



Salary report Pro

Administrative Worker, Official - Administration

Administration

20 December 2019

Administrative Worker, Official - Administration

Total net salary (median)

336,397
MMK

Region: Myanmar, Lower

Working experience: all experience levels

Company size: all company sizes

Education: all education levels

Methodology: Regress model, 213 real salaries

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

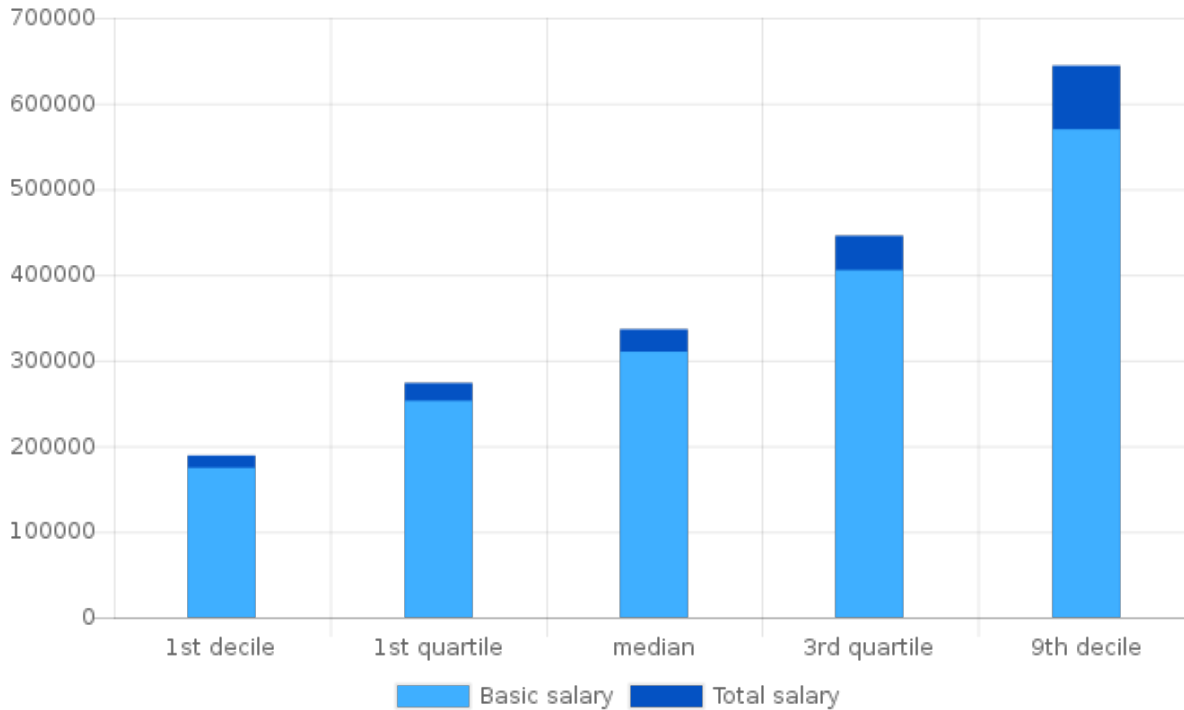
Region: Myanmar, Lower





The span of the salary

Region: Myanmar, Lower

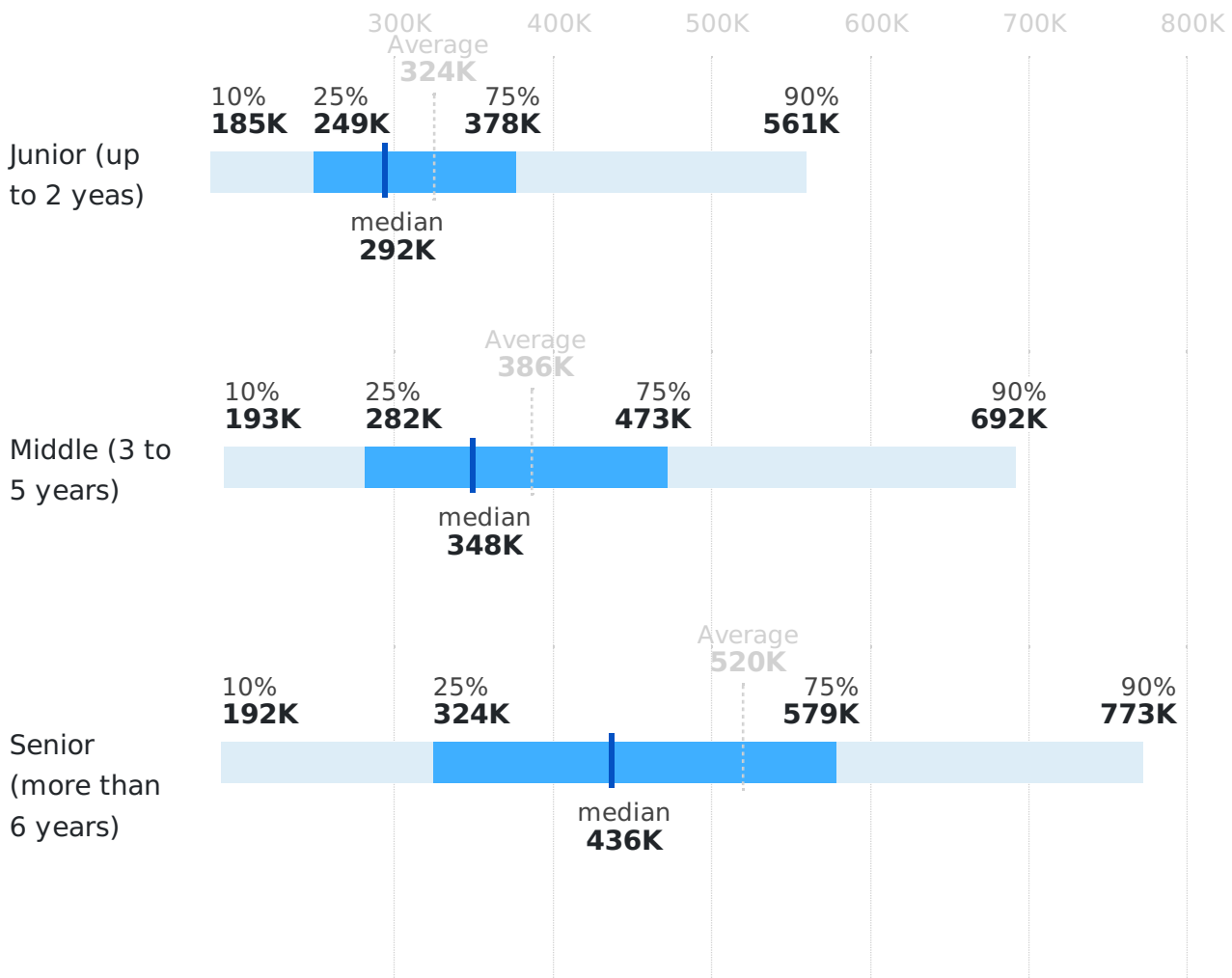


	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Basic salary	346,027	174,588	252,786	310,101	405,319	569,850
Total salary	378,862	188,939	273,673	336,397	445,637	644,173

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

Salaries by work experience

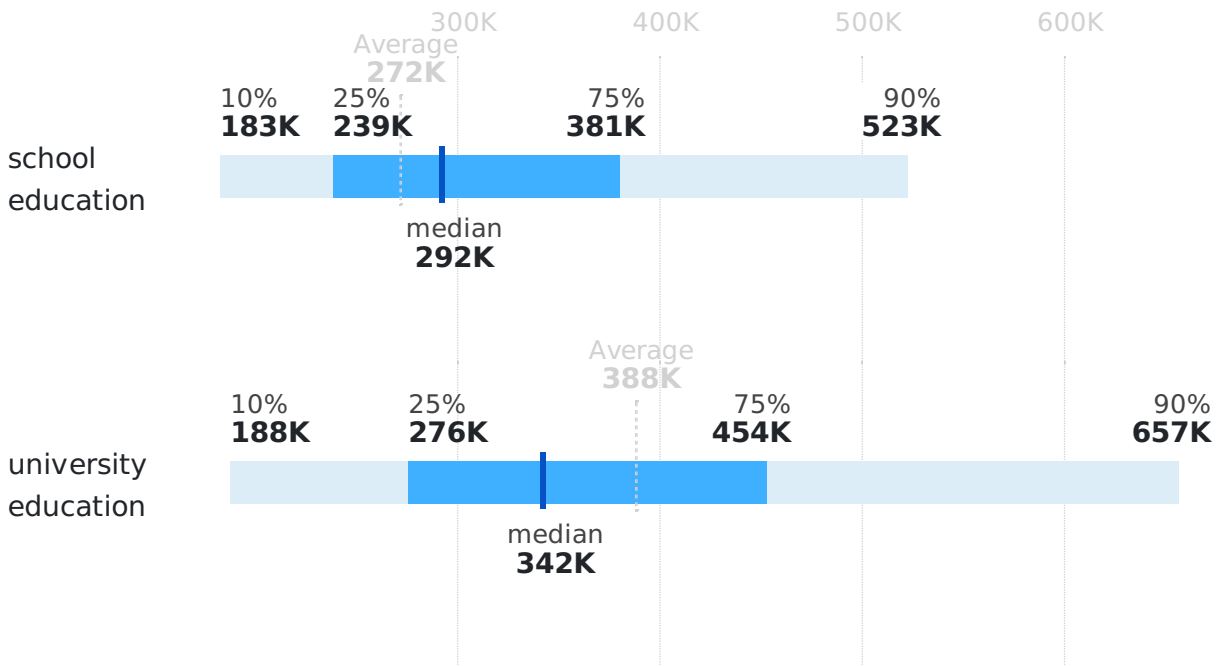
Region: Myanmar, Lower



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Junior (up to 2 years)	324,401	184,855	249,409	292,441	377,596	560,802
Middle (3 to 5 years)	385,989	192,786	281,928	348,140	472,821	691,957
Senior (more than 6 years)	519,578	191,736	324,476	435,950	578,648	773,278

Salaries by education

Region: Myanmar, Lower



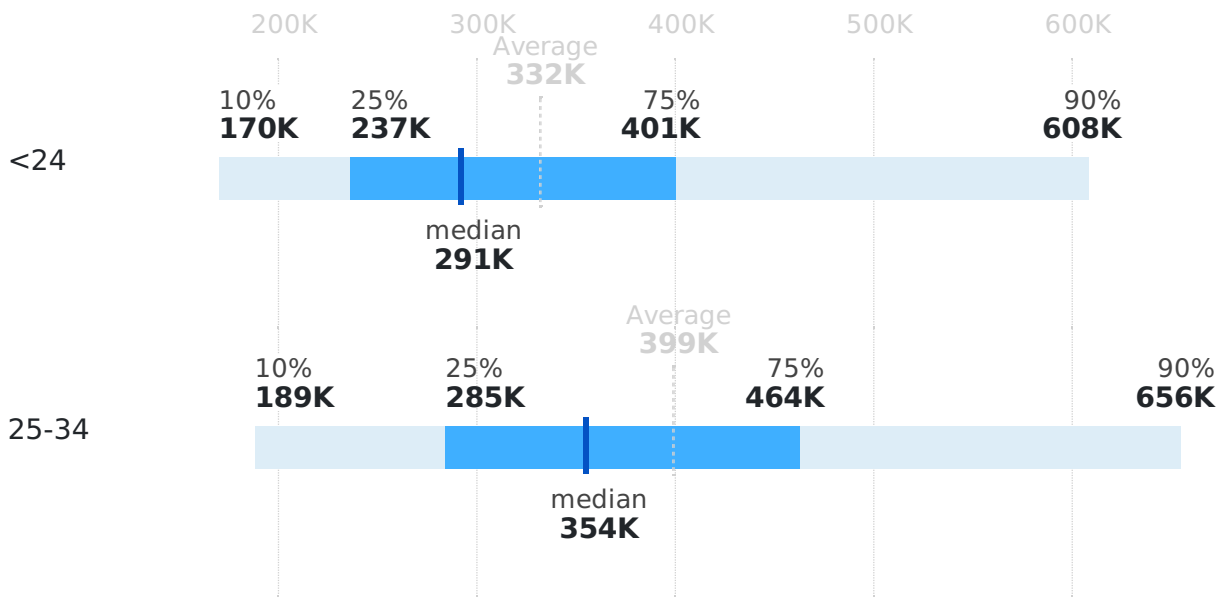
	Average	1st decile	1st quartile	median	3rd quartile	9th decile
school education	271,656	183,043	238,900	291,609	381,179	523,205
university education	388,155	187,884	276,178	341,518	453,793	656,959

Salaries by regions

	Average	1st decile	1st quartile	median	3rd quartile	9th decile
Central	203,090	146,051	185,321	221,976	304,026	470,047
Lower	378,862	188,939	273,673	336,397	445,637	644,173

Salaries by age group

Region: Myanmar, Lower



	Average	1st decile	1st quartile	median	3rd quartile	9th decile
<24	331,891	170,363	237,218	291,025	401,316	608,485
25-34	398,848	188,647	284,859	354,244	463,817	655,540

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