

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				
	453			44				
Base Pay	Average	1st Decile	1st Quartile	Median	3rd Quartile	9th Decile		
	19 100	13 000	15 500	19 100	22 000	25 100		
Total Pay	22 500	15 800	18 600	21 600	25 100	31 700		
	22%	2%	6%	15%	28%	58%		
Variable Pay (%)	3 900	400	1 000	2 500	5 400	10 400		
Variable Pay	-	-	-	-	-	-		
Car Price	% of Job Holders Receiving			% of Companies Providing				
Bonus Eligibility	87%			82%				
Company Car Eligibility	0%			0%				
Sector Comparison	Base Pay				Total Pay			
	Average	1st Quartile	Median	3rd Quartile	Average	1st Quartile	Median	3rd Quartile
Automotive	17 200	15 400	17 400	18 500	19 100	16 600	18 400	21 100
Pharmaceutical	22 500	20 000	21 700	25 200	28 700	24 000	28 500	32 500
Insurance	-	-	-	-	-	-	-	-
High-tech	19 900	14 600	17 500	25 600	24 400	18 900	23 000	30 600
Chemical Sector	-	-	-	-	-	-	-	-
Financial Services	19 200	17 000	19 400	21 100	22 000	20 000	21 500	23 600
Trade & Distribution	17 300	15 400	17 400	18 500	21 500	16 500	23 500	25 900
Manufacturing	16 800	13 000	16 500	20 000	20 300	18 400	19 900	22 100
FMCG	-	-	-	-	-	-	-	-
Regional Comparison	Base Pay				Total Pay			
	Average	1st Quartile	Median	3rd Quartile	Average	1st Quartile	Median	3rd Quartile
Prague	20 400	17 800	20 000	23 000	25 000	20 700	24 000	28 900
Excluding Prague	18 100	14 500	17 900	20 700	20 400	17 300	20 100	22 900
Bohemia	19 800	17 000	19 800	22 600	23 800	20 000	22 700	26 600
Bohemia excl. Prague	18 800	15 200	18 500	21 600	21 800	19 600	21 500	23 800
Central Bohemia Region	20 600	18 000	20 000	22 600	22 600	21 100	22 500	23 900
South Bohemian and Vysocina Region	18 500	16 300	17 900	19 800	21 500	19 000	20 600	22 900
Pilsen and Karlovy Vary Region	20 400	14 000	17 000	25 000	23 600	20 400	21 400	26 600
Usti and Liberec Region	16 900	13 600	16 300	18 500	20 300	17 800	19 800	21 900
Hradec Kralove and Pardubice Region	19 600	15 900	19 600	23 300	21 300	17 800	19 800	23 300
Moravia	17 200	14 200	16 700	19 500	18 700	16 400	18 000	20 700
Moravskoslezsky Region	17 100	13 900	15 000	16 700	20 100	16 800	18 200	21 500
Olomouc and Zlin Region	19 100	16 900	20 400	21 700	21 000	18 600	22 000	23 400
South Moravian Region	16 800	14 000	16 500	18 600	17 900	15 400	17 400	19 400
Comparison by Company Size	Base Pay				Total Pay			
	Average	1st Quartile	Median	3rd Quartile	Average	1st Quartile	Median	3rd Quartile
Headcount < 200	21 700	17 000	20 700	24 900	24 800	20 000	24 000	28 200
Headcount 200 to 600	20 600	18 700	20 600	22 800	25 000	20 400	23 100	28 000
Headcount > 600	18 100	14 800	17 900	20 500	20 800	17 400	20 800	23 500
Turnover < CZK 500 mil.	20 200	18 000	20 000	22 100	24 200	19 700	21 700	27 700
Turnover CZK 0,5 to 2 bil.	17 500	13 200	16 800	20 500	21 900	19 500	21 200	24 000
Turnover > CZK 2 bil.	19 000	15 300	18 500	21 900	21 200	17 200	21 000	24 100

Note:

Base pay, bonus and total pay are displayed in CZK as monthly 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. Data is valid as of 1 June 2008.