



# **Salary report Pro**

## **Administrative Worker - Administration**

**Administration**

10 November 2020

Total gross salary  
(median)

**431.00**  
**EUR**

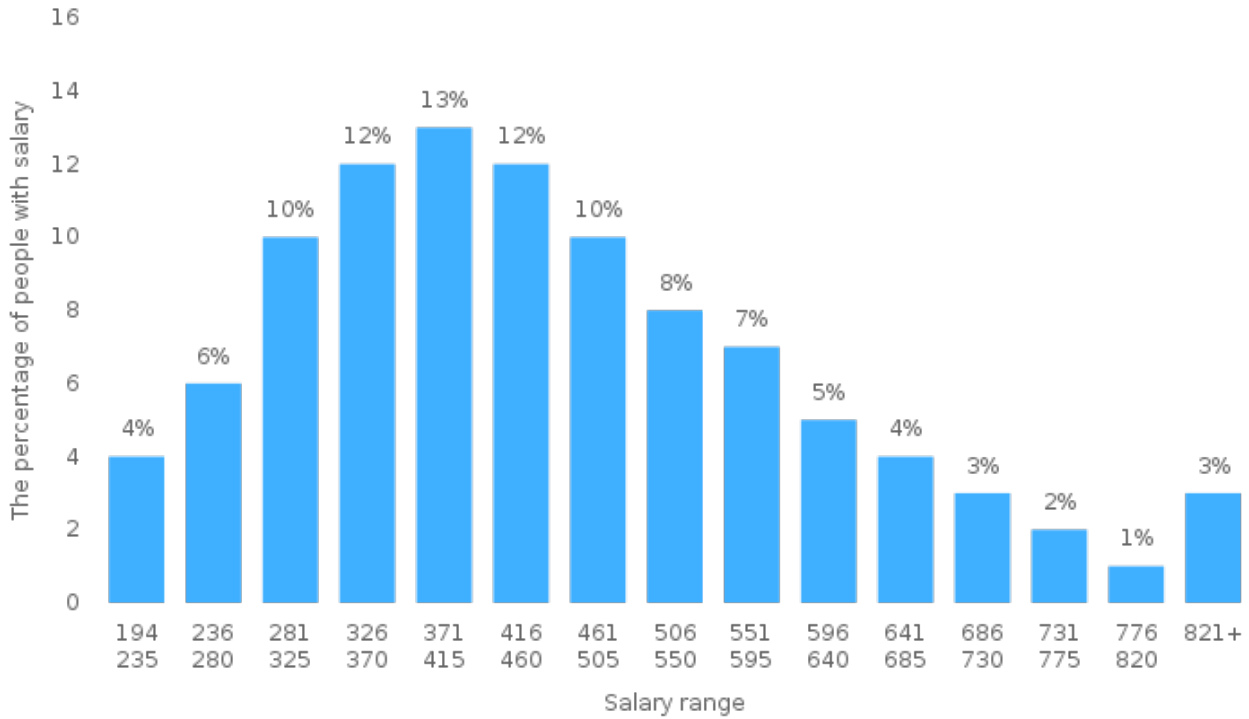
Region: Montenegro  
 Work experience: all experience levels  
 Company size: all company sizes  
 Education: all education levels  
 Industry: all industries  
 Methodology: Estimation model

#### Description of 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.

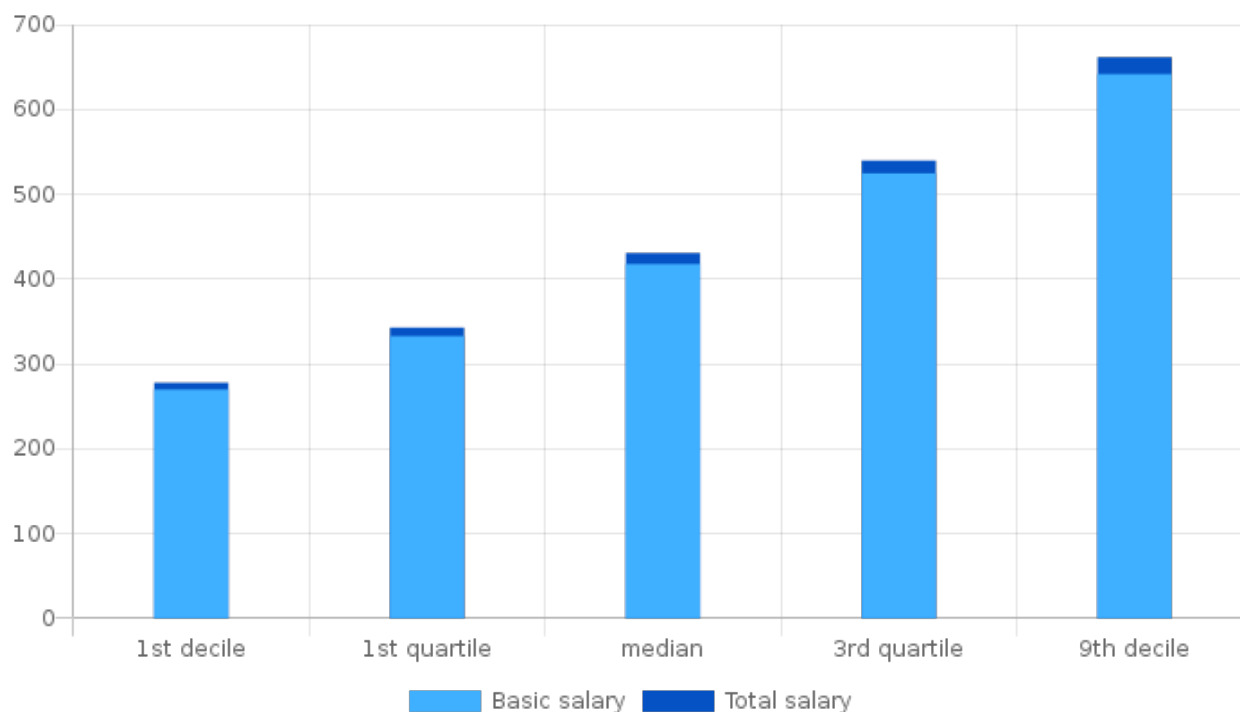
# Salary ranges

Region: Montenegro



# Salary span

Region: Montenegro

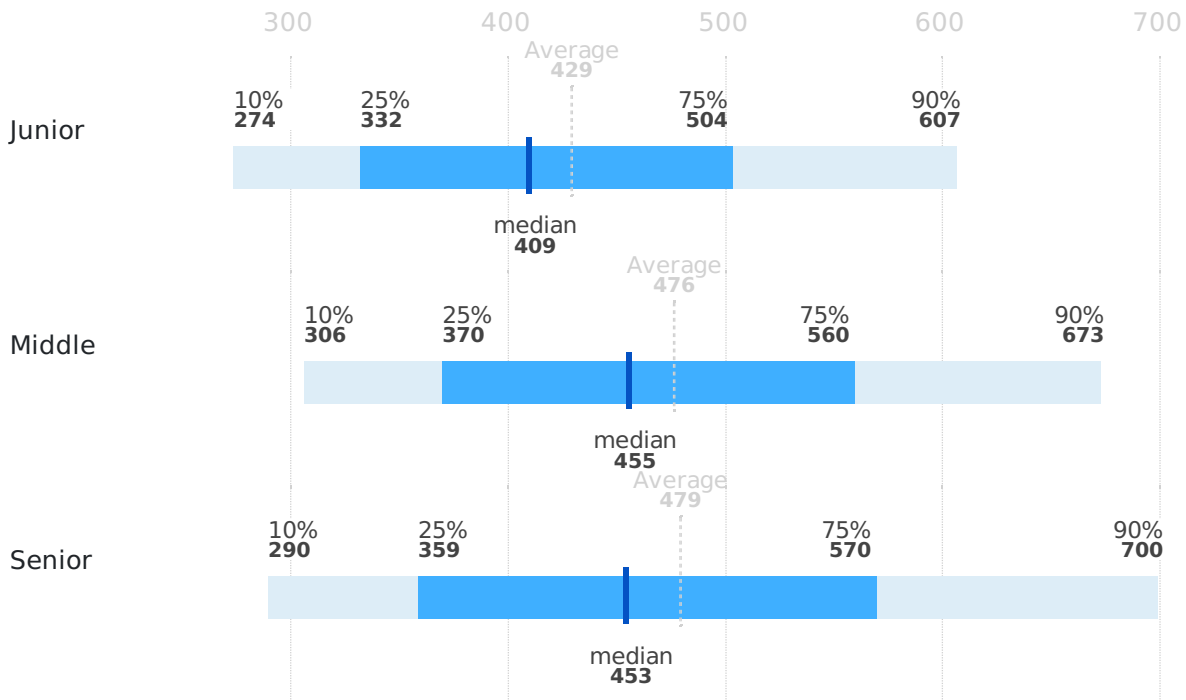


	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Basic salary	442	270	333	418	525	642
Total salary	455	278	343	431	540	662

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

# Salaries by work experience

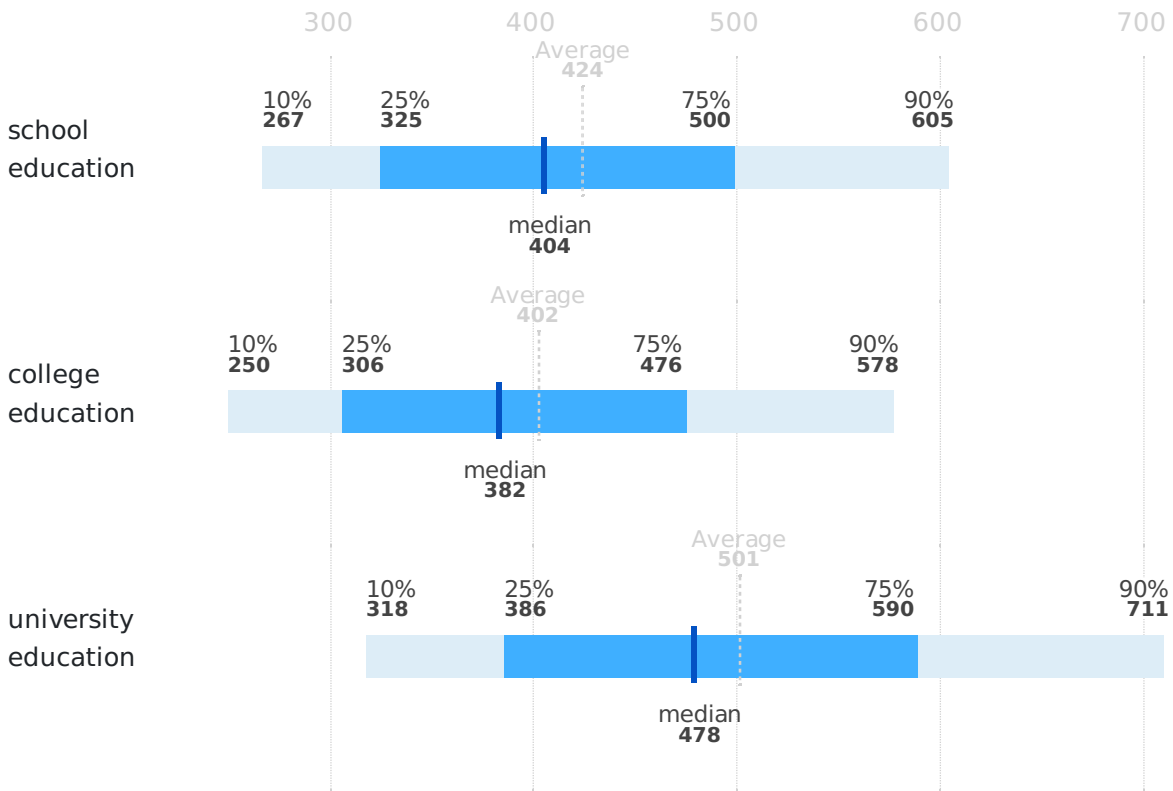
Region: Montenegro



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Junior	429	274	332	409	504	607
Middle	476	306	370	455	560	673
Senior	479	290	359	453	570	700

# Salaries by education

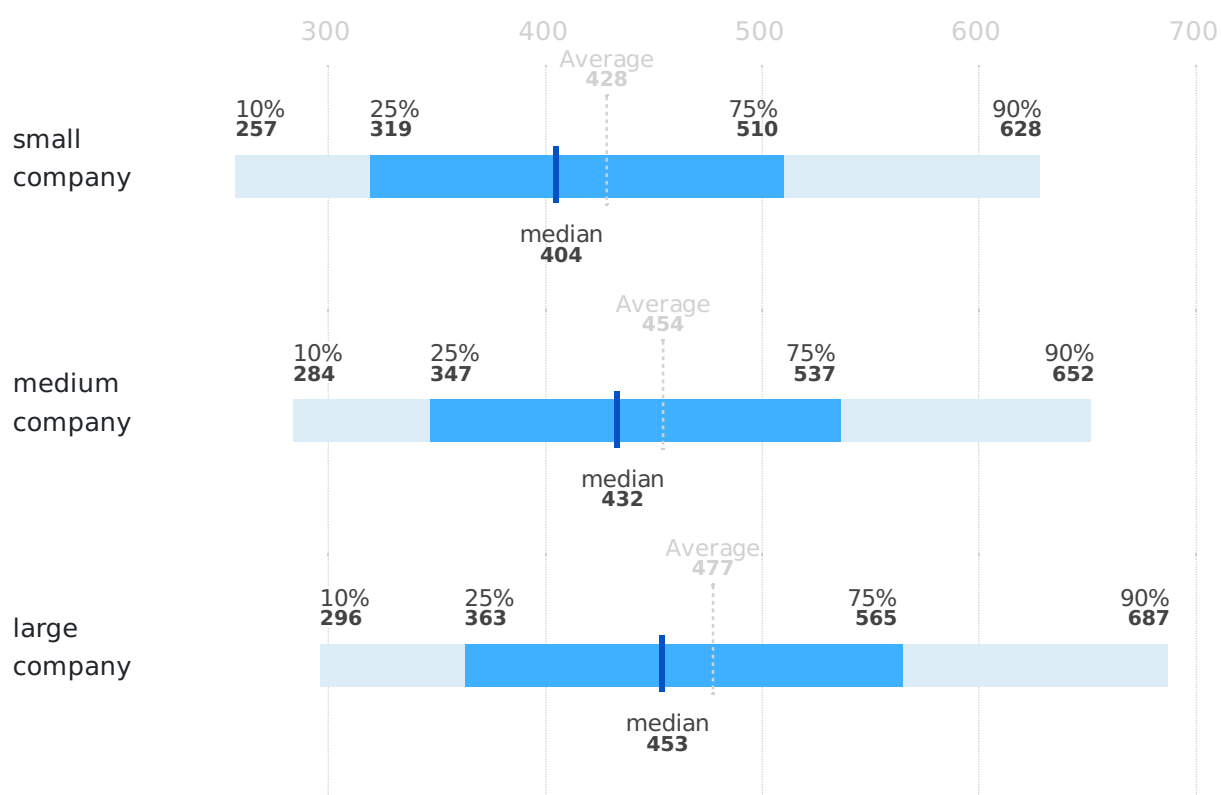
Region: Montenegro



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
school education	424	267	325	404	500	605
college education	402	250	306	382	476	578
university education	501	318	386	478	590	711

## Salaries by company size

Region: Montenegro



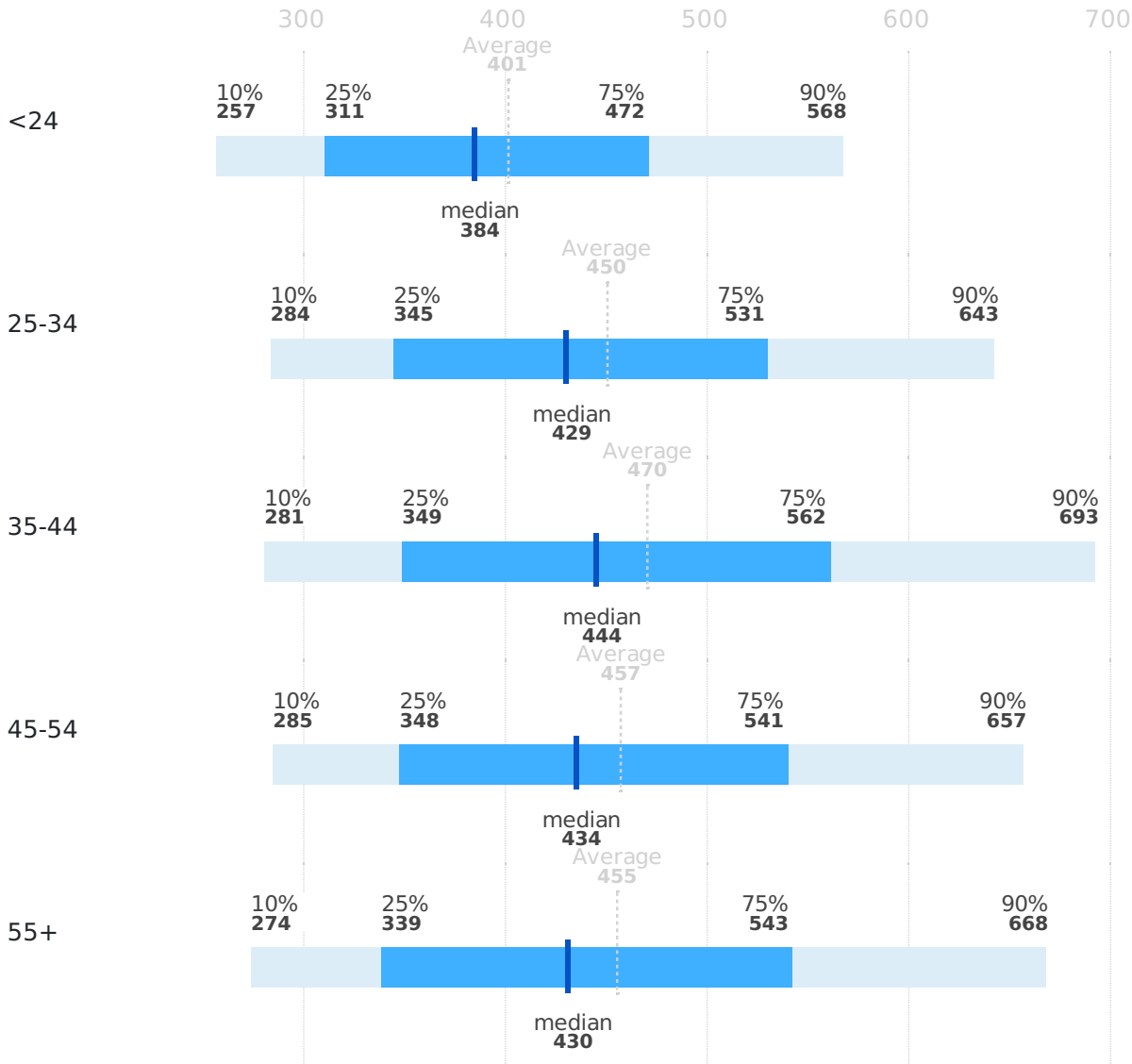
	Average	1st decile	1st quartile	median	3rd quartile	9th decile
small company	428	257	319	404	510	628
medium company	454	284	347	432	537	652
large company	477	296	363	453	565	687

## Salaries by regions

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Budva	446	272	336	423	530	649
Herceg Novi	425	260	320	403	505	619
Nikšić	389	238	293	369	462	566
Podgorica	457	279	344	433	543	665

# Salaries by age group

Region: Montenegro



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
<24	401	257	311	384	472	568
25-34	450	284	345	429	531	643
35-44	470	281	349	444	562	693
45-54	457	285	348	434	541	657
55+	455	274	339	430	543	668





## Contact

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