



# Salary report Pro

## Administrative Worker - Administration

Administration

10 August 2021

Total net salary (median)

**45,964.00**  
**RSD**

Region: Serbia

Working experience: all experience levels

Company size: all company sizes

Education: all education levels

Industry: all industries

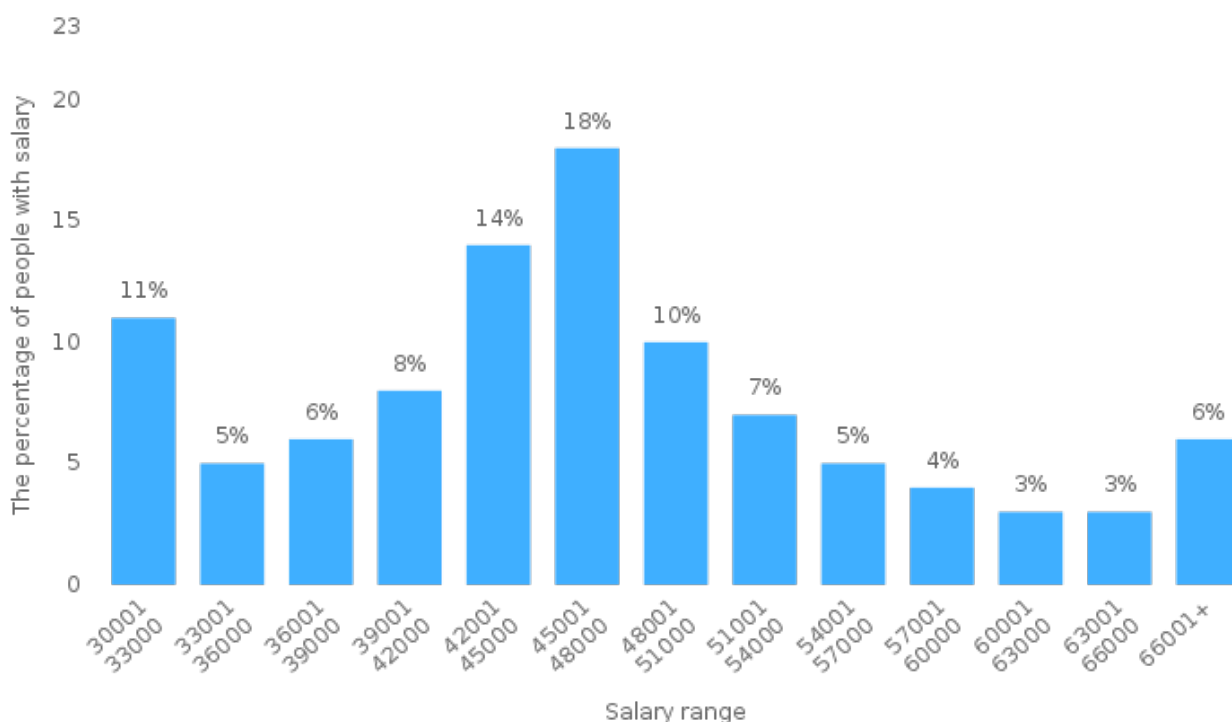
Methodology: Regress model, 205 participants

### 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.

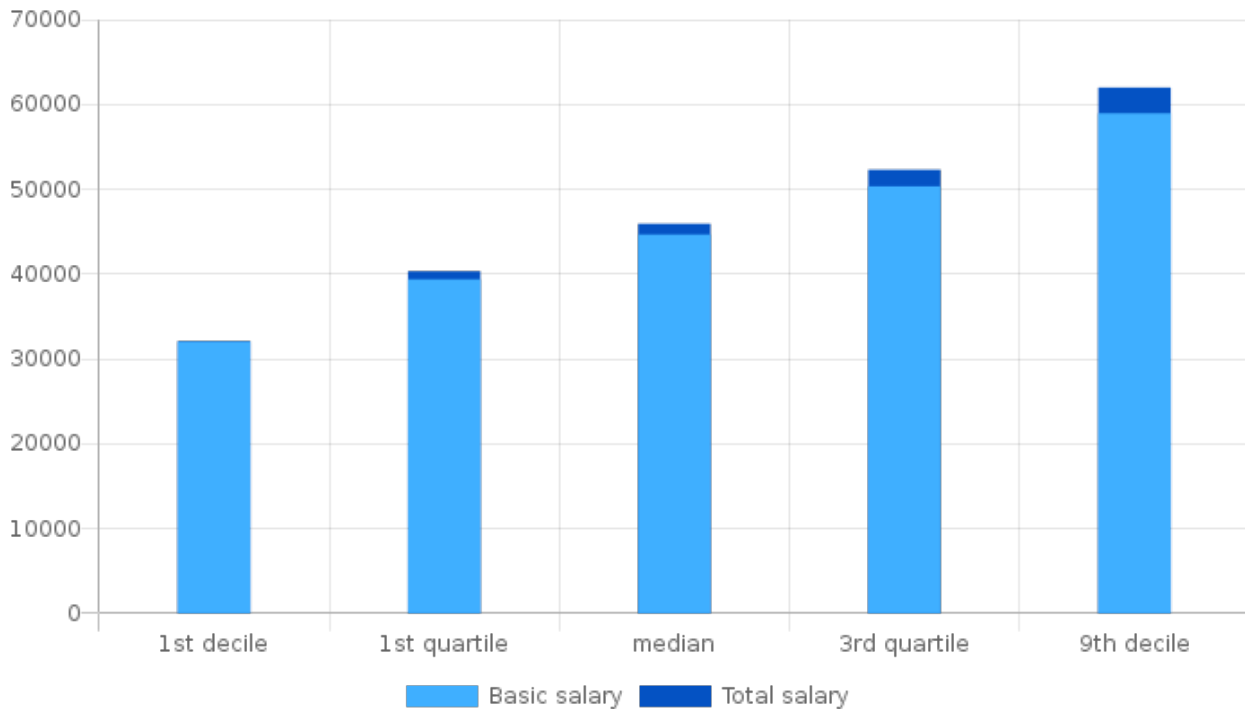
## Salary range

Region: Serbia



# The span of the salary

Region: Serbia

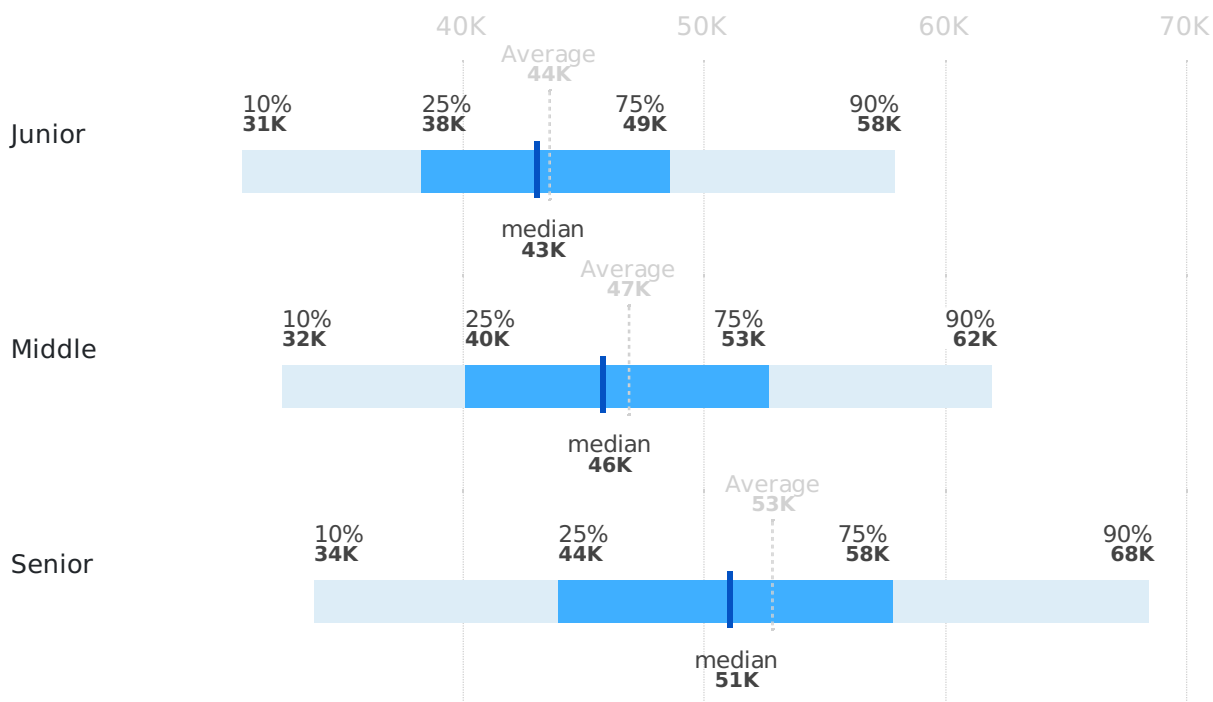


|              | Average | 1st decile | 1st quartile | median | 3rd quartile | 9th decile |
|--------------|---------|------------|--------------|--------|--------------|------------|
| Basic salary | 45,782  | 32,080     | 39,401       | 44,692 | 50,381       | 58,988     |
| Total salary | 47,042  | 32,127     | 40,370       | 45,964 | 52,336       | 62,025     |

\*\*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

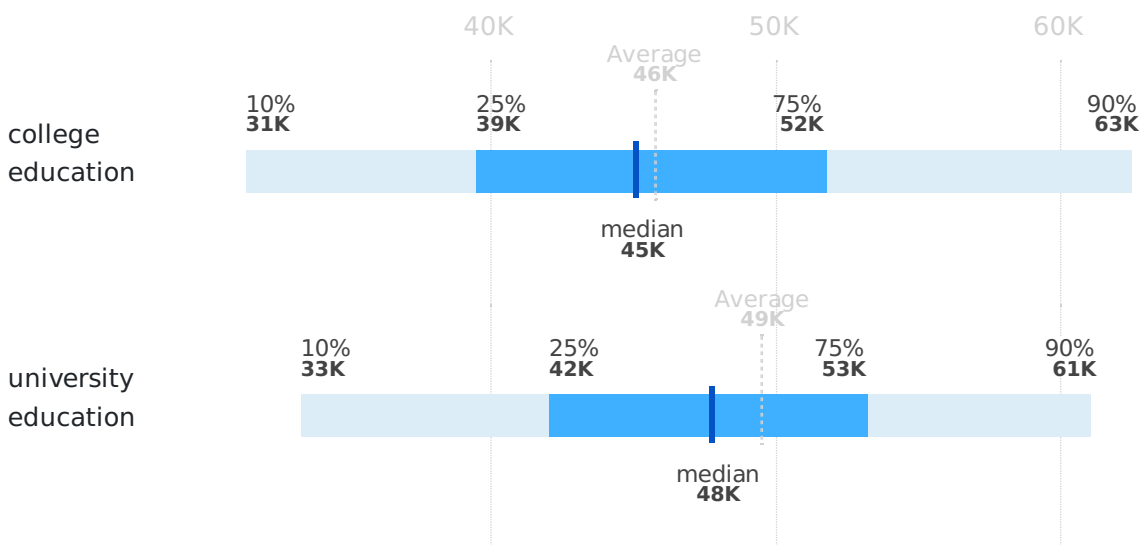
Region: Serbia



|        | Average | 1st decile | 1st quartile | median | 3rd quartile | 9th decile |
|--------|---------|------------|--------------|--------|--------------|------------|
| Junior | 43,535  | 30,822     | 38,267       | 42,944 | 48,591       | 57,968     |
| Middle | 46,815  | 32,476     | 40,110       | 45,720 | 52,714       | 61,942     |
| Senior | 52,793  | 33,815     | 43,949       | 50,967 | 57,831       | 68,491     |

## Salaries by education

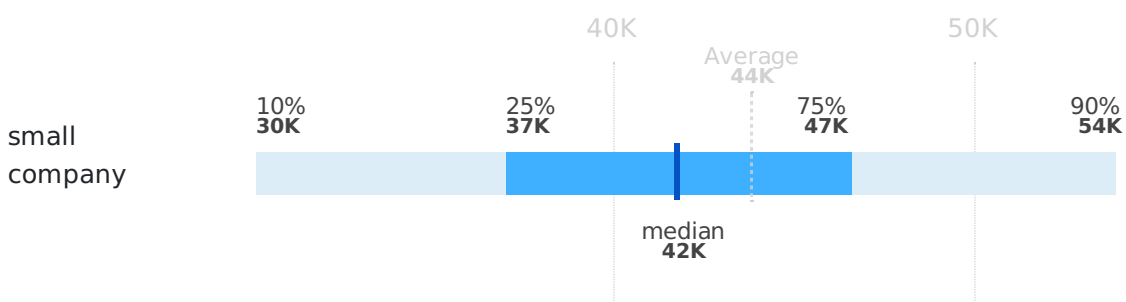
Region: Serbia



|                      | Average | 1st decile | 1st quartile | median | 3rd quartile | 9th decile |
|----------------------|---------|------------|--------------|--------|--------------|------------|
| college education    | 45,723  | 31,425     | 39,490       | 45,045 | 51,815       | 62,572     |
| university education | 49,470  | 33,339     | 42,073       | 47,698 | 53,306       | 61,102     |

## Salaries by company size

Region: Serbia



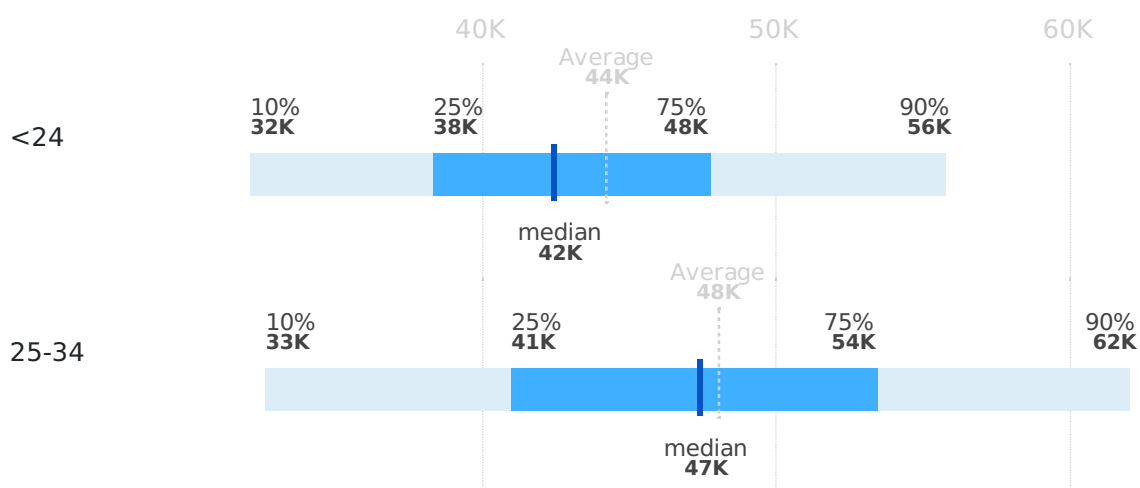
|               | Average | 1st decile | 1st quartile | median | 3rd quartile | 9th decile |
|---------------|---------|------------|--------------|--------|--------------|------------|
| small company | 43,800  | 30,142     | 37,045       | 41,708 | 46,609       | 53,915     |

## Salaries by regions

|                 | Average | 1st decile | 1st quartile | median | 3rd quartile | 9th decile |
|-----------------|---------|------------|--------------|--------|--------------|------------|
| Beograd         | 51,332  | 33,582     | 43,071       | 49,182 | 56,155       | 66,955     |
| Mačvanski okrug | 39,498  | 30,478     | 35,256       | 39,468 | 46,956       | 55,089     |
| Nišavski okrug  | 39,610  | 30,000     | 35,251       | 40,356 | 45,128       | 51,944     |
| Vojvodina       | 46,400  | 31,191     | 40,839       | 46,595 | 52,194       | 62,705     |

## Salaries by age group

Region: Serbia



|       | Average | 1st decile | 1st quartile | median | 3rd quartile | 9th decile |
|-------|---------|------------|--------------|--------|--------------|------------|
| <24   | 44,208  | 32,153     | 38,367       | 42,371 | 47,827       | 55,815     |
| 25-34 | 48,022  | 32,656     | 41,025       | 47,316 | 53,520       | 62,092     |

## Compensation mix

### Variable salary component

**13%**

employees have stated that they are getting a variable salary component, and its middle value (median) is 5000 RSD per month.

### Christmas bonus salary

**9%**

employees mentioned that they get 13th salary and that the medium value of this bonus is 19000 RSD.

### Bonuses and commissions

**3%**

employees mentioned that they get bonuses and that the medium value of this bonus is 12500 RSD.

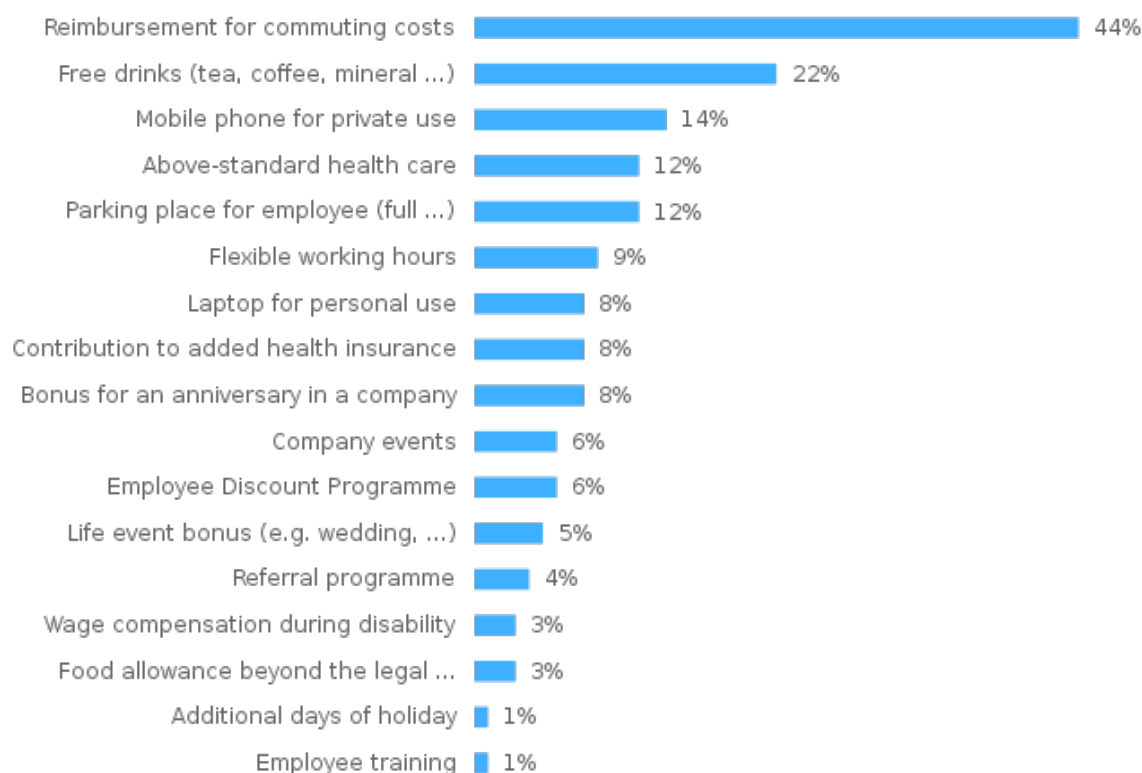
## Non-financial benefits

Region: Serbia



65% of employees receive some non-financial benefits

### Most common benefits



### Contact

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