Jobs Surveyed

The survey covered 90 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 companies 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:

Job Code	Managerial Staff or Above	Job Code	Supervisory/Technical Staff
01	Finance/Accounting Manager	02	Finance Officer/Accountant
05	China Affairs Manager	03	Assistant Finance Officer/Accountant
06	Admin. Manager/General Services Manager	08	Admin. Officer/General Services Supervisor
07	Compliance Manager	09	Security Officer
21	HR/Personnel Manager	10	Factory Doctor
22	Training Manager	23	HR/Personnel Officer
26	IT Manager	24	Training Officer
31	Sales Manager	27	Systems Analyst
32	Marketing Manager	28	Analyst Programmer
39	Customer Services Manager	33	Sales/Retail Sales Supervisor
41	Property/Estate Manager	34	Sales Engineer
44	Factory/General Manager	40	Customer Services Supervisor
45	Operations Manager	42	Property/Estate Officer
46	Production Manager	43	Building Supervisor/Superintendent
47	Merchandising Manager	50	Production Supervisor
48	Product Development Manager	51	Senior Merchandiser
49	Product Planning Manager	52	Production Planner/Scheduler
60	Quality Control Manager	61	Quality Control Supervisor
63	Building Services Manager	62	Quality Control Engineer
64	Project Manager	67	Building Services Engineer
65	Engineering Manager	68	Project/Site Coordinator
66	Industrial Engineering Manager	69	Site Quantity Surveyor
79	Logistics Manager	70	Site Foreman
80	Purchasing Manager	71	Senior Engineer
81	Materials Manager	72	Engineer
82	Warehouse Manager	73	Safety Officer
		83	Logistics Officer
		84	Purchasing Officer
		85	Shipping Supervisor
		86	Warehouse Supervisor

Job Code	General Staff	Job Code	Operative Staff
04	Finance/Accounts Clerk	17	Security Guard
11	Chef	18	Office Assistant/Messenger
12	Executive Secretary	19	Cleaner
13	Secretary	20	Company Driver
14	Clerk	38	Retail Sales Assistant
15	Receptionist	56	Skilled Production Worker/Operator
16	Compliance Auditor	57	Unskilled Production Worker/Operator
25	HR/Personnel Assistant	58	Cashier
29	Programmer	59	Waiter/Waitress
30	IT Support	90	Truck Driver
35	Sales Executive		
36	Sales Coordinator / Administrator		
37	Marketing Executive		
53	Merchandiser		
54	Assistant Merchandiser		
55	Pattern Maker		
74	Assistant Site Foreman		
75	Assistant Engineer		
76	Senior Technician		
77	Technician		
78	Electrician		
87	Buyer		
88	Storekeeper		
89	Customs Coordinator		

Reference Date

Salary data referred to salaries as of June 30, 2015, and the annual increment data referred to the overall salary increase from July 1, 2014 to June 30, 2015.

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 90 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。

職位編號	經理級或以上	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	財務/會計經理	02	財務/會計主任	04	財務/會計文	17	保安員
05	中國事務經理	03	助理財務/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	56	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	57	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	58	收銀員
32	市務經理	28	程式分析員	29	電腦程式員	59	侍應/服務員
39	客戶服務經理	33	業務主任	30	資訊科技支援	90	貨車司機
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	53	跟單		
47	跟單經理	50	生產主任	54	助理跟單		
48	產品開發經理	51	高級跟單	55	紙樣師傅		
49	生產排期經理	52	生產策劃員	74	助理地盤管工		
60	品質控制經理	61	品質控制主任	75	助理工程師		
63	屋宇裝備經理	62	品控工程師	76	高級技術員		
64	項目經理	67	屋宇裝備工程師	77	技術員		
65	工程經理	68	項目/地盤聯絡員	78	電氣技工		
66	工業工程經理	69	地盤計量員	87	採購員		
79	物流經理	70	地盤管工	88	倉務員		
80	採購經理	71	高級工程師	89	報關員		
81	物料經理	72	工程師				
82	倉務經理	73	安全主任				
		83	物流主任				
		84	採購主任				
		85	船務主任				
		86	倉務主任				

調查時期

薪酬資料的計算是以 2015 年 6 月 30 日的薪酬為標準，而全年薪酬的增幅是以 2014 年 7 月 1 日至 2015 年 6 月 30 日期間的增幅作準。