

Jobs Surveyed

The survey covered 79 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:

<u>Job Code</u>	<u>Manager</u>	<u>Job Code</u>	<u>Supervisory/Technical Staff</u>
01	Compliance Manager	03	Accountant
02	Accounting Manager	04	Assistant Accountant
06	Admin. Manager/ General Services Manager	07	Admin. Officer/ General Services Supervisor
17	HR/Personnel Manager	08	Safety Officer
18	Training Manager	19	Training Officer
22	IT Manager	20	HR/Personnel Officer
27	Sales Manager	23	Systems Analyst
28	Marketing Manager	24	Analyst Programmer
35	Customer Services Manager	29	Sales Supervisor/ Retail Sales Supervisor
37	Property / Estate Manager	30	Sales Engineer
40	Factory / General Manager	36	Customer Services Supervisor
41	Operations Manager	38	Property / Estate Officer
42	Product Development Manager	39	Building Supervisor / Superintendent
43	Production Planning Manager	47	Senior Merchandiser
44	Production Manager	49	Production Supervisor
45	Merchandising Manager	53	Quality Control Supervisor
46	Sample Room Manager	54	Quality Control Engineer
52	Quality Control Manager	58	Senior Engineer
55	Engineering Manager	59	Engineer
56	Project Manager	60	Building Services Engineer
57	Building Services Manager	61	Project / Site Coordinator
69	Logistics Manager	62	Site Quantity Surveyor
71	Purchasing Manager	67	Site Foreman
74	Materials Manager	70	Logistics Officer
75	Warehouse Manager	72	Purchasing Officer

<u>Job Code</u>	<u>Supervisory/Technical Staff</u>	<u>Job Code</u>	<u>Operative Staff</u>
76	Shipping Supervisor	13	Security Guard
77	Warehouse Supervisor	14	Company Driver
		15	Office Assistant/Messenger
	<u>General Staff</u>	16	Cleaner/Amah
		34	Retail Sales Assistant
05	Accounts Clerk	51	Production Operator/Worker
09	Executive Secretary	79	Truck Driver
10	Secretary		
11	Clerk		
12	Receptionist		
21	HR/Personnel Assistant		
25	Programmer		
26	Computer Operator		
31	Sales Executive		
32	Marketing Executive		
33	Sales Coordinator/Administrator		
48	Merchandiser		
50	Production Planner/Scheduler		
63	Assistant Engineer		
64	Senior Technician		
65	Technician		
66	Electrician		
68	Assistant Site Foreman		
73	Buyer		
78	Storekeeper		

Reference Date

Salary data referred to salaries as of June 30, 2010, and the annual increment data referred to the overall salary increase from July 1, 2009 to June 30, 2010.

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 79 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。

<u>職位編號</u>	<u>經理級或以上</u>	<u>職位編號</u>	<u>主任／專業人員</u>
01	稽查經理	03	會計主任
02	會計經理	04	助理會計主任
06	行政/總務經理	07	行政/總務主任
17	人力資源/人事經理	08	安全主任
18	培訓經理	19	培訓主任
22	資訊科技經理	20	人力資源/人事主任
27	營業經理	23	系統分析員
28	市務經理	24	程式分析員
35	客戶服務經理	29	銷售主任
37	物業及屋苑經理	30	銷售工程師
40	工廠總經理	36	客戶服務主任
41	營運經理	38	物業及屋苑主任
42	產品開發經理	39	大廈主管
43	生產排期經理	47	高級跟單
44	生產經理	49	生產主任
45	跟單經理	53	品質控制主任
46	辦房經理	54	品控工程師
52	品質控制經理	58	高級工程師
55	工程經理	59	工程師
56	項目經理	60	屋宇裝備工程師
57	屋宇裝備經理	61	項目聯絡員
69	物流經理	62	地盤計量員
71	採購經理	67	地盤管工
74	物料經理	70	物流主任
75	倉務經理	72	採購主任
		76	船務主任
		77	倉務主任

<u>職位編號</u>	<u>職員</u>	<u>職位編號</u>	<u>基層員工</u>
05	會計文員	13	保安員
09	行政秘書	14	客車司機
10	秘書	15	外勤/辦公室助理
11	文員	16	清潔工人
12	接待員	34	銷售員/零售員
21	人力資源/人事助理	51	生產工人/工人
25	電腦程式員	79	貨車司機
26	電腦操作員		
31	業務代表		
32	市場推廣員		
33	業務後勤/行政員		
48	跟單		
50	生產策劃員		
63	助理工程師		
64	高級技術員		
65	技術員		
66	電氣技工		
68	地盤助理管工		
73	採購員		
78	倉務員		

調查時期

薪酬資料的計算是以 2010 年 6 月 30 日的薪酬為標準，而全年薪酬的增幅是以 2009 年 7 月 1 日至 2010 年 6 月 30 日期間的增幅作準。