



Salary analysis for the position
Administrative Worker, Official
Administration

Basic net salary

50% of employees earn more than the mentioned figure (median).

800 BAM

Region: Kanton Sarajevo

Working experience: all experience levels

Education: all education levels

Size of company: all company sizes

Sector: all sectors

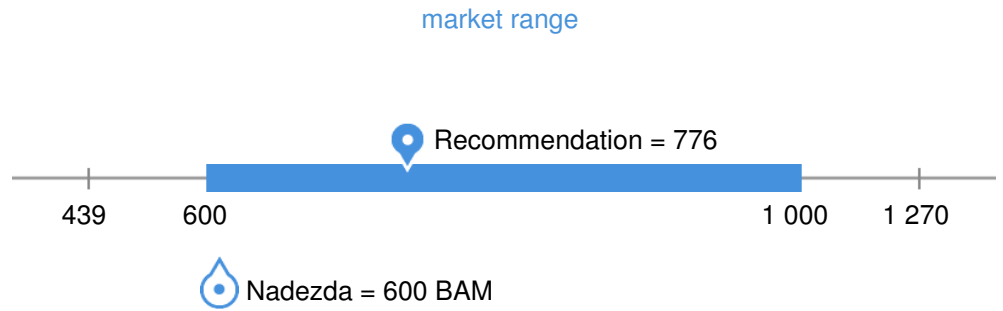
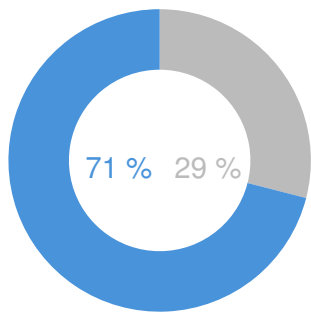
Sample: 99 participants

Job description

- Handling corporate correspondence, email, and phone calls.
- Recording, filing, locating , archiving documents
- Handling different issues in the name of the company with public authorities and with institutions
- Fulfilling operative tasks
- Operating office equipment (copier and fax machine).
- Preparing documents for super-ordinates and other departments in the company
- Communication with external partners of the company

 In smaller companies the administrative worker can carry out tasks described under the jobs of Assistant, Secretary, Office Manager, Receptionist

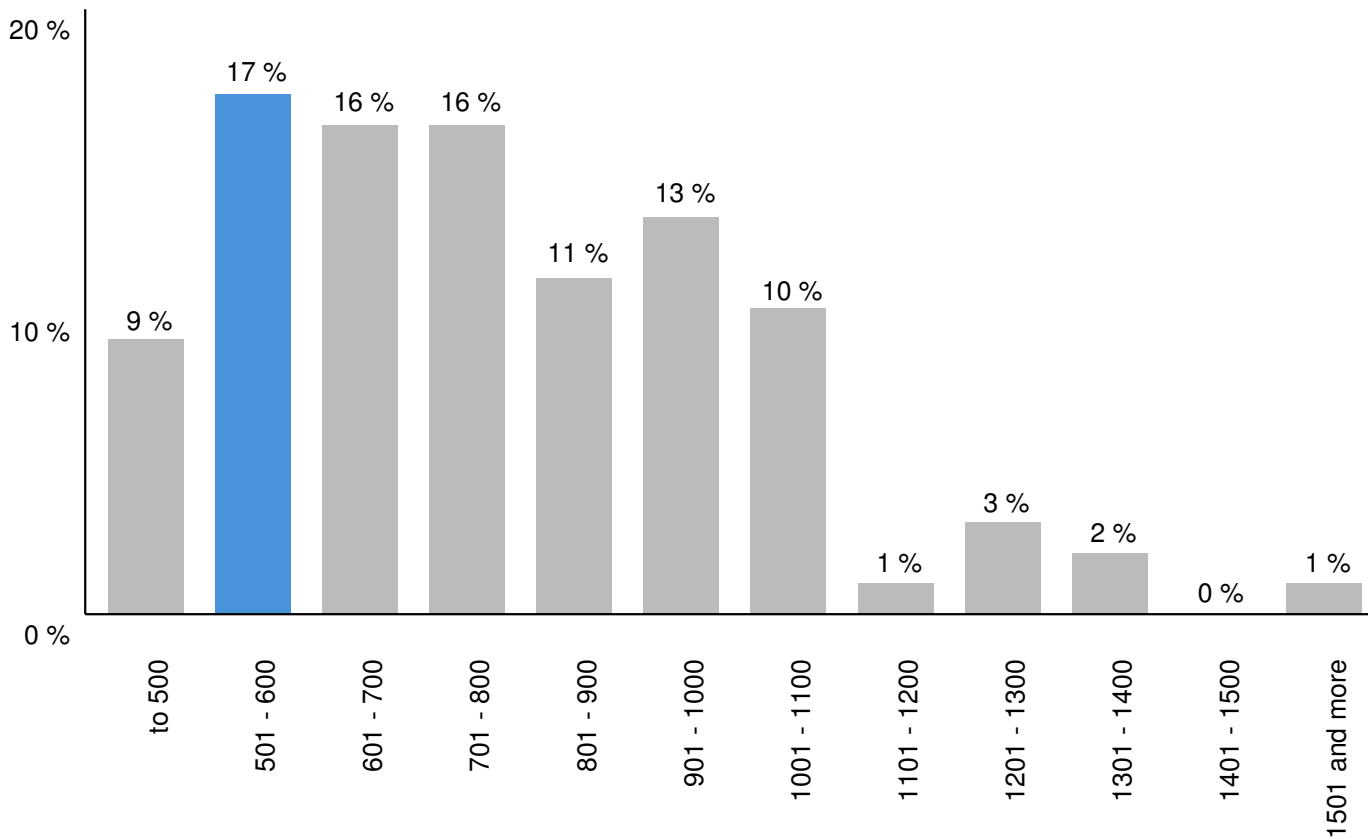
Recommendation



Higher salary than Nadezda have **71 %** employees.

The total pay of the employee **Nadezda** is significantly below the median of the total pay of survey participants. We therefore recommend **raising it to the level of 776**.

Salary range

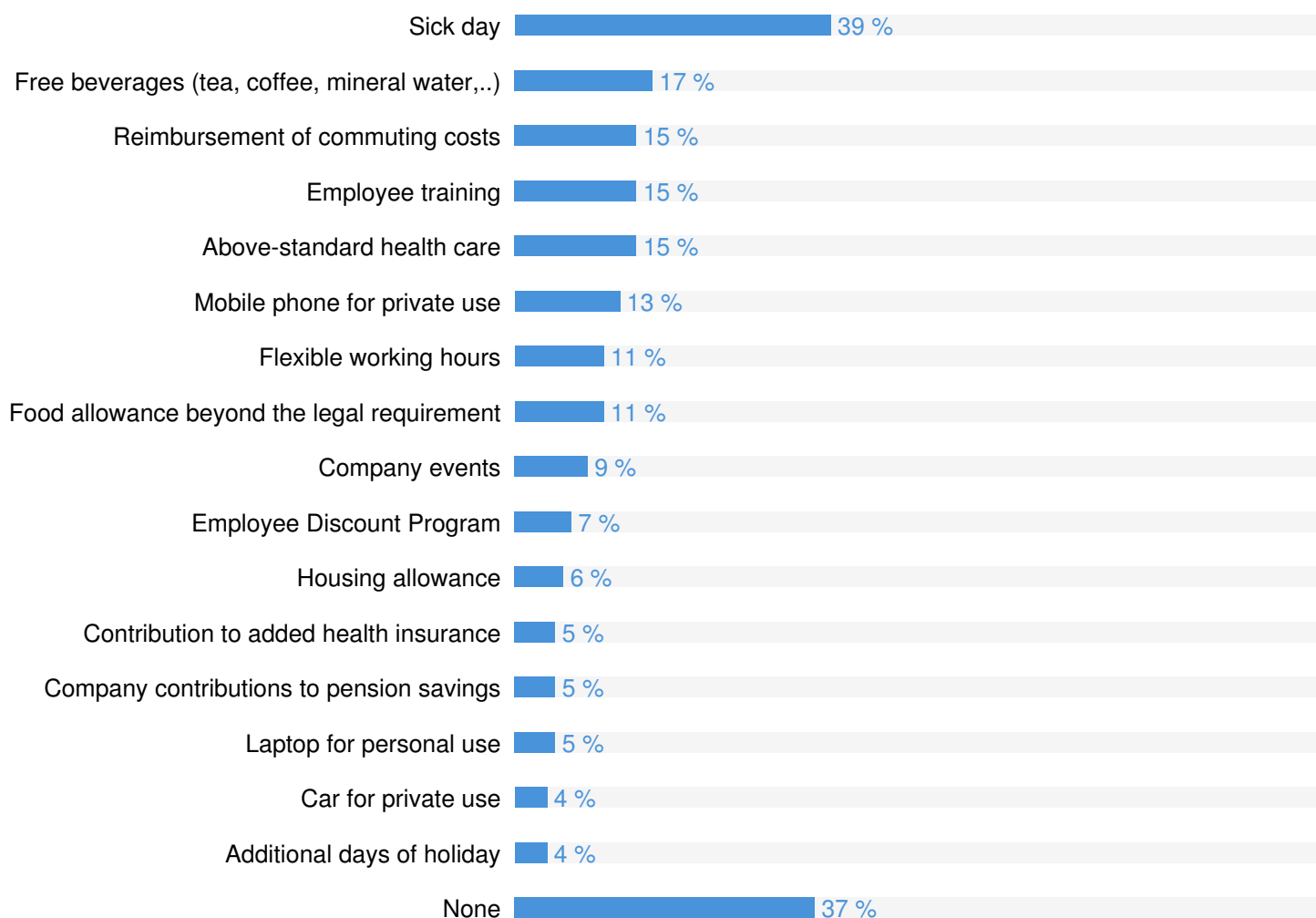


The span of the salary

Nett salary	Average	1. decile	1. quartile	median	3. quartile	9. decile
Basic monthly salary	755	500	600	750	900	1 000
Total monthly income*	795	502	600	800	1 000	1 100

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

Non-financial benefits



Financial benefits

Variable salary component

22% employees have stated that they are getting a variable salary component.

Christmas bonus salary

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

Bonuses and commissions

11% employees mentioned that they get bonuses and that the medium value of this bonus is 200 BAM.

Methodology

Input data

People on the job market have the possibility to get the comparison of their salary with other employees on the same position and in the same region. Everyone who fills in the questionnaire with 14 questions (8 out of them are compulsory) becomes a respondent and will get a free comparison of the salary with the reference sample. The latter is made up by other respondents according to the filled in position and region.

Every respondent's data are valid for one year and there will be no interfering with the given information. All data in the salary survey are anonymous.

Output data

Before carrying out the actual calculations, the sample of the data is being "cleansed". At first mistakes are filtered away, for example negative numbers, or extreme values as for example the salary 10 BAM/month or 10 mil. BAM/month. The second step in the cleaning of the database is detecting duplicate questionnaires and determining extremes. Extremes are determined specifically for concrete positions with consideration of the region (the region of capital, the region outside of capital city). The method of detecting extreme data (trimming the data) is based on the rough estimate of the theoretic distribution of salaries on the position according to the region.

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