

Job Title	Administration Specialist							
Grade	Specialists							
Job Family	A3	Administration						
Subfamily		Administration						
IFA		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				
	253			35				
	Average	1 st Decile	1 st Quartile	Median	3 rd Quartile	9 th Decile		
Base Pay	27 600	17 500	22 000	27 000	31 100	37 700		
Guaranteed Pay	28 100	18 000	22 000	27 300	31 800	37 900		
Total Pay	31 800	19 700	25 000	30 100	35 600	43 900		
Bonus Eligibility	% of Job Holders Receiving			% of Companies Providing				
	81%			86%				
	Average	1 st Decile	1 st Quartile	Median	3 rd Quartile	9 th Decile		
Targeted Variable Pay (%)	17%	8%	11%	20%	20%	27%		
Targeted Variable Pay	57 300	24 900	30 800	45 700	71 100	98 600		
Actually Paid Variable Pay	62 000	23 700	30 300	42 800	84 600	110 100		
Employee Benefits Costs	Average	1 st Decile	1 st Quartile	Median	3 rd Quartile	9 th Decile		
	15 900	4 600	10 000	15 700	16 800	26 100		
Company Car Eligibility	% of Job Holders Receiving			% of Companies Providing				
	2%			6%				
	Average	1 st Decile	1 st Quartile	Median	3 rd Quartile	9 th Decile		
Car Price	-	-	-	-	-	-		
Sector Comparison								
	Base Pay			Total Pay				
	Average	1 st Quartile	Median	3 rd Quartile	Average	1 st Quartile	Median	3 rd Quartile
Automotive	-	-	-	-	-	-	-	-
Manufacturing	30 000	22 600	27 100	35 200	35 700	24 600	30 100	38 700
Logistics and transportation	-	-	-	-	-	-	-	-
Pharmaceutical	40 300	36 300	40 000	44 400	55 500	42 100	47 500	48 500
Financial sector	28 000	25 000	29 000	31 100	29 600	27 000	31 000	33 000
FMCG	-	-	-	-	-	-	-	-
IT & Telecommunication	30 200	26 000	29 400	34 100	33 000	27 700	31 800	36 000
Trade and distribution	27 200	22 000	28 500	33 800	29 800	22 000	32 000	34 900
Regional Comparison								
	Base Pay			Total Pay				
	Average	1 st Quartile	Median	3 rd Quartile	Average	1 st Quartile	Median	3 rd Quartile
Prague	30 100	25 000	29 400	35 100	35 300	27 900	33 600	40 400
Czech Republic Excluding Prague	26 200	19 700	25 600	29 800	29 900	23 100	28 900	33 800
Bohemia	28 000	21 900	28 400	32 000	32 700	25 000	31 100	36 600
Bohemia Excluding Prague	26 000	18 900	24 600	30 100	30 000	21 400	28 300	34 300
Central Bohemia Region	29 900	19 000	27 900	38 500	32 700	19 800	28 500	40 100
South Bohemia and Vysocina Region	25 700	24 300	27 100	28 500	28 700	25 200	28 300	31 800
Pilsen and Karlovy Vary Region	34 200	24 700	30 400	42 000	42 800	24 700	36 500	59 300
Liberec Region	28 800	28 500	29 300	29 500	31 600	29 300	30 800	33 800
Usti Region	25 000	17 000	26 900	33 000	28 200	23 800	26 900	33 200
Hradec Kralove and Pardubice Region	22 500	18 800	20 100	27 300	26 500	21 200	27 600	32 300
Moravia	26 600	22 000	26 300	29 600	29 800	24 500	29 000	33 600
Moravskoslezsky Region	28 000	22 400	27 300	33 000	32 400	22 400	27 300	39 600
Olomouc and Zlin Region	24 700	18 000	25 100	29 700	27 300	20 300	26 400	35 000
South Moravian Region	27 200	21 000	26 300	31 400	30 200	24 200	28 800	35 500
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	35 700	28 200	35 600	42 100	44 400	31 300	39 400	48 000
Headcount 200 to 600	27 300	24 500	27 700	29 000	29 800	26 900	30 000	31 900
Headcount > 600	26 800	20 000	26 500	30 600	30 500	24 000	29 400	35 400
Turnover < CZK 500 mil.	35 200	25 000	36 200	42 200	41 200	27 300	38 600	48 400
Turnover CZK 0,5 to 2 mld.	27 100	24 000	27 500	29 000	29 300	26 600	29 300	31 200
Turnover > CZK 2 mld.	27 200	20 100	26 900	31 100	31 400	24 000	30 000	35 600

Note:

Data is valid as of 1 June 2013 and listed in CZK. Base Pay, Guaranteed pay, Total Pay, Bonus, Variable Pay and employee benefits costs are displayed 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. Detailed descriptions of terms are listed on page 16. 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.