調查職位

調查所包括的職位共分四大類：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，以下為 79 個職位的名稱：

職位編號	經理	職位編號	主任/專業人員	職位編號	職員	職位編號	基層員工
01	會計經理	02	會計主任	04	會計文員	15	保安員
05	行政/	03	助理會計主任	09	行政秘書	16	客車司機
	總務經理	06	行政/總務主任	10	秘書	17	外勤/
19	人力資源/	07	保安主任	11	文員		辦公室助理
	人事經理	08	安全主任	12	接待員	18	清潔工人
22	培訓經理	13	廠醫	14	廚師	35	銷售員/零售員
24	中國事務經理	20	人力資源/	21	人力資源/	52	生產工人/工人
25	資訊科技經理		人事主任		人事助理		(熟練)
30	營業經理	23	培訓主任	28	電腦程式員	53	生產工人/工人
31	市務經理	26	系統分析員	29	電腦操作員		(非熟練)
41	客戶服務經理	27	程式分析員	33	銷售工程師	78	貨車司機
43	工業工程經理	32	銷售主任	34	業務代表		
44	營運經理	37	跟單主管/組長	36	業務後勤/		
45	生產排期經理	38	高級跟單		行政員		
46	生產經理	42	客戶服務主任	39	跟單		
47	跟單經理	49	生產主任	40	助理跟單		
48	樣版房經理	55	品質控制主任	50	生產策劃員		
54	品質控制經理	61	高級工程師	51	紙樣師傅		
58	工程經理	62	工程師	56	品控工程師		
59	項目經理	63	屋宇裝備工程師	57	工廠稽查員		
60	屋宇裝備經理	69	物流主任	64	助理工程師		
68	物流經理	71	採購主任	65	高級技術員		
70	採購經理	74	船務主任	66	技術員		
73	物料經理	76	倉務主任	67	電氣技工		
75	倉務經理			72	採購員		
				77	倉管員		
				79	報關員		

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。

Jobs Surveyed

A total of 79 benchmark jobs were surveyed. They were categorized into four levels: Manager and above, Supervisory/Technical Staff, General Staff and Operative Staff. For each benchmark job, a concise job description with relevant information such as qualifications, work experience, job duties, and reporting level was provided as a reference to participating companies.   The 79 selected benchmark jobs were listed below:

Job Code	Manager and above	Job Code	Supervisory/Technical Staff
01	Accounting Manager	02	Accountant
05	Admin. Manager/	03	Assistant Accountant
	General Services Manager	06	Admin. Officer/
19	HR/Personnel Manager		General Services Supervisor
22	Training Manager	07	Security Officer
24	China Affairs Manager	08	Safety Officer
25	IT Manager	13	Factory Doctor
30	Sales Manager	20	HR/Personnel Officer
31	Marketing Manager	23	Training Officer
41	Customer Services Manager	26	Systems Analyst
43	Industrial Engineering Manager	27	Analyst Programmer
44	Operations Manager	32	Sales Supervisor/
45	Production Planning Manager		Retail Sales Supervisor
46	Production Manager	37	Merchandising Supervisor
47	Merchandising Manager	38	Senior Merchandiser
48	Sample Room Manager	42	Customer Services Supervisor
54	Quality Control Manager	49	Production Supervisor
58	Engineering Manager	55	Quality Control Supervisor
59	Project Manager	61	Senior Engineer
60	Building Services Manager	62	Engineer
68	Logistics Manager	63	Building Services Engineer
70	Purchasing Manager	69	Logistics Officer
73	Materials Manager	71	Purchasing Officer
75	Warehouse Manager	74	Shipping Supervisor
		76	Warehouse Supervisor

Job Code	General Staff	Job Code	Operative Staff
04	Accounts Clerk	15	Security Guard
09	Executive Secretary	16	Chauffeur
10	Secretary	17	Office Assistant/Messenger
11	Clerk	18	Cleaner/Amah
12	Receptionist	35	Retail Sales
14	Chef	52	Production Operator/Worker (Skilled)
21	HR/Personnel Assistant		
28	Programmer	53	Production Operator/Worker (Non-skilled)
29	Computer Operator		
33	Sales Engineer	78	Truck Driver
34	Sales Executive		
36	Sales Coordinator / Administrator		
39	Merchandiser		
40	Assistant Merchandiser		
50	Production Planner/Scheduler		
51	Pattern Maker		
56	Quality Control Engineer		
57	Compliance Auditor		
64	Assistant Engineer		
65	Senior Technician		
66	Technician		
67	Electrician		
72	Buyer		
77	Storekeeper		
79	Custom Coordinator		

Reference Date

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