



Salary report Pro

Office Manager - Administration

Administration

14 January 2020

Office Manager - Administration

Total net salary (median)
924 BGN

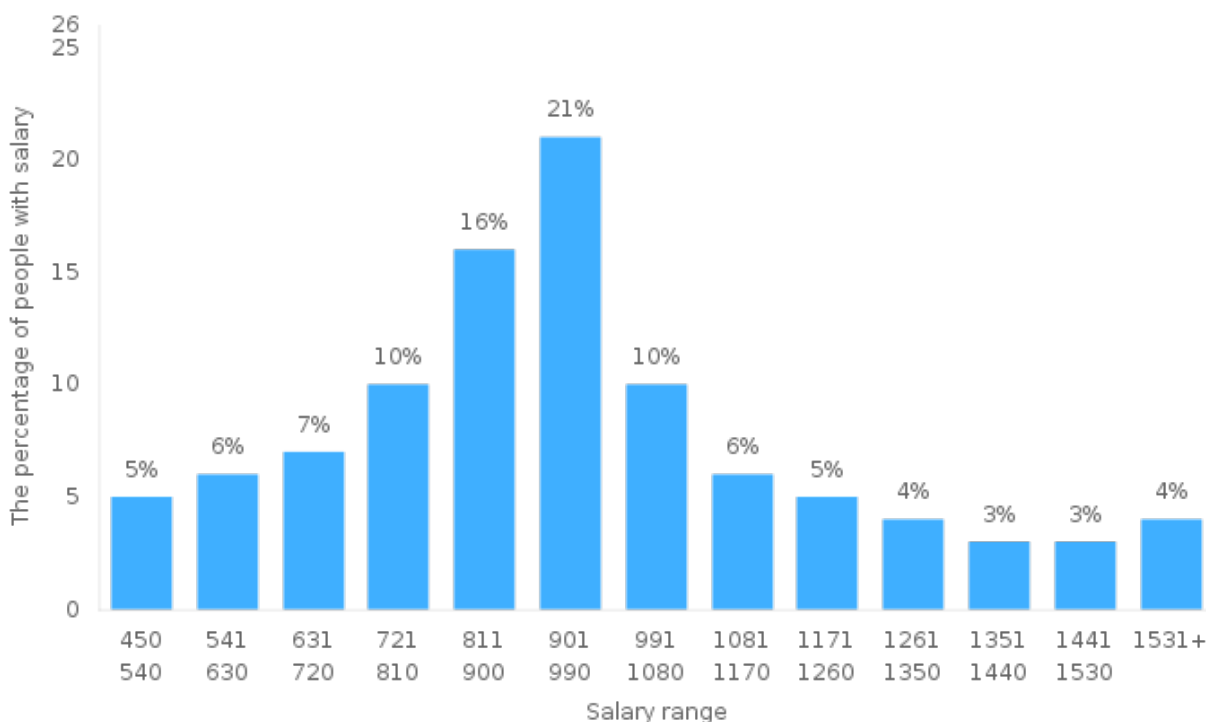
Region: Bulgaria, Northcentral Region - except Ruse District
 Working experience: all experience levels
 Company size: all company sizes
 Education: all education levels
 Methodology: Regress model, 249 participants

Description of the job position

- Responsibility for department operations and the management of assigned tasks.
- Administrative and organisational support for company management.
- Coordination of subordinate staff and the delegation of tasks.
- Management and supervision to ensure deadlines are met by the members of management.
- Recording minutes from meetings and preparing materials for the members of management.
- Communication with authorities, suppliers, and other institutions.
- Responsibility for purchasing office supplies, refreshments, and office equipment.
- Securing a repair service for moveable and real estate assets.
- Managing the company's fleet vehicles.

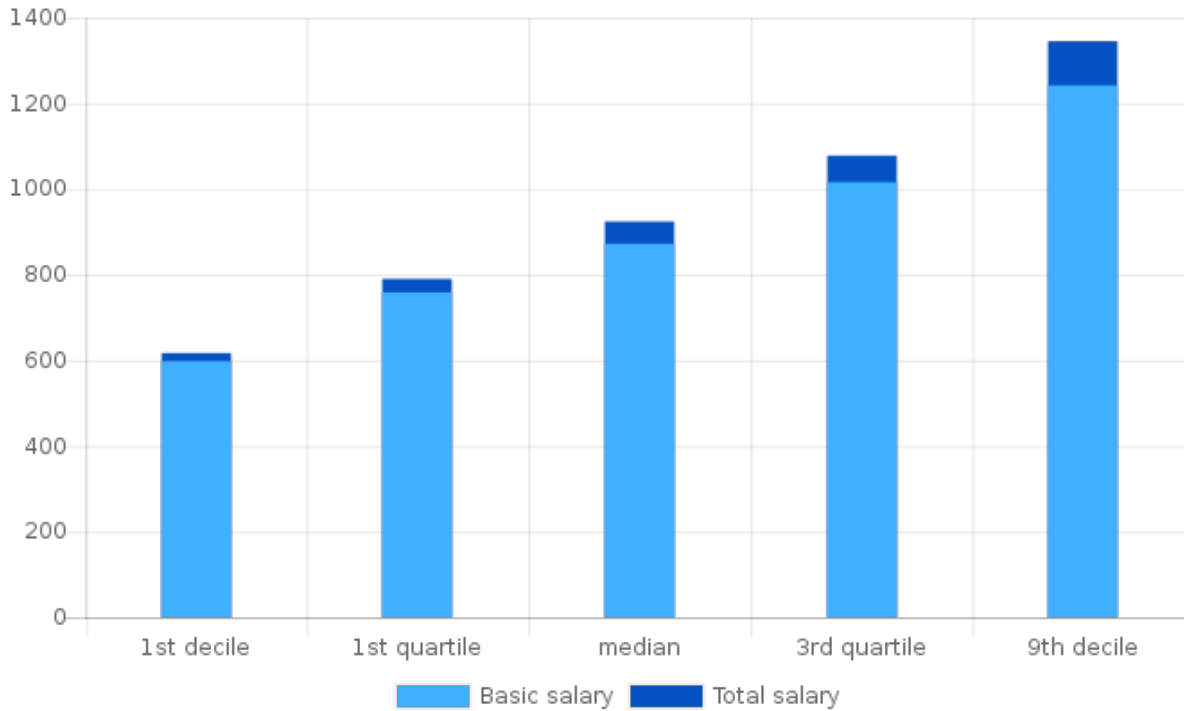
Salary range

Region: Bulgaria, Northcentral Region - except Ruse District



The span of the salary

Region: Bulgaria, Northcentral Region - except Ruse District

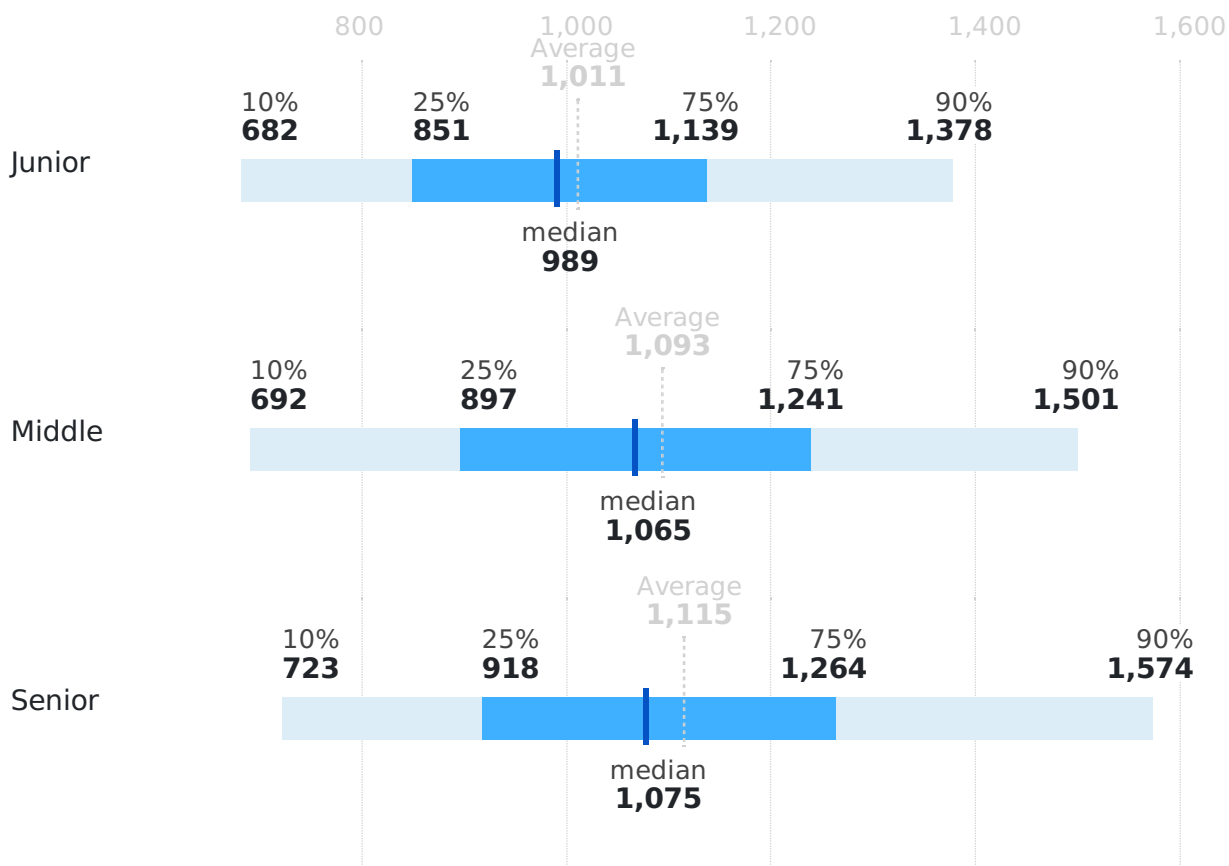


	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Basic salary	889	598	759	872	1,016	1,242
Total salary	957	617	790	924	1,078	1,345

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

Salaries by work experience

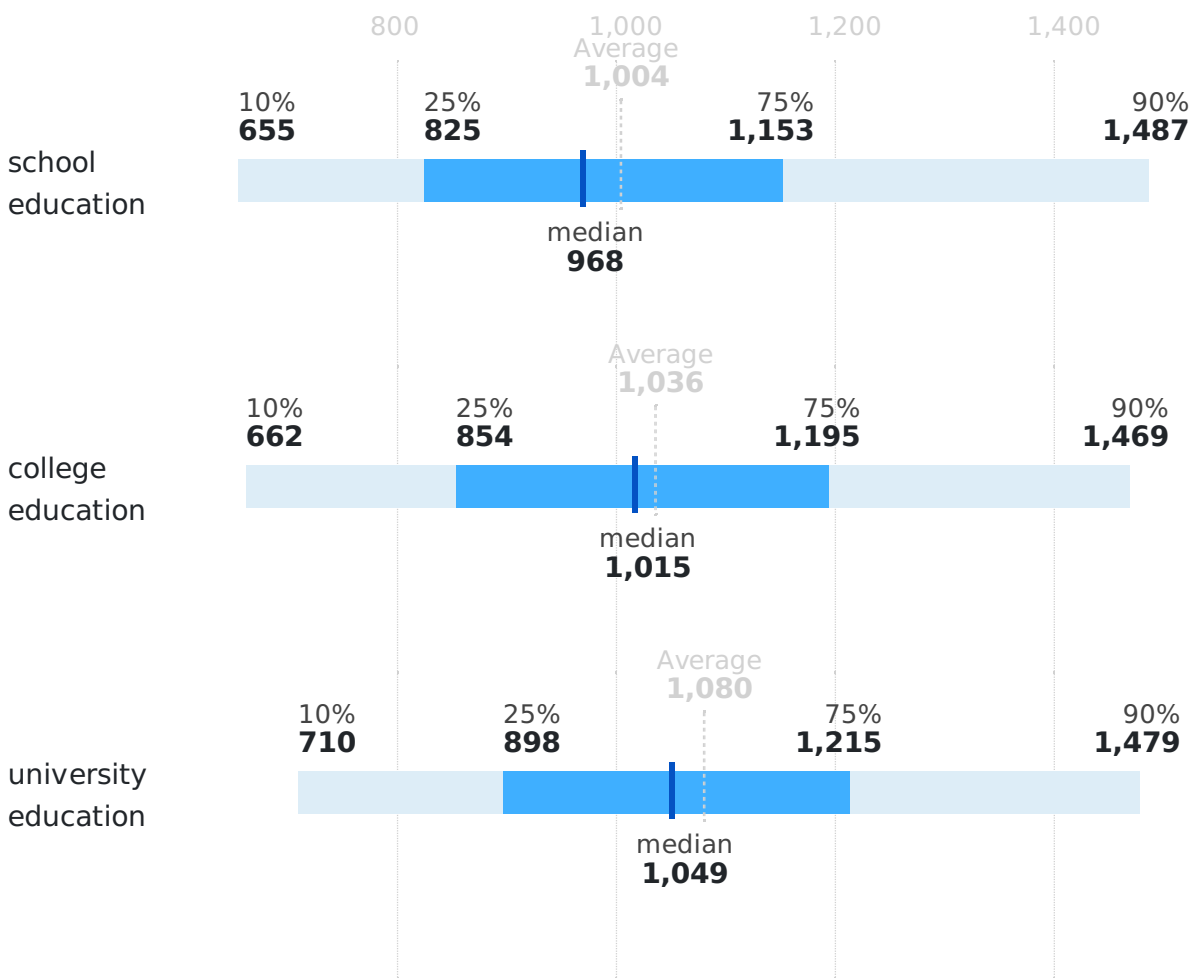
Region: Bulgaria, Northcentral Region - except Ruse District



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Junior	1,011	682	851	989	1,139	1,378
Middle	1,093	692	897	1,065	1,241	1,501
Senior	1,115	723	918	1,075	1,264	1,574

Salaries by education

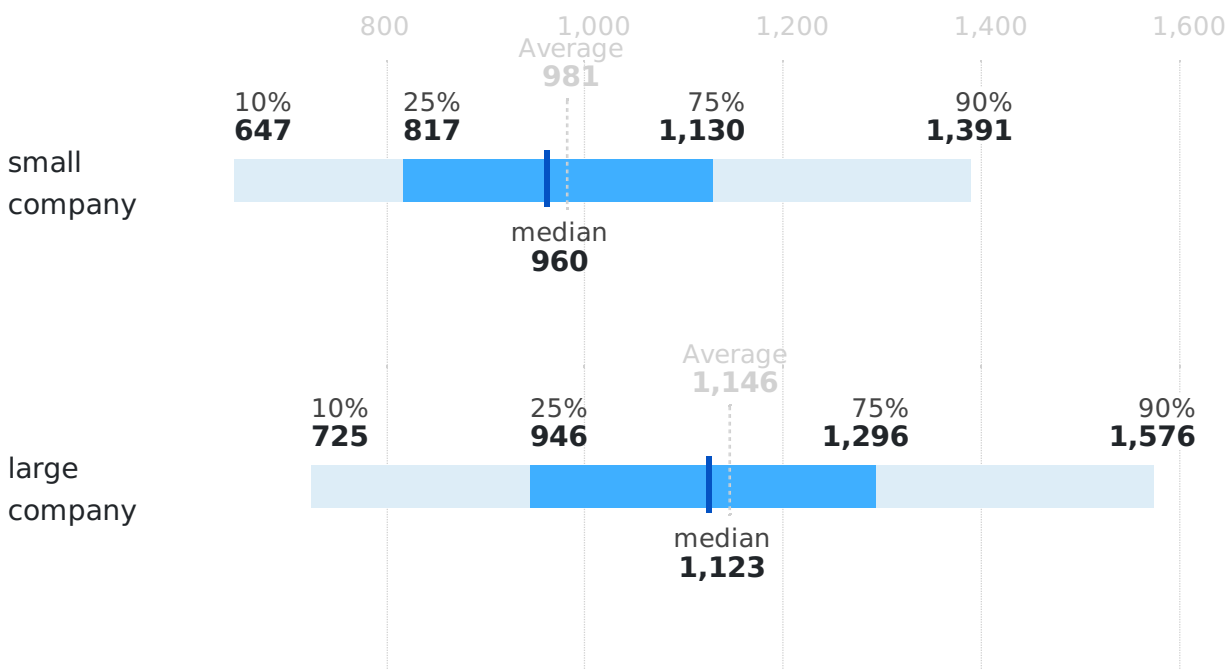
Region: Bulgaria, Northcentral Region - except Ruse District



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
school education	1,004	655	825	968	1,153	1,487
college education	1,036	662	854	1,015	1,195	1,469
university education	1,080	710	898	1,049	1,215	1,479

Salaries by company size

Region: Bulgaria, Northcentral Region - except Ruse District



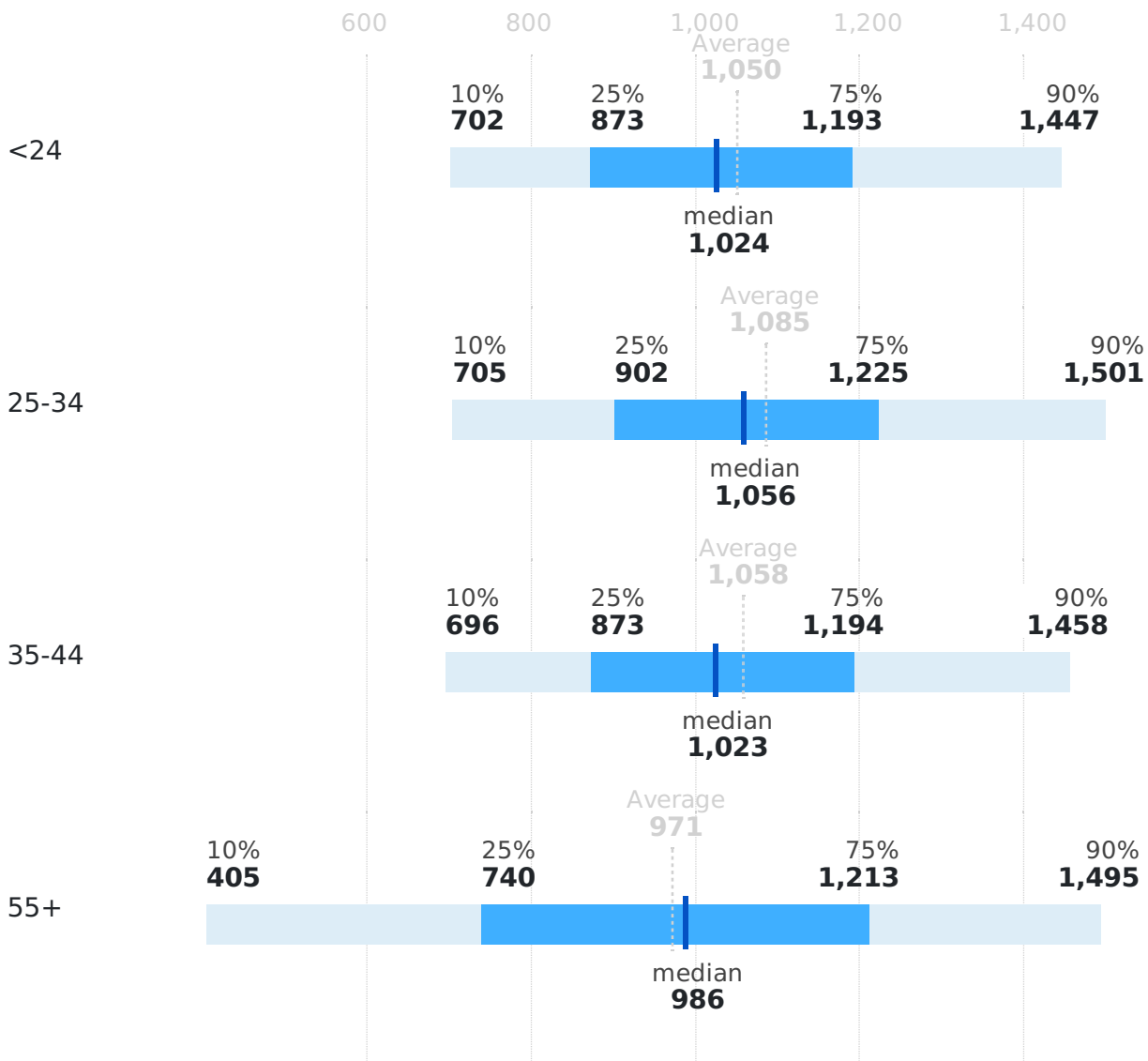
	Average	1st decile	1st quartile	median	3rd quartile	9th decile
small company	981	647	817	960	1,130	1,391
large company	1,146	725	946	1,123	1,296	1,576

Salaries by regions

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Northcentral Region	1,069	698	886	1,040	1,209	1,477
Northeastern Region	1,094	682	905	1,075	1,241	1,487
Northwestern Region	987	589	809	965	1,143	1,436
Southcentral Region	1,092	693	897	1,058	1,243	1,544
Southeastern Region	1,077	673	882	1,044	1,232	1,507
Southwestern Region	1,266	747	1,028	1,241	1,458	1,790

Salaries by age group

Region: Bulgaria, Northcentral Region - except Ruse District



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
<24	1,050	702	873	1,024	1,193	1,447
25-34	1,085	705	902	1,056	1,225	1,501
35-44	1,058	696	873	1,023	1,194	1,458
55+	971	405	740	986	1,213	1,495

Compensation mix

Variable salary component

0%

of employees state that they are getting a variable salary component.

Christmas bonus salary

13%

employees mentioned that they get 13th salary and that the medium value of this bonus is 500 BGN.

Bonuses and commissions

13%

employees mentioned that they get bonuses and that the medium value of this bonus is 1500 BGN.

Contact

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