

Job Title	Administration Assistant							
Grade	A4							
Job Family	Administration and Manual Workers							
Subfamily	Administration							
Job Description	Carries out simple, routine and repetitive administrative tasks. Works under close supervision.							
Sample Size	No. of Job Holders			No. of Companies				
	288			41				
Base Pay	Average	1st Decile	1st Quartile	Median	3rd Quartile	9th Decile		
Total Pay	16 800	12 500	14 200	16 500	19 100	21 000		
Variable Pay (%)	15%	4%	8%	15%	20%	25%		
Variable Pay	2 500	700	1 400	2 300	3 400	4 500		
Car Price	-	-	-	-	-	-		
Bonus Eligibility	% of Job Holders Receiving			% of Companies Providing				
	87%			78%				
Company Car Eligibility	0%			2%				
Sector Comparison	Base Pay				Total Pay			
	Average	1st Quartile	Median	3rd Quartile	Average	1st Quartile	Median	3rd Quartile
Automotive	16 800	15 500	16 600	18 300	18 100	16 300	18 100	19 900
Banking & Fin. Services	18 500	16 600	19 100	19 300	19 600	17 800	19 100	22 000
Utilities	-	-	-	-	-	-	-	-
Logistics	17 500	14 000	18 000	19 000	21 000	16 400	21 000	25 200
Pharmaceutical	19 800	16 700	19 400	21 300	21 900	18 500	20 200	25 300
FMCG	-	-	-	-	-	-	-	-
High-tech	17 500	14 800	16 400	21 000	19 300	16 200	18 500	22 000
Chemical Sector	15 100	13 800	15 300	16 400	16 600	13 900	16 500	18 100
Trade & Distribution	18 300	17 300	20 000	20 000	20 400	19 000	21 700	23 000
Manufacturing	14 600	11 900	14 000	16 200	15 300	12 300	14 500	17 700
Regional Comparison	Base Pay				Total Pay			
	Average	1st Quartile	Median	3rd Quartile	Average	1st Quartile	Median	3rd Quartile
Prague	18 700	16 000	19 000	20 200	21 500	18 000	21 700	24 400
Excluding Prague	15 500	13 500	15 200	17 700	17 000	14 700	17 100	19 100
Bohemia	17 200	14 600	16 900	19 500	19 700	16 500	19 000	22 500
Bohemia excl. Prague	15 700	13 800	15 400	17 200	17 400	15 600	17 600	19 500
Central Bohemia	17 300	14 900	17 500	19 100	18 700	16 700	19 000	20 100
South Bohemia	-	-	-	-	-	-	-	-
West Bohemia	-	-	-	-	-	-	-	-
North Bohemia	16 100	15 000	16 000	17 200	17 300	15 600	17 300	18 800
East Bohemia	12 300	11 500	12 300	12 300	16 500	13 800	13 900	20 300
Moravia	15 200	12 300	14 800	19 100	16 000	13 100	16 200	19 100
North Moravia	13 400	11 400	14 000	14 800	14 400	12 200	14 300	16 200
South Moravia	16 900	15 000	18 000	19 100	17 900	16 500	19 100	19 100
Comparison by Company Size	Base Pay				Total Pay			
	Average	1st Quartile	Median	3rd Quartile	Average	1st Quartile	Median	3rd Quartile
Headcount < 200	18 300	16 600	19 100	20 000	20 100	18 800	19 900	23 000
Headcount 200 to 600	16 400	13 900	15 600	19 000	18 700	15 500	18 500	21 000
Headcount > 600	16 100	14 000	15 400	17 700	17 800	14 900	17 200	19 600
Turnover < CZK 500 mil.	17 400	15 000	18 000	20 000	19 900	16 500	20 800	23 000
Turnover CZK 0,5 to 2 bil.	15 900	12 700	15 600	19 000	17 400	14 300	17 000	20 100
Turnover > CZK 2 bil.	16 800	14 200	16 200	19 100	18 600	16 200	18 300	19 700

Note:

Base pay, bonus and total pay are displayed in CZK as monthly values. No statistics is 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. Data is valid as of 1 July 2006.