



新聞稿

2010 年度中國內地薪酬及福利調查



「2010 年度中國內地薪酬及福利調查報告」是由香港人才管理協會及香港浸會大學工商管理學院人力資源策略及發展研究中心合作完成。該調查在本年 7 月至 9 月間以問卷調查形式，從 88 個獨立營運單位取得數據，加以整理及分析，從而完成報告。

本年度薪酬及福利調查包括 7 個行業分類：飲食、建築、電子及電器、紡織及製衣、運輸及物流、製造和其他；而 9 個主要城市及地區包括北京、上海、深圳、東莞、廣州、中山、佛山、廣東省內其他地區及其他地區，覆蓋 79 個職位，僱員人數達 202,500 人，分佈於四個不同的職級：經理級或以上、主任/專業人員、職員及基層員工。

薪酬調整

調查結果顯示，本年度(即由 2009 年 7 月至 2010 年 6 月) 88 個營運單位的平均實際加薪幅度介乎 6.1% 至 11.1% 之間。在參與的營運單位當中，有 14 間表示至少有一個職級曾凍薪。

至於 2011 年度的預測薪金調整幅度，有 61 個營運單位提供數據。各級的整體調整幅度介乎 6.6% 至 8.4% 之間。一個跟進問卷調查將於 2010 年 12 月展開，提供 2011 年度薪金調整幅度預測的最新數據。

| 職級 | 2006 平均加薪 幅度 | 2007 平均加薪 幅度 | 2008 平均加薪 幅度 | 2009 平均 加薪幅度 | 2010 平均 加薪幅度 | 2011 預測平均 加薪幅度# |
|---------|--------------------|--------------------|--------------------|--------------------|--------------------|-----------------------|
| 經理級或以上 | 7.1% | 7.1% | 8.1% | 3.1% | 6.1% | 6.6% |
| 主任/專業人員 | 7.3% | 7.9% | 8.2% | 2.8% | 6.7% | 7.3% |
| 職員 | 6.7% | 7.9% | 8.7% | 2.7% | 7.3% | 7.4% |
| 基層員工 | 7.5% | 7.9% | 9.9% | 3.2% | 11.1% | 8.4% |

2011 年度平均加薪幅度預測資料來自 61 個營運單位。

與過去三年的調查結果一樣，大部份機構在調整薪金時，都會將「公司／單位業績」和「個人表現」列為最主要的考慮因素，其次為「市場薪酬趨勢」。

僱員流失情況

調查亦顯示，2009年7月至2010年6月期間的僱員平均流失率介乎**7.9%至80.6%**，不同地區與不同職級或行業的流失率差異頗大。其中流失率最高的是基層員工。整體而言，流失率最高的職位是生產工人/工人（非熟練）、生產工人/工人（熟練）及技術員。

僱員流失的主要原因是：

1. 對薪酬不滿意
2. 對職位的晉升機會不滿意

裁減僱員

在**88**間參與調查的營運單位中，有**30**間表示曾經裁員，共裁減員工**1,130**人。「製造」業裁減的僱員人數最多，達**716**人，佔總被裁人數的**63.4%**；其餘為「電子及電器」，佔**15.5%**。以行業的裁員百份率計，「建築」業的經理或以上職級和基層員工分別以**22.6%**及**21.7%**高據榜首。

增聘人手

本年度參與調查的**88**間營運單位中有**67**間表示有增聘員工，人數達**53,212**人。「電子及電器」業仍是吸納最多新增人手的行業，為數達**35,613**人，佔總數**66.9%**，當中**34,146**人是基層員工。在新增員工比例方面，以行業劃分，「運輸及物流」業在主任/專業人員及職員錄得**35.3%**及**32.4%**。

節流措施

參與調查的**97**個營運單位中，有**26**間表示曾採取節流措施。

挽留僱員策略

在參與調查的**88**間營運單位中，有**76**間表示曾採取僱員挽留策略，佔總數**86.4%**。「市場薪酬調整」是最常用的策略，其次是「培訓及發展」。整體而言，大部分參加調查的機構均表示，來年會投放更多資源於「培訓及發展」方面。

獎勵計劃

參與調查的**88**個營運單位中，有**75**間（**85.2%**）表示有向僱員提供獎勵計劃。大部分的公司均表示以「公司整體業績表現」及「個人表現」為考慮的大前題。公司給予員工的獎勵，以月薪等值計算，平均介乎**1.1個月至2.0個月**之間，較2009年的**0.8個月至1.4個月**為高。除了以月薪等值作獎勵，各機構都有其自行擬定的獎勵方法，包括提供外派培訓、績效現金

獎勵等。

僱員福利

本章旨在分析各職級僱員的福利項目，包括獎金、住宿、膳食、醫療、保險及假期等。調查結果顯示，今年向各職級員工提供各類福利的機構比例，大致與去年相若。

應屆畢業生的平均入職月薪

應屆畢業生的入職薪金會因學歷及工作性質不同而有所差別。從職能方面來看，碩士畢業生，以投身「科技/傳訊」職能者的平均入職薪金較高；應屆大學本科、大專及高中/中專畢業生則以「建築」職能中得到較佳的平均入職待遇。與去年比較，大多數不同教育水平的應屆畢業生，在不同職能的平均入職薪金的水平有所上升。

| 學歷 | 2010 年度應屆畢業生平均入職月薪 (人民幣) | | | | | | | | |
|-------|--------------------------|--------|--------|--------|--------|--------|--------|-----------|--------|
| | 建築 | 工程 | 生產 | 市場拓展 | 銷售 | 科技/傳訊 | 財務會計 | 人力資源及行政總務 | 其他 |
| 預科 | ¥1,700 | ¥1,541 | ¥1,242 | ¥1,343 | ¥1,349 | ¥1,371 | ¥1,500 | ¥1,410 | ¥1,434 |
| 文憑 | ¥2,060 | ¥1,702 | ¥1,555 | ¥1,739 | ¥1,750 | ¥1,803 | ¥1,785 | ¥1,710 | ¥1,710 |
| 學士 | ¥2,633 | ¥2,115 | ¥1,974 | ¥2,079 | ¥2,008 | ¥2,163 | ¥2,147 | ¥2,041 | ¥2,138 |
| 碩士及以上 | ¥3,700 | ¥3,388 | ¥3,290 | ¥3,617 | ¥3,500 | ¥3,764 | ¥3,433 | ¥3,467 | ¥3,220 |

香港僱員派駐中國內地的福利

參與調查的 88 個營運單位中，42 個表示有香港派駐國內的經理級或以上職級員工，派駐主任／專業人員及職員職級的則分別有 33 個及 10 個營運單位。調查覆蓋的僱員數目共 840 人，其中 91.2% 於廣東省內工作。

外籍僱員派駐中國內地的福利

資料顯示，11 個營運單位表示有經理級或以上職級的外籍僱員被派駐內地，而有派駐主任／專業人員職級的營運單位則有 9 個，另外 8 個營運單位則表示有職員級的外籍僱員被派駐內地。派駐內地的外籍僱員數目共 177 人，當中大部份於廣東省內工作，60 人則被派駐上海。

2010 年度各職位的薪酬及津貼

本年度調查報告中細列 79 個職位的薪酬及津貼。其中包括 23 個屬於經理或以上職級，23 個是主任/專業人員職級，25 個是職員職級，另外 8 個屬於基層員工：

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

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PRESS RELEASE

2010 PRC PAY LEVEL SURVEY



The 2010 PRC Pay Level Survey was conducted by **Hong Kong People Management Association (HKPMA)** in collaboration with the **Centre for Human Resources Strategy and Development (CHRSD), School of Business of Hong Kong Baptist University**. This year, a total of 88 operating units in Mainland China took part in the Survey. The survey data were collected from July to September, 2010 through mailed questionnaires and were analyzed by the research team.

The Survey covered 7 business sectors; namely, Food & Beverage, Construction, Electrical & Electronics, Textiles & Garment, Logistics & Transportation, Manufacturing and Others. Respondents were located in 9 regions, including Beijing, Shanghai, Shenzhen, Dongguan, Guangzhou, Zhongshan, Foshan, Other Regions in Guangdong and All Others. A total of **202,500** employees were covered in the Survey, representing employees at four different job levels: Manager and above, Supervisory/Technical Staff, General Staff and Operative Staff. The total number of benchmark jobs surveyed was **79**.

SALARY REVIEW

Survey results showed that the overall actual salary increases for the period of July 2009 to June 2010 ranged between **6.1%** and **11.1%**. 14 out of 88 operating units reported no salary adjustment for one or more levels of employees for 2010.

The overall projected salary increases for **2011**, as reported by **61** operating units, ranged from **6.6%** to **8.4%**. A follow-up survey will be conducted in December 2010 to provide the latest projected salary adjustment figures for 2011.

| Staff Level | 2006 Overall Average Salary Increase | 2007 Overall Average Salary Increase | 2008 Overall Average Salary Increase | 2009 Overall Average Salary Increase | 2010 Overall Average Salary Increase | 2011 Overall Projected Salary Increase [#] |
|-------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|---|
| Manager and above | 7.1% | 7.1% | 8.1% | 3.1% | 6.1% | 6.6% |
| Supervisory / Technical Staff | 7.3% | 7.9% | 8.2% | 2.8% | 6.7% | 7.3% |
| General Staff | 6.7% | 7.9% | 8.7% | 2.7% | 7.3% | 7.4% |
| Operative Staff | 7.5% | 7.9% | 9.9% | 3.2% | 11.1% | 8.4% |

[#] The analysis on 2011 Overall Projected Salary Increase was based on 61 operating units.

Similar to the findings of the last three years, “Company Overall Performance” and “Individual Performance” were ranked as the most important criteria in salary review, followed by “Market Trend”.

EMPLOYEE TURNOVER

The average turnover rate ranged from **7.9%** to **80.6%** for the surveyed period. There were significant differences by region and by staff level. The highest turnover rate was recorded from Operative Staff. The overall 3 high turnover positions identified by the operating units surveyed were Production Operator /Worker(Non-skilled), followed by Production Operator/Worker(Skilled) and Technician.

The main reasons of turnover were:

1. Dissatisfied with Pay
2. Dissatisfied with Career /Promotion Prospect

REDUNDANCY

A total of **1,130** employees in **30** responding companies were made redundant this year. The Manufacturing Sector recorded the largest number of employees made redundant, which accounted for **63.4%** of the total number of retrenched employees (1,130 out of 1,130), followed by Electrical & Electronics Sector at **15.5%**. In terms of redundancy rate, Construction Sector recorded the highest redundancy rate for its Manager and above staff and Operative Staff at 22.6% and 21.7% respectively.

INCREASE OF MANPOWER

This year, a total of **53,212** new employees were added to **67** companies, out of 88 surveyed companies. The Electrical & Electronics Sector recruited the largest number of new employees (35,613 people or 66.9%), among which **34,146** were Operative Staff. By business sector, Logistics & Transportation Sector recorded the highest percentages for Supervisory/Technical Staff and General Staff at **35.3%** and **32.4%**.

COST-SAVING MEASURES

26 participating companies reported that they had adopted Cost-saving Measures in 2010.

STAFF RETENTION STRATEGIES

76 out of the 88 surveyed companies (86.4%) indicated that they had adopted staff retention measures. "**Market Adjustment**" was the most popular strategy for staff retention, followed by "**Training & Development**". Majority of the responding companies planned to spend a little bit more in the coming year in training staff.

INCENTIVE SCHEME

About **85.2%** (**75 out of 88**) survey operating units indicated that they offered incentive scheme to employees. Most of the respondents considered "Performance related to Company Business" and "Performance related to Individual" as the top criteria in offering incentive. The average monthly salary equivalent given as bonus, expressed in number of months, ranged from **1.1 to 2.0 months** which was higher than that of 2009 (0.8 to 1.4 months). Some commonly adopted incentive schemes included overseas training, outstanding performance cash incentive etc.

EMPLOYEE BENEFITS

The benefits offered to different levels of employees (from July 2008 to June 2010), included bonuses, accommodation, meals, medical, insurance and leaves, etc. The percentage of companies offering various kinds of benefit to all levels of employee was quite similar to that of last year.

ENTRY PAY RATES FOR FRESH GRADUATES

Results show that Master Degree holders received the highest average starting salary in the field of Information Technology, while graduates with University, Tertiary academic qualifications and High School leavers received better average starting pay in the Construction Function. Starting salaries for all level graduates in all functions are higher than 2009.

| Qualification | 2010 Average Starting Monthly Salary (RMB) | | | | | | | | |
|---------------|--|-------------|------------|-----------|--------|--------|---------------|------------|--------|
| | Construction | Engineering | Production | Marketing | Sales | IT | Finance & A/C | HR & Admin | Others |
| High School | ¥1,700 | ¥1,541 | ¥1,242 | ¥1,343 | ¥1,349 | ¥1,371 | ¥1,500 | ¥1,410 | ¥1,434 |
| Tertiary | ¥2,060 | ¥1,702 | ¥1,555 | ¥1,739 | ¥1,750 | ¥1,803 | ¥1,785 | ¥1,710 | ¥1,710 |
| University | ¥2,633 | ¥2,115 | ¥1,974 | ¥2,079 | ¥2,008 | ¥2,163 | ¥2,147 | ¥2,041 | ¥2,138 |
| Master Degree | ¥3,700 | ¥3,388 | ¥3,290 | ¥3,617 | ¥3,500 | ¥3,764 | ¥3,433 | ¥3,467 | ¥3,220 |

BENEFITS OF HONG KONG EMPLOYEES STATIONED IN CHINA

42 operating units had Hong Kong employees at Manager and above rank stationed in China, 33 had Supervisory/Technical Staff, and 10 had General Staff working in China. The total number of employees from Hong Kong stationed in China was 840 this year, and 91.2% of these employees worked in the Guangdong province.

BENEFITS OF EXPATRIATE EMPLOYEES STATIONED IN CHINA

11 operating units had Manager and above employees from foreign countries stationed in mainland China, and 9 had employees at the Supervisory/Technical Staff rank with another 8 had General staff working in China. The total number of employees surveyed was 177. The majority of them worked in the Guangdong province while 60 of them work in Shanghai.

2010 CASH COMPENSATION PACKAGES BY JOB

A total of 79 positions were selected as benchmark jobs for pay and benefit analysis in this year's survey. Among the 79 benchmark jobs, 23 were classified under Manager and above, 23 were under Supervisory/Technical Staff, 25 were under General Staff and 8 were under Operative Staff.

| <u>Job Code</u> | <u>Manager and above</u> | <u>Job Code</u> | <u>Supervisory/Technical Staff</u> |
|------------------------|--|------------------------|---|
| 1 | Accounting Manager | 63 | Building Services Engineer |
| 5 | Admin. Manager/ General Services Manager | 69 | Logistics Officer |
| 19 | HR/Personnel Manager | 71 | Purchasing Officer |
| 22 | Training Manager | 74 | Shipping Supervisor |
| 24 | China Affairs Manager | 76 | Warehouse Supervisor |
| 25 | IT Manager | | |
| 30 | Sales Manager | | <u>General Staff</u> |
| 31 | Marketing Manager | 4 | Accounts Clerk |
| 41 | Customer Services Manager | 9 | Executive Secretary |
| 43 | Industrial Engineering Manager | 10 | Secretary |
| 44 | Operations Manager | 11 | Clerk |
| 45 | Production Planning Manager | 12 | Receptionist |
| 46 | Production Manager | 14 | Chef |
| 47 | Merchandising Manager | 21 | HR/Personnel Assistant |
| 48 | Sample Room Manager | 28 | Programmer |
| 54 | Quality Control Manager | 29 | Computer Operator |
| 58 | Engineering Manager | 33 | Sales Engineer |
| 59 | Project Manager | 34 | Sales Executive |
| 60 | Building Services Manager | 36 | Sales Coordinator / Administrator |
| 68 | Logistics Manager | 39 | Merchandiser |
| 70 | Purchasing Manager | 40 | Assistant Merchandiser |
| 73 | Materials Manager | 50 | Production Planner/Scheduler |
| 75 | Warehouse Manager | 51 | Pattern Maker |
| | | 56 | Quality Control Engineer |
| | <u>Supervisory/Technical Staff</u> | 57 | Compliance Auditor |
| 2 | Accountant | 64 | Assistant Engineer |
| 3 | Assistant Accountant | 65 | Senior Technician |
| 6 | Admin. Officer/ General Services Supervisor | 66 | Technician |
| 7 | Security Officer | 67 | Electrician |
| 8 | Safety Officer | 72 | Buyer |
| 13 | Factory Doctor | 77 | Storekeeper |
| 20 | HR/Personnel Officer | 79 | Custom Coordinator |
| 23 | Training Officer | | |
| 26 | Systems Analyst | | <u>Operative Staff</u> |
| 27 | Analyst Programmer | 15 | Security Guard |
| 32 | Sales Supervisor/ Retail Sales Supervisor | 16 | Chauffeur |
| 37 | Merchandising Supervisor | 17 | Office Assistant/Messenger |
| 38 | Senior Merchandiser | 18 | Cleaner/ Amah |
| 42 | Customer Services Supervisor | 35 | Retail Sales |
| 49 | Production Supervisor | 52 | Production Operator/Worker (Skilled) |
| 55 | Quality Control Supervisor | 53 | Production Operator/Worker (Non-skilled) |
| 61 | Senior Engineer | 78 | Truck Driver |
| 62 | Engineer | | |

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