



Salary report Pro

Administrative Worker, Official - Administration

Administration

1 August 2019

Administrative Worker, Official - Administration

The job position is
in the salary
ranking on

414 place

Number of
respondents in
position

837

Average age of
respondent in
position

41 years

Total gross salary
(median)

281,870
HUF

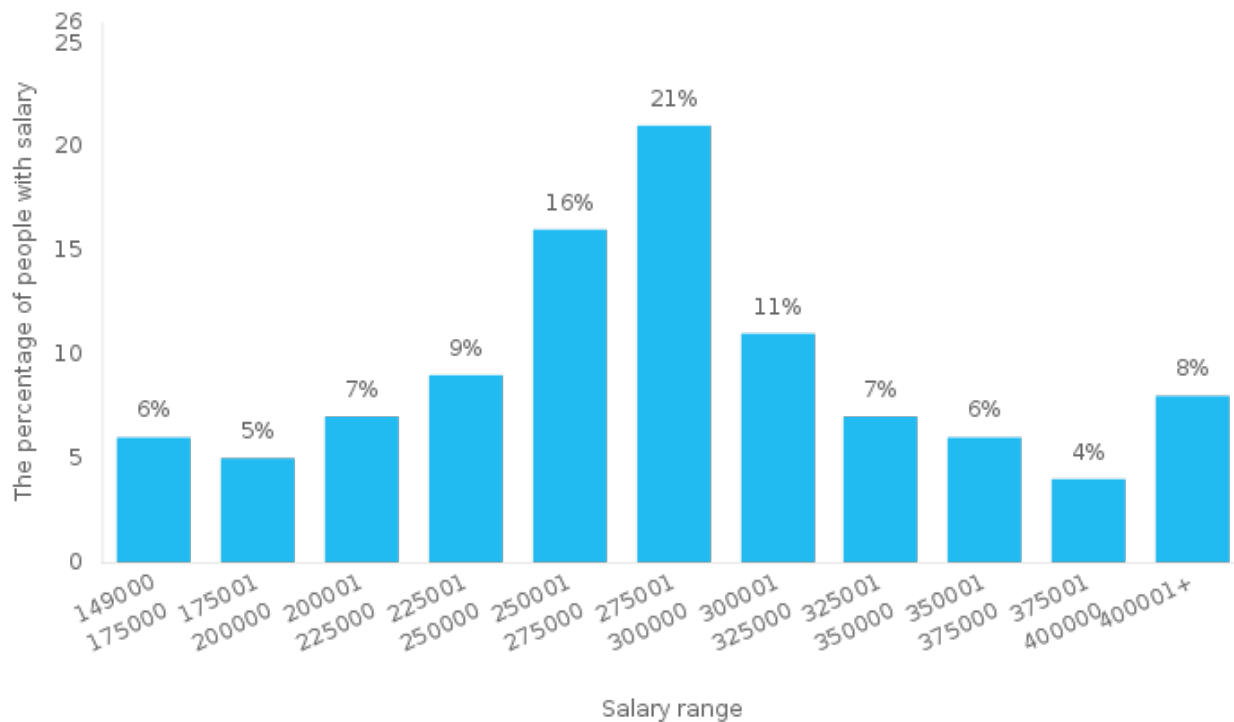
Region: Budapest
Working experience: Senior
Company size: big company
Education: graduation
Sample: 837 real salaries

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 ranges

Region: Budapest | Working experience: Senior | Company size: big company |
Education: graduation



The span of the salary

Region: Budapest | Working experience: Senior | Company size: big company |
Education: graduation

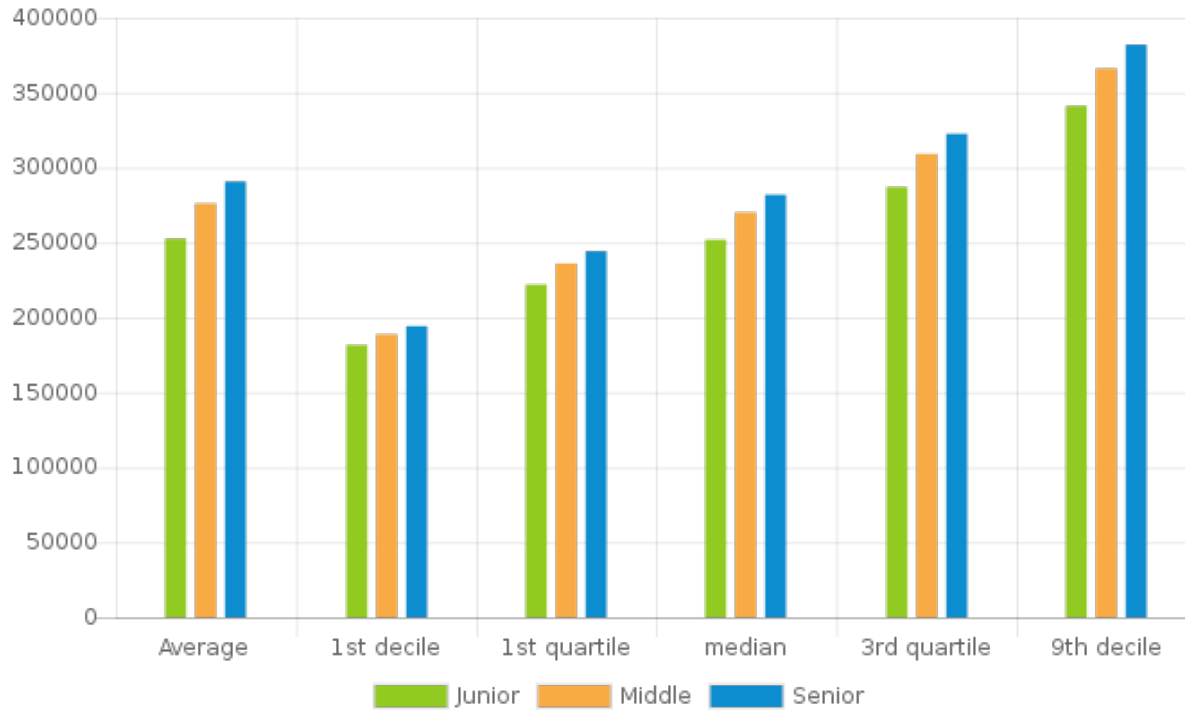


	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Basic salary	276,947	188,004	234,514	271,245	308,178	360,640
Total salary	290,707	194,219	244,197	281,870	322,539	381,926

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

Salaries by work experience

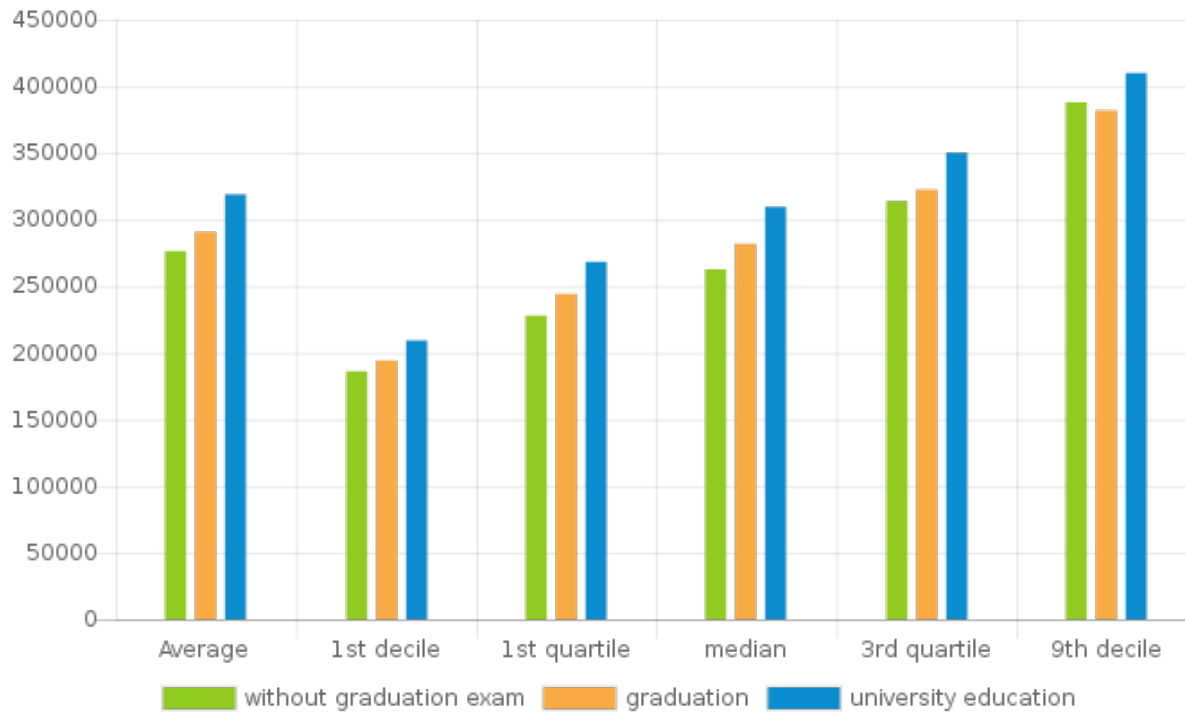
Region: Budapest | Company size: big company | Education: graduation



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Junior	252,563	181,596	221,970	251,867	287,037	341,080
Middle	276,097	188,754	236,047	270,169	309,158	366,160
Senior	290,707	194,219	244,197	281,870	322,539	381,926

Salaries by education

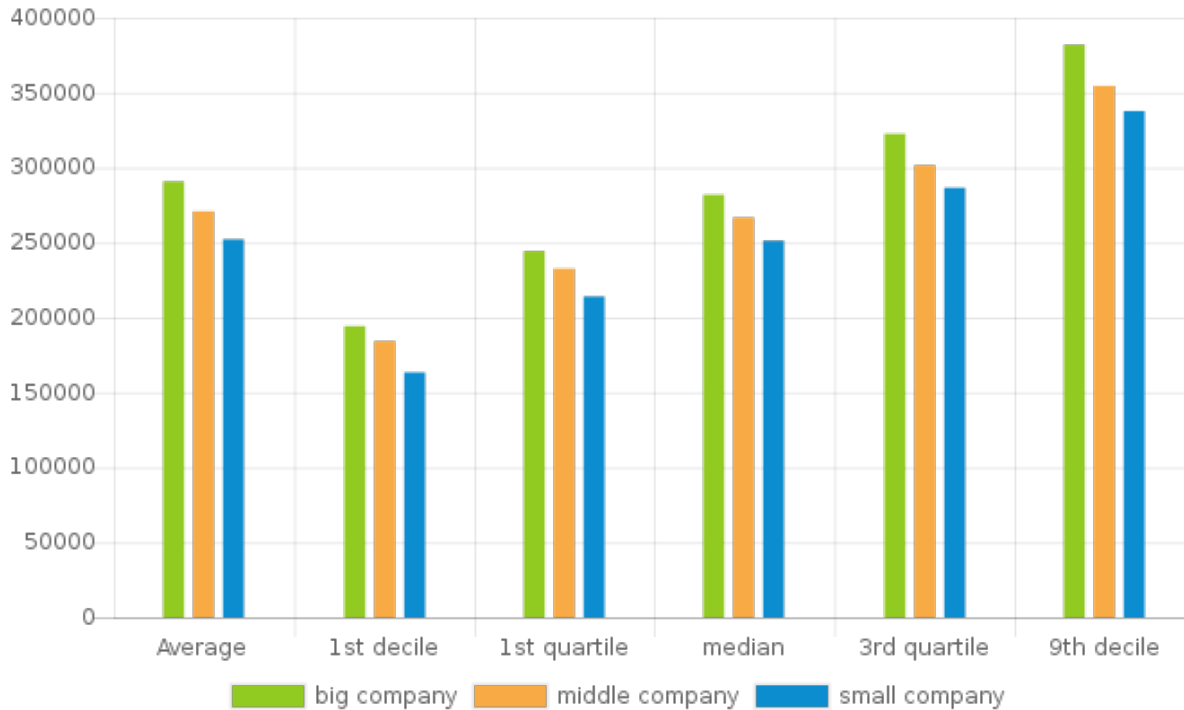
Region: Budapest | Working experience: Senior | Company size: big company



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
without graduation exam	276,414	186,106	227,885	262,738	313,793	388,104
graduation	290,707	194,219	244,197	281,870	322,539	381,926
university education	318,820	209,277	268,271	309,508	350,149	409,951

Salaries by company size

Region: Budapest | Working experience: Senior | Education: graduation



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
big company	290,707	194,219	244,197	281,870	322,539	381,926
middle company	270,800	184,251	232,629	266,775	301,625	354,545
small company	252,181	163,394	213,960	251,265	286,572	337,750

Salaries by regions

Working experience: Senior | Company size: big company | Education: graduation

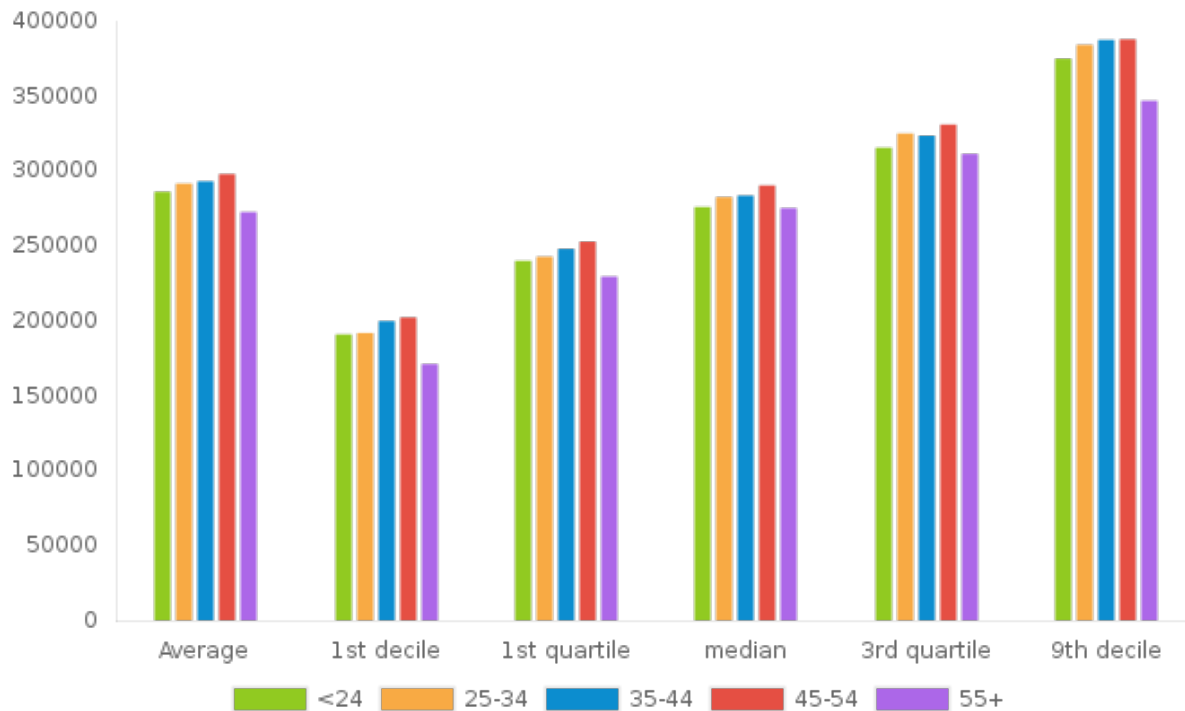
	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Budapest	290,707	194,219	244,197	281,870	322,539	381,926
Bács-Kiskun county	255,758	172,530	207,567	241,496	292,018	369,170
Baranya county	239,849	174,702	202,330	230,725	272,834	336,125

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Békés county	248,514	186,153	216,289	233,693	262,852	315,746
Borsod-Abaúj-Zemplén county	249,596	173,824	206,068	237,414	281,697	346,467
Csongrád county	242,137	170,885	203,993	229,752	267,918	332,699
Hajdú-Bihar county	234,955	170,581	203,614	226,647	258,092	306,157
Heves county	257,867	198,577	222,941	246,387	282,016	339,456
Jász-Nagykun-Szolnok county	252,351	183,551	213,123	241,099	277,953	335,232
Komárom-Esztergom county	282,791	184,391	219,431	260,133	311,015	374,847
Nógrád county	245,890	182,307	204,922	223,144	256,466	325,690
Pest county	271,079	184,656	221,352	254,839	299,869	371,679
Győr-Moson-Sopron county	284,986	180,742	221,352	260,834	312,463	383,295
Szabolcs-Szatmár-Bereg county	247,020	184,871	207,547	233,705	269,067	313,056
Fejér county	264,546	192,299	225,992	251,786	289,407	346,583
Somogy county	261,852	158,145	201,803	238,841	299,208	387,293
Tolna county	256,300	181,468	206,676	234,435	282,983	349,768

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Vas county	269,070	185,178	225,350	256,038	299,917	374,274
Veszprém county	267,259	182,784	220,029	252,553	294,602	359,865
Zala county	244,276	185,470	217,253	239,111	271,128	337,168

Salaries by age group

Region: Budapest | Working experience: Senior | Company size: big company |
Education: graduation



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
<24	285,908	190,720	239,838	275,737	315,317	374,702
25-34	291,339	191,657	242,563	282,347	324,760	383,939
35-44	292,872	199,641	247,808	283,362	323,287	387,222
45-54	297,721	202,041	252,604	290,105	330,732	387,616
55+	272,329	170,924	229,332	274,967	311,144	346,611

Compensation mix

Variable salary component

38%

employees have stated that they are getting a variable salary component, and its middle value (median) is 32000 HUF per month.

Christmas bonus salary

38%

employees mentioned that they get 13th salary and that the medium value of this bonus is 200000 €.

Bonuses and commissions

38%

employees mentioned that they get bonuses and that the medium value of this bonus is 125000 €.

Contact

Workania.hu

sale@fizetesek.hu