MojaPlaća



Salary report Plus

Administrative Worker, Official

Administration

30 May 2019

Your profile

Salary negotiations require a well thought-through strategy, whether at a job interview or when making a request of a current employer. By purchasing your salary report, you have taken your first step toward successfully negotiating a higher salary.

Current job position	Administrative Worker, Official
Work experience in the position	Middle
Total salary	3600
Region:	Vukovarsko-srijemska
Education achieved	university education
Gender	Female
Industry	Other administrative and support service activities

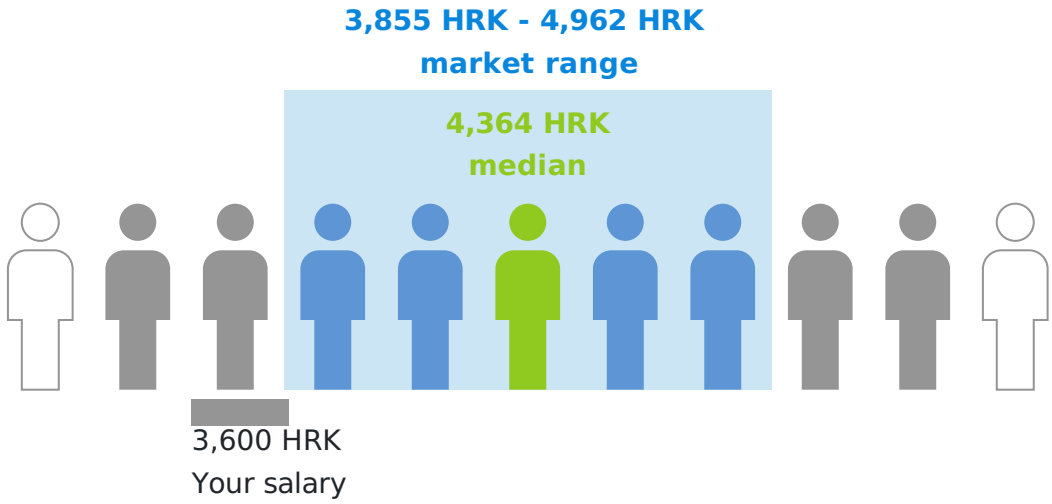
Description of the job position

- 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.

Your salary

Region: Vukovarsko-srijemska

The median salary value for the Administrative Worker, Official position in the Vukovarsko-srijemska region is 4,364 HRK (total salary). The information is drawn from the MojaPlaca.hr salary survey, run by the Profesia company since 2007.

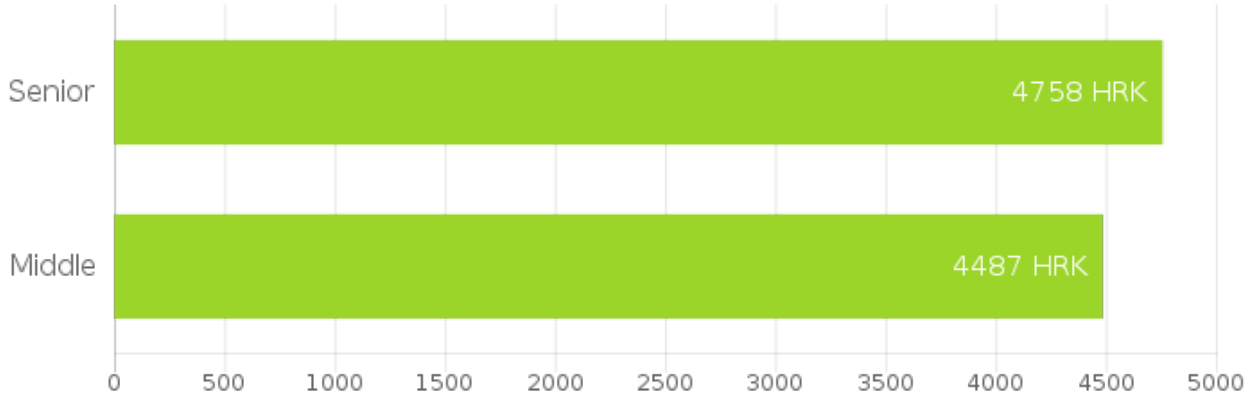


Your salary is significantly lower than the middle value. Therefore, we see great potential for negotiating the amount of your salary.

Salary by length of experience

Region: Vukovarsko-srijemska

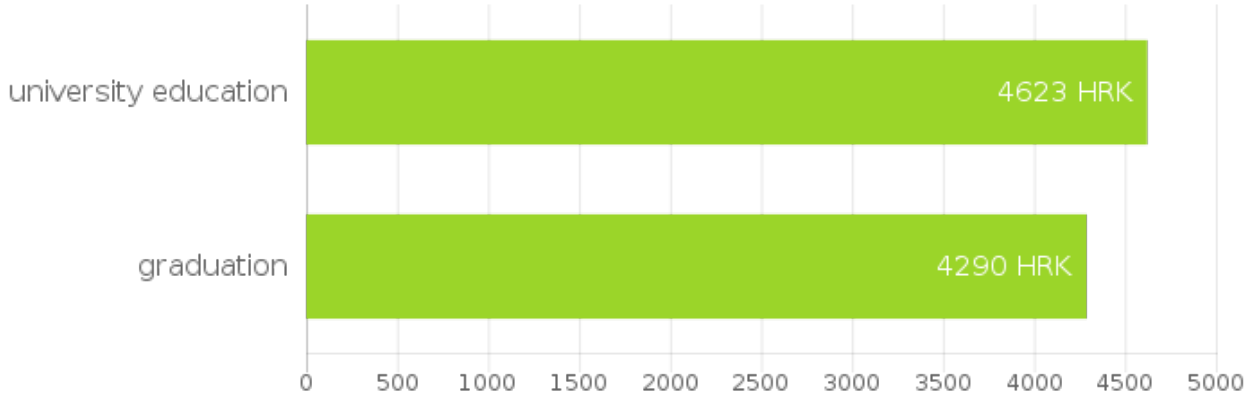
A typical Administrative Worker, Official in the Administration sector in the Vukovarsko-srijemska region makes 4,364 HRK. This represents the middle value as determined by a salary survey analysis of the MojaPlaca.hr portal.



Total gross salary by education

Region: Vukovarsko-srijemska

In the following chart you can see the median salary by education on your position.



Benefits

Region: Vukovarsko-srijemska



When to negotiate a pay rise

Once your trial period finishes

- Is used by most companies
- Is agreed before commencement of employment (and is usually part of the letter of acceptance or of the employment contract),
- When not agreed in advance, it is suitable to ask for a pay rise if the scope of work extends beyond the tasks or responsibilities agreed beforehand.

Once your fixed-term contract expires

- Tends to be set for the period of one year and is stipulated beforehand by the employment contract,
- Once the fixed term expires, usually, the work of the employee up to that point is

assessed, the salary is reviewed and a contract for an indefinite term is considered.

The job description has changed

- Competencies and responsibilities increase,
- It is most likely that the salary will be reviewed.

What arguments to use

- Owing to your performance, the company records higher income,
- Your performance up till now exceeded set targets,
- With a specific example of how you have contributed to increasing the work efficiency of your department or company
- With a concrete fact of how you are improving your company culture, resulting in higher employee performance

What arguments to avoid

- **“My co-worker's salary is higher than mine.”** That might be considered a breach of your employment contract, which usually gives employees the duty not to disclose their salaries.
- **“My living expenses increased.”** Never use your mortgage, increased costs of living, or the number of dependent children as arguments.
- **“If you don't give me a raise, I'll quit.”**

How should I act

if I was refused a pay rise

- **Ask for an explanation** and an evaluation of your job performance. You have the right to know the conditions of a pay rise. Therefore, ask your superior for clearly formulated tasks that may help you towards a pay rise.
- **Avoid expressing your disappointment**. Do not comment on it in front of your colleagues and do not start backbiting your employer.
- **Do not attack, instead ask,** when it will be possible to talk about your pay rise again.

if my pay rise was approved

- **Say thank you.**
- **Do not talk** about your salary increase in front of your **co-workers**.
- **Sign a contract amendment.** Should your employer forget about it, try tactfully asking when you might expect a signed contract amendment about your pay rise.

Salary Negotiations in Small and Large Companies

to ensure the best possible starting position, we recommend filling out the following form. It will help you become oriented before your salary negotiations and realize the value of your contribution to your employer, both financial and intangible.

In a small company

- **Faster access** to the decision-maker,
- **A lower chance** that the **company is able to afford it** due to its limited resources,
- If you are a **key employee**, your employer will try to keep you and be more **approachable**,
- Most small companies **do not carry out regular annual reviews**.

In a large company

- Tends to be more **time-consuming**,
- Has **more room** for negotiating the amount of salary,
- Goes through several approval processes, the paperwork is signed by many more people,
- Is tied not only to the HR department but also to the financial department due to annual budgeting.

Switching jobs? Fresh graduate?

Are you switching jobs? Are you a fresh graduate? You should know...

Should you fail to prepare for the conversation about your salary, your request may come accross as unprofessional and your superior or HR officer may win with their arguments. This is because the company knows very well what it can afford in terms of finances and what sums it is able to allocate for a specific job position.

Before the conversation, you should know:

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- **The overall situation in the industry** in which the company is active (competition or the number of candidates applying for your job position),
- **What your market value is**, what specific skills you are able to offer,
- **On the basis of the median [A] and your skills** (experience in the position, meeting the criteria for acceptance, etc.), determine your target value **[B]**, which may be higher or lower depending on your experience etc.,
- **Depending on the employer's offer [C] and your goal [B], you can come up with a counter offer [E]**, which should be duly substantiated,
- **Remember that during the job interview, the issue of remuneration is brought up** by the recruiter or consultant, not by the candidate.

A	Median	4,364 HRK

B Your goal	
C The employer's offer	
D Difference (B minus C)	
E Your counter offer	

Notes for preparation

Your added value

Write down your significant successes and especially why they are important for your new job or promotion.

Significant successes	The importance of my successes for a potential job

Other relevant successes and skills

Write down other valuable skills you have brought into your job.

Alternatives

Write down salary bonuses (financial and non-financial benefits) that you find acceptable.

How does your company determine salaries?

Salary Guidelines

Many companies, especially medium and large ones, have usually clearly defined salary

policies that are expressed formally and available to all employees. Companies' salary policies are connected to various factors. One of them is the varying value of individual employees to the company. Salary packages of specialists differ from those of managers and from those holding common job positions.

Salary policies of most companies clearly express what the variable part of the salary is (what it is connected to - whether to a measurable performance, personal evaluation or other indicators important for the particular company), from what and on what basis sales commissions are paid out, if and when profits are shared, who is entitled to Christmas bonus salaries and "14th salaries".

In many cases, those salary guidelines also take into account in what groups or classes particular employees are ranked from the viewpoint of their specialist knowledge, skills, responsibilities and competences.

Employee Distribution

In many companies, employees are distributed into various groups by profession. The salary systems of those companies reflect that distribution and follow certain guidelines and differences in remunerating various employees. The special characteristics of particular job positions are taken into account, e.g. manufacturing companies class their employees as production or non-production workers. This determines the targets set for individual employee groups. These are often tied to the variable part of the salary, which is agreed in advance, so that employees know what conditions they must meet to obtain it in full.

Further, companies’ salary policies often differentiate between top managers of the company, managerial employees, and specialists in a particular field, taking into account what the demand for such workers in the job market is and how quickly or slowly such employees can be replaced.

Many positions are strategic managerial positions that demand specialist knowledge as well as many other skills and competencies and their remuneration is directly dependent on the profit of the particular company.

On the other hand, some companies, for instance public institutions, divide their employees into various groups or classes that depend on the number of years worked, education level, etc.

KPIs (Key Performance Indicators)

Another option is basing the salary system on clearly defined KPIs - Key Performance Indicators. Those are defined so as to be easy to measure and evaluate and understandable to all employee groups. Key parameters include primarily **quality, timeliness, work performed** . Each parameter has its own weight that serves the subsequent calculation of the employee's evaluation and the amount of his or her bonus. Those parameters are adjusted to the particular job position.

The evaluation system includes, among other things, the assessment of capability and competencies of each particular employee. The goal of having a salary system set up in this way is for it to be objective and to exclude, as much as possible, the influence of the superiors' subjective views of employees.

Salary Surveys

When a company's salary system is determined, various specific characteristics of the particular company must be taken into account. For this reason, companies make use of expert advice of various consulting firms specialised in salary system adjustment. An important source material for determining the salaries in companies are salary surveys that map the company’s competition in similar industries and lines of business. On the basis of the analysis of salary situations, employee salaries are determined in light of the developments in the job market.

Salaries in Smaller Companies

Unfortunately, in the case of **small firms**, the system of determining salaries is often underestimated, is dealt with on a case-by-case basis and a just internal "key" for remunerating employees is missing. What decides is rather whether the particular job position is in high demand in the market or not. Here is where overpaying certain employees originates. Hence, the standing of certain specialists in the job market becomes "deformed", causing them to express disproportionately high salary expectations at job interviews. As a result, small companies often cannot afford employees of this type. Even if they were to hire them, they would not be able to keep them in their employ over the long term.

Salary Transparency

It is ideal if the salary policy guidelines are clearly defined to each employee at their commencement of employment, and that they remain always accessible to them. They should make public information such as: when salaries are first reassessed after the commencement of employment, how often an employee's salary is reassessed (whether after the trial period, after a year, etc.), if and when the employer pays out the Christmas bonus salary and the so-called 14th salary, how profit is shared (what the employee can get in terms of percentages), when assessment interviews that are usually connected to a reassessment of the basic salary are held (whether once a year, once in six months or quarterly), and what else influences remuneration in the particular company.

Factors Influencing Salary Growth

Employee remuneration ultimately depends on several factors simultaneously. For example, inflation in the particular country, the firm’s field of business, its competition in the industry, company size, demand for the company's products and services and other factors are taken into consideration. Ultimately, the salary system also reflects the overall situation of the country’s economy, the situation in the surrounding countries, especially with the main exporters.

Trade unions also influence remuneration both inside and outside of companies. If trade unions exist within the company, they have the right to participate in salary discussions. Trade unionists as the representatives of employees have a strong influence on (among other things) the area of salary policy and the rules of remuneration in companies.

How is the survey data calculated?

The Company Profesia has the largest database of salary surveys in Slovakia. Through its MojaPlaca.hr portal, it evaluates the data and offers companies, as well as others, qualified and expertly processed salary analyses. The data for our analyses has been thoroughly processed. The data is kept in our database for a maximum of one year and then automatically removed.

On the MojaPlaca.hr web portal, we continue collecting data and updating our database. First of all, survey participants with erroneous data are statistically reassessed and removed from the database. Subsequently, data from the statistically cleaned database is evaluated, fed into our system and forms the foundation for processing this report.

Analysis processing



Survey participants | Cleansed participants | Data analysis | Your analysis

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Contact

Tau on-line d.o.o.
Strojarska cesta 20
10 000 Zagreb
usluge@mojaplaca.hr