

Job Title
Grade
Job Family
Subfamily
IFA

Administration Specialist
Specialists
A3 Administration
Administration
8

Job Description

Is responsible for the administration of the office or branch. Can also be responsible for accounting, wages, personnel, office fit-out, telephones, etc.

Market Comparison

Sample Size	No. of Job Holders			No. of Companies		
	133			42		
	Average	1 st Decile	1 st Quartile	Median	3 rd Quartile	9 th Decile
Base Pay	30 700	22 900	25 000	30 000	35 500	42 000
Guaranteed Pay	31 200	22 900	25 000	30 200	35 700	42 800
Total Pay	34 300	24 800	27 500	33 400	38 600	45 200

Bonus Eligibility	% of Job Holders Receiving			% of Companies Providing		
	77%			88%		
	Average	1 st Decile	1 st Quartile	Median	3 rd Quartile	9 th Decile
Targeted Variable Pay (%)	13%	3%	8%	12%	20%	25%
Targeted Variable Pay	48 100	16 000	24 600	39 800	63 000	88 500
Actually Paid Variable Pay	41 600	13 400	20 200	34 500	57 900	84 400

Employee Benefits Costs	Average	1 st Decile	1 st Quartile	Median	3 rd Quartile	9 th Decile
	18 900	7 800	10 000	17 200	24 200	28 000
Company Car Eligibility	% of Job Holders Receiving			% of Companies Providing		
	3%			7%		
	Average	1 st Decile	1 st Quartile	Median	3 rd Quartile	9 th Decile
Car Price	411 900	-	-	359 700	-	-

Sector Comparison

	Base Pay				Total Pay			
	Average	1 st Quartile	Median	3 rd Quartile	Average	1 st Quartile	Median	3 rd Quartile
Automotive	36 100	33 500	37 700	40 300	42 300	40 500	46 300	48 100
Pharmaceutical	40 300	32 900	38 900	47 000	45 900	38 100	39 800	52 400
Financial services	32 300	28 100	31 300	39 000	35 100	28 500	35 100	40 300
ICT/High-tech	29 700	24 000	29 000	34 800	32 600	26 500	31 700	35 600
Trade and Distribution	31 600	25 300	30 000	33 700	35 400	31 100	34 100	37 700
Manufacturing	27 300	22 600	26 400	31 000	30 900	25 300	28 500	36 900
FMCG	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-

Regional Comparison

	Base Pay				Total Pay			
	Average	1 st Quartile	Median	3 rd Quartile	Average	1 st Quartile	Median	3 rd Quartile
Prague	31 400	26 000	30 000	35 700	35 000	29 000	33 900	38 700
Czech Republic Excluding Prague	29 900	24 000	30 000	35 000	33 400	26 200	31 800	38 000
Bohemia	31 100	25 400	30 000	35 900	34 700	27 600	33 600	39 600
Bohemia Excluding Prague	30 500	24 300	30 500	35 800	34 300	26 100	32 200	39 700
Central Bohemia Region	33 200	30 000	32 000	39 400	37 200	30 900	32 600	45 400
Central Bohemia Region and Prague	31 800	26 100	30 500	36 000	35 500	29 000	33 800	40 300
South Bohemia and Vysocina Region	29 600	25 800	29 300	33 100	31 900	26 500	31 600	37 000
Pilsen and Karlovy Vary Region	22 300	21 200	22 900	23 000	25 500	25 000	25 800	26 000
Liberec and Usti Region	-	-	-	-	-	-	-	-
Hradec Kralove and Pardubice Region	31 000	29 500	30 800	32 400	35 500	33 600	35 100	37 200
Moravia	28 600	24 000	26 700	33 800	31 200	26 600	30 200	34 800
Moravskoslezsky Region	-	-	-	-	-	-	-	-
Olomouc and Zlin Region	-	-	-	-	-	-	-	-
South Moravian Region	28 900	24 100	26 400	34 900	31 800	27 100	30 000	34 900

Comparison by Company Size

	Base Pay				Total Pay			
	Average	1 st Quartile	Median	3 rd Quartile	Average	1 st Quartile	Median	3 rd Quartile
Headcount < 200	36 700	30 800	35 700	41 300	40 600	33 800	39 400	41 300
Headcount 200 to 600	27 800	24 200	27 000	30 500	32 400	26 500	32 400	34 500
Headcount > 600	30 800	25 000	30 000	36 000	33 800	27 400	32 800	37 900
Turnover < CZK 500 mil.	30 700	25 000	30 000	36 000	33 200	26 200	30 900	40 300
Turnover CZK 0,5 to 2 mld.	27 800	23 200	26 400	30 500	31 500	26 300	30 500	34 600
Turnover > CZK 2 mld.	32 000	26 400	30 900	36 000	35 500	30 300	34 100	39 800

Note:

Data is valid as of 1 June 2016 and listed in CZK. Base Pay, Guaranteed pay and Total Pay are displayed as monthly values. Variable Pay and Employee Benefits are displayed as yearly values. No statistics are calculated if data was provided by less than 3 companies. Median is calculated if 4 or more data points were available, quartiles if 5 or more data points were available and deciles if 6 or more data points were available. Detailed descriptions of terms are listed on page 15. If the Targeted Variable Pay is replaced by the Actually Paid Variable Pay in the calculation of the Total Pay then the TP value is in italics.