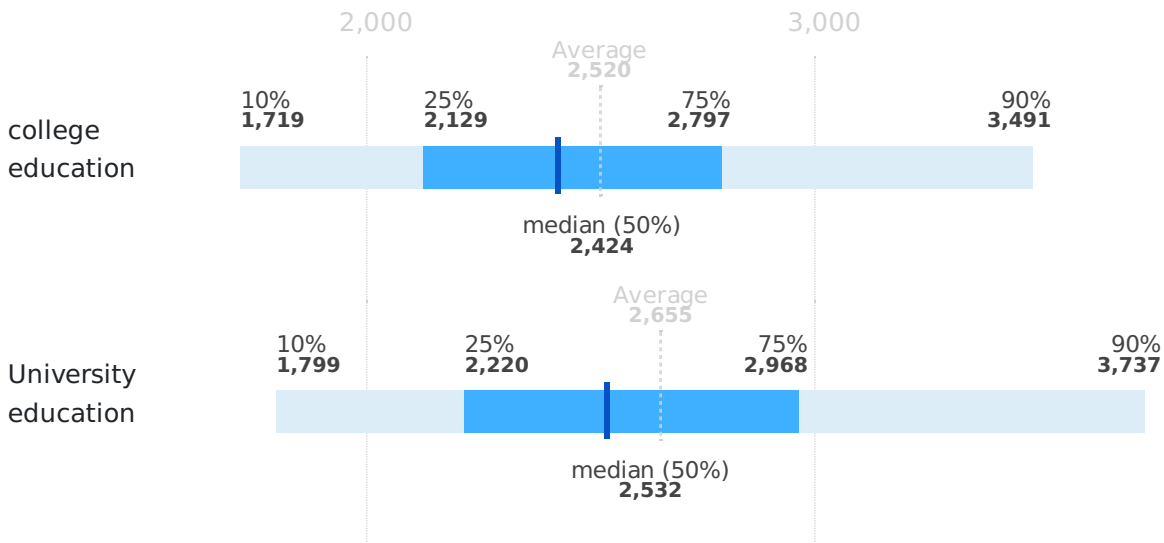
Region: Romania



	Average	10% earn less than	25% earn less than	median (50%)	75% earn less than	90% earn less than
Junior	2,405	1,642	2,053	2,334	2,712	3,424
Middle	2,706	1,915	2,301	2,595	3,035	3,841
Senior	2,895	1,850	2,301	2,652	3,144	4,000

Salaries by education

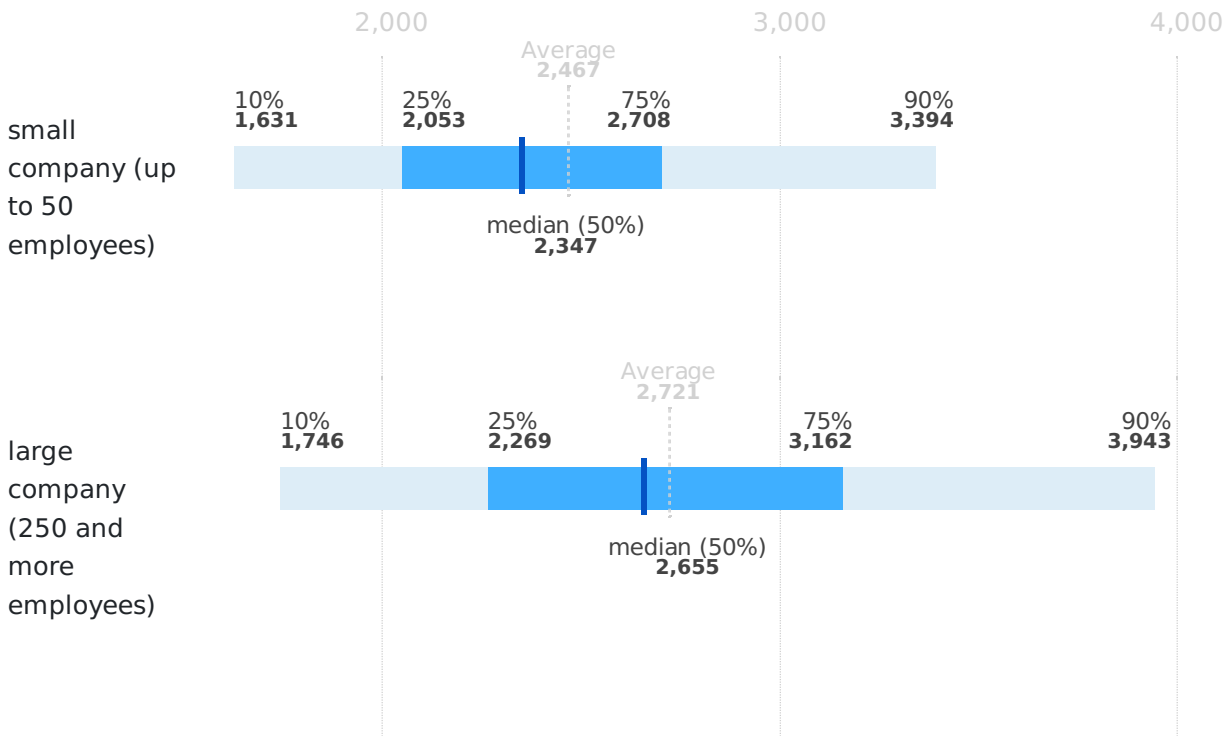
Region: Romania



	Average	10% earn less than	25% earn less than	median (50%)	75% earn less than	90% earn less than
college education	2,520	1,719	2,129	2,424	2,797	3,491
University education	2,655	1,799	2,220	2,532	2,968	3,737

Salaries by company size

Region: Romania



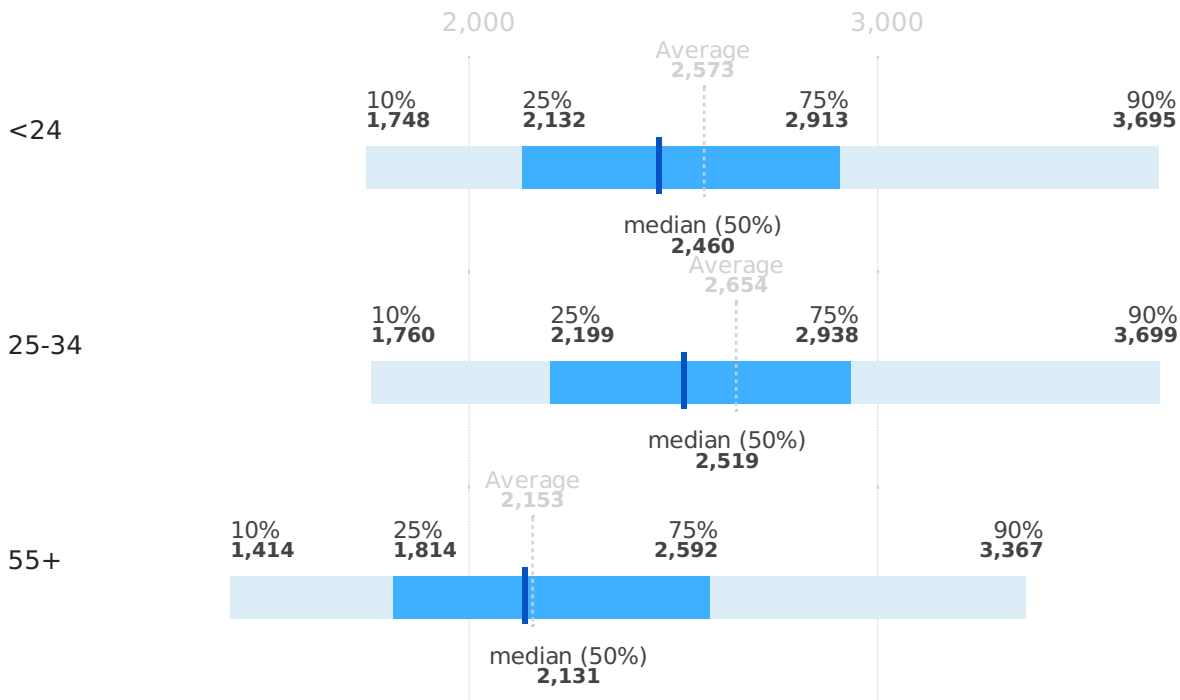
	Average	10% earn less than	25% earn less than	median (50%)	75% earn less than	90% earn less than
small company (up to 50 employees)	2,467	1,631	2,053	2,347	2,708	3,394
large company (250 and more employees)	2,721	1,746	2,269	2,655	3,162	3,943

Salaries by regions

	Average	10% earn less than	25% earn less than	median (50%)	75% earn less than	90% earn less than
Bucharest - Ilfov region	2,832	1,909	2,337	2,657	3,132	3,996
Central region	2,520	1,782	2,114	2,384	2,728	3,303
North - Vest region	2,457	1,747	2,140	2,413	2,833	3,649
North-East region	2,277	1,646	1,998	2,236	2,532	3,061
South (Muntenia) region	2,383	1,518	2,042	2,292	2,633	3,444
South-East region	2,260	1,468	1,895	2,164	2,589	3,458
South-Vest (Oltenia) region	2,333	1,389	1,848	2,253	2,671	3,371
West region	2,812	1,753	2,218	2,642	3,133	3,846

Salaries by age group

Region: Romania



	Average	10% earn less than	25% earn less than	median (50%)	75% earn less than	90% earn less than
<24	2,573	1,748	2,132	2,460	2,913	3,695
25-34	2,654	1,760	2,199	2,519	2,938	3,699
55+	2,153	1,414	1,814	2,131	2,592	3,367



Compensation mix

Net bonus (commission, meal tickets, etc)

61%

employees have stated that they are getting a net bonus (commission, meal tickets, etc), and its middle value (median) is 300 RON per month.

Christmas bonus salary

34%

employees mentioned that they get a net holiday bonus (Xmas, Easter, etc) and that the medium value of this bonus is 300 RON.

End of year net bonus

17%

employees mentioned that they get an end of year net bonus and that the medium value of this bonus is 1500 RON.

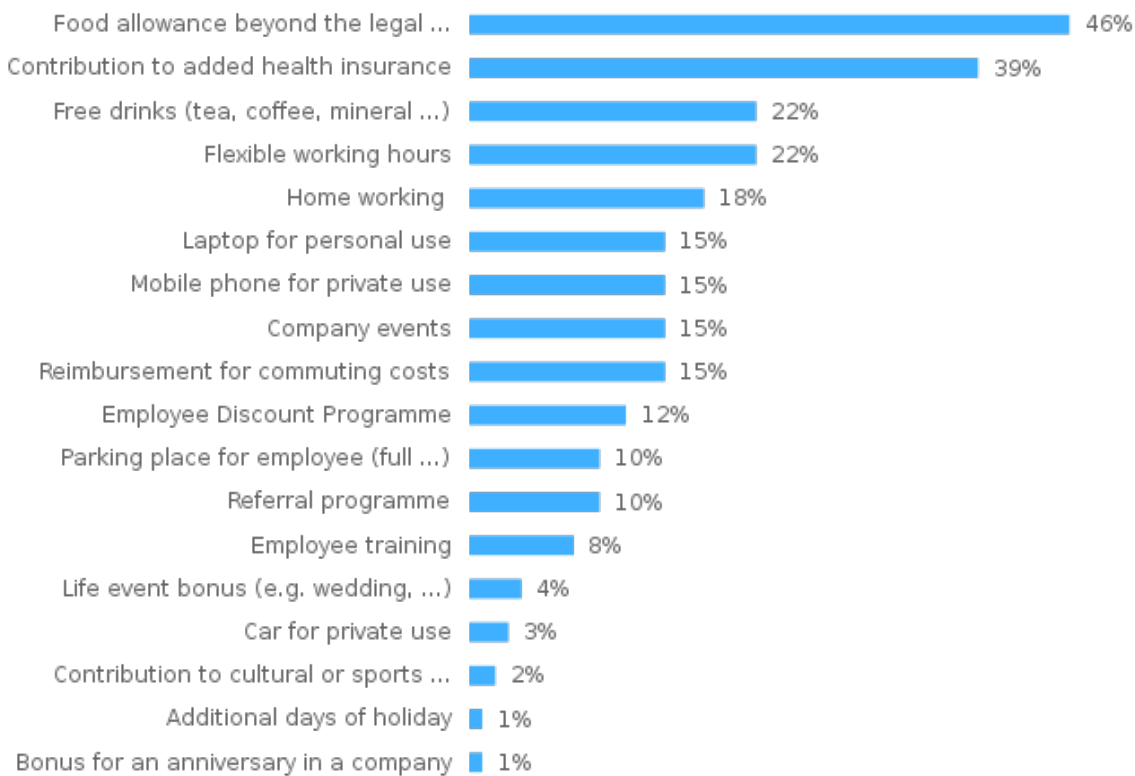
Non-financial benefits

Region: Romania



78% of employees receive some non-financial benefit

Most common benefits



Contact

Profesia, spol. s r.o.
info@paylab.com

sales@paylab.com

Slovakia