

## Jobs Surveyed

The survey covered 89 benchmark jobs as listed below. For each benchmark job, a brief job description with relevant information such as qualifications, work experience, job duties, and reporting level, was provided to the participating organizations for comparison. Respondents were requested to match these job descriptions with the corresponding jobs in their organizations even though the job titles might differ. The surveyed positions were classified into the following four levels:

<b><u>Job Code</u></b>	<b><u>Manager and above Staff</u></b>	<b><u>Job Code</u></b>	<b><u>Manager and above Staff (cont')</u></b>
01	Accounting Manager	79	Purchasing Manager
05	China Affairs Manager	80	Materials Manager
06	Admin. Manager/ General Services Manager	81	Warehouse Manager
07	Compliance Manager		<b><u>Supervisory/Technical Staff</u></b>
21	HR/Personnel Manager	02	Accountant
22	Training Manager	03	Assistant Accountant
26	IT Manager	08	Admin. Officer/ General Services Supervisor
31	Sales Manager	09	Security Officer
32	Marketing Manager	10	Factory Doctor
39	Customer Services Manager	23	HR/Personnel Officer
41	Property / Estate Manager	24	Training Officer
44	Factory / General Manager	27	Systems Analyst
45	Operations Manager	28	Analyst Programmer
46	Production Manager	33	Sales / Retail Sales Supervisor
47	Merchandising Manager	34	Sales Engineer
48	Sample Room Manager	40	Customer Services Supervisor
49	Product Development Manager	42	Property / Estate Officer
50	Production Planning Manager	43	Building Supervisor / Superintendent
59	Quality Control Manager	51	Production Supervisor
62	Building Services Manager	52	Senior Merchandiser
63	Project Manager	53	Production Planner/Scheduler
64	Engineering Manager	60	Quality Control Supervisor
65	Industrial Engineering Manager	61	Quality Control Engineer
78	Logistics Manager		

**Job Supervisory/Technical Staff (cont')****Code**

66 Building Services Engineer  
67 Project / Site Coordinator  
68 Site Quantity Surveyor  
69 Site Foreman  
70 Senior Engineer  
71 Engineer  
72 Safety Officer  
82 Logistics Officer  
83 Purchasing Officer  
84 Shipping Supervisor  
85 Warehouse Supervisor

**General Staff**

04 Accounts Clerk  
11 Chef  
12 Executive Secretary  
13 Secretary  
14 Clerk  
15 Receptionist  
16 Compliance Auditor  
25 HR/Personnel Assistant  
29 Programmer  
30 Computer Operator  
35 Sales Executive  
36 Sales Coordinator/Administrator  
37 Marketing Executive  
54 Merchandiser  
55 Assistant Merchandiser  
56 Pattern Maker  
73 Assistant Site Foreman  
74 Assistant Engineer  
75 Senior Technician  
76 Technician  
77 Electrician  
86 Buyer

**Job General Staff (cont')****Code**

87 Storekeeper  
88 Customs Coordinator

**Operative Staff**

17 Security Guard  
18 Office Assistant/Messenger  
19 Cleaner  
20 Company Driver  
38 Retail Sales Assistant  
57 Skilled Production Worker/ Operator  
58 Unskilled Production Worker/  
Operator  
89 Truck Driver

**Reference Date**

Salary data referred to salaries as of June 30, 2011, and the annual increment data referred to the overall salary increase from July 1, 2010 to June 30, 2011.

## 調查職位

調查所包括的職位共分 4 大類：經理級或以上、主任／專業人員、職員及基層員工合共 89 個職位。每一個職位的職務、學歷、工作經驗、職責及隸屬階層在問卷中亦清楚闡明，以便各機構的負責人可以清楚界定及準確地填妥問卷。

<b>職位 編號</b>	<b>經理</b>	<b>職位 編號</b>	<b>主任/專業人員</b>	<b>職位 編號</b>	<b>職員</b>	<b>職位 編號</b>	<b>基層員工</b>
01	會計經理	02	會計主任	04	會計文員	17	保安員
05	中國事務經理	03	助理會計主任	11	廚師	18	辦公室助理/外勤
06	行政/總務經理	08	行政/總務主任	12	行政秘書	19	清潔工
07	規章監管經理	09	保安主任	13	秘書	20	客車司機
21	人力資源/人事 經理	10	廠醫	14	文員	38	銷售員/零售員
22	培訓經理	23	人力資源/人事主任	15	接待員	57	熟練生產工/操作工
26	資訊科技經理	24	培訓主任	16	規章監管員	58	非熟練生產工/操 作工
31	業務經理	27	系統分析員	25	人力資源/人 事助理	89	貨車司機
32	市務經理	28	程式分析員	29	電腦程式員		
39	客戶服務經理	33	業務主任	30	電腦操作員		
41	物業/屋苑經理	34	業務工程師	35	業務代表		
44	廠長/總經理	40	客戶服務主任	36	業務聯絡員/ 行政員		
45	營運經理	42	物業/屋苑主任	37	市場推廣員		
46	生產經理	43	物業主管	54	跟單		
47	跟單經理	51	生產主任	55	助理跟單		
48	辦房經理	52	高級跟單	56	紙樣師傅		
49	產品開發經理	53	生產策劃員	73	助理地盤管工		
50	生產排期經理	60	品質控制主任	74	助理工程師		
59	品質控制經理	61	品控工程師	75	高級技術員		
62	屋宇裝備經理	66	屋宇裝備工程師	76	技術員		
63	項目經理	67	地盤聯絡員	77	電氣技工		
64	工程經理	68	地盤計量員	86	採購員		
65	工業工程經理	69	地盤管工	87	倉務員		
78	物流經理	70	高級工程師	88	報關員		
79	採購經理	71	工程師				
80	物料經理	72	安全主任				
81	倉務經理	82	物流主任				
		83	採購主任				
		84	船務主任				
		85	倉務主任				

## 調查時期

薪酬資料的計算是以 2011 年 6 月 30 日的薪酬為標準，而全年薪酬的增幅是以 2010 年 7 月 1 日至 2011 年 6 月 30 日期間的增幅作準。