

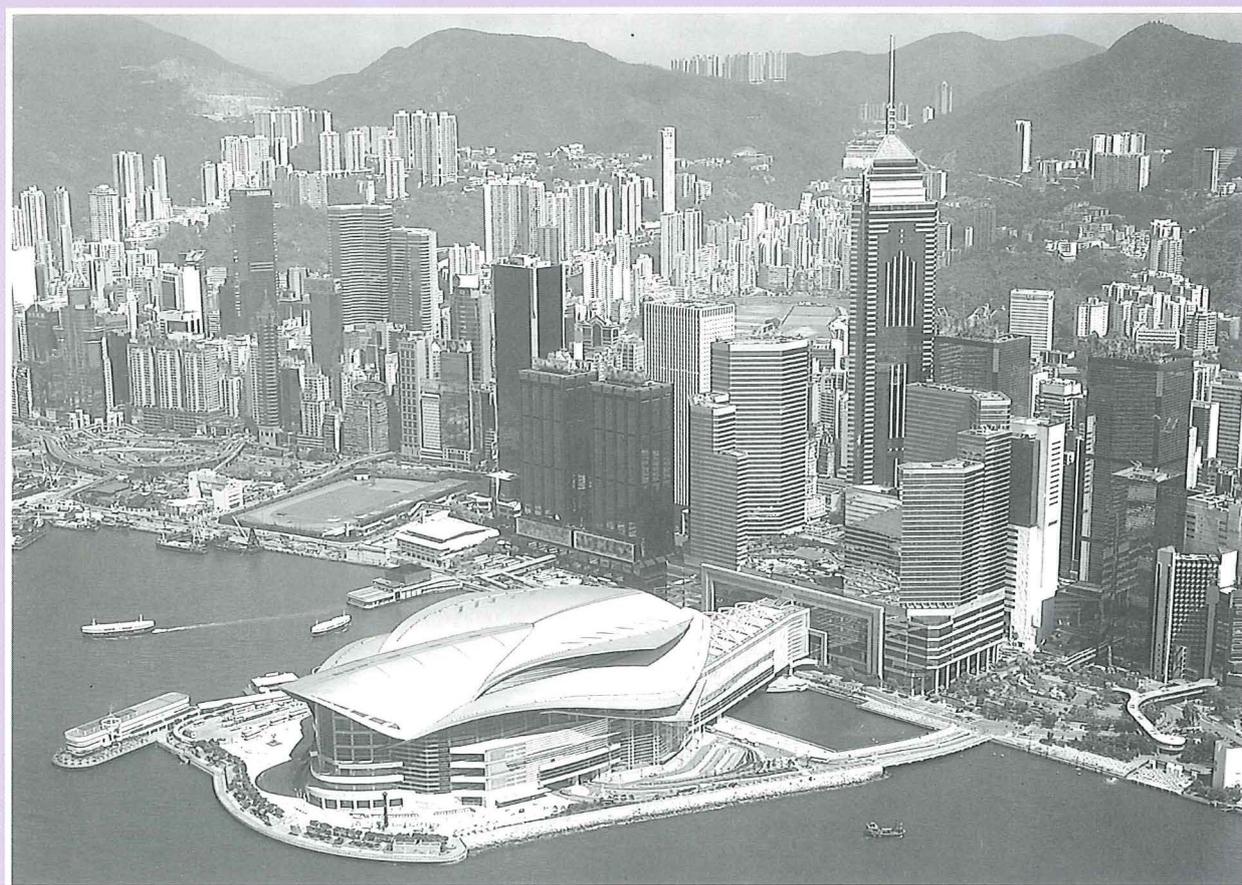
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# 二零零零年經理級與專業僱員 薪金及僱員福利統計報告

(高層管理人員除外)

## 2000 Report of Salaries and Employee Benefits Statistics Managerial and Professional Employees (Excluding Top Management)



中華人民共和國  
香港特別行政區 政府統計處  
Census and Statistics Department  
Hong Kong Special Administrative Region  
People's Republic of China

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薪 金 及 僱 員 福 利 統 計 報 告  
( 高 層 管 理 人 員 除 外 )

2000 Report of Salaries and  
Employee Benefits Statistics  
Managerial and Professional Employees  
(Excluding Top Management)

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## I. 緒言

1.1 政府統計處自一九八四年開始每年進行「經理級與專業僱員(高層管理人員除外)薪金及僱員福利統計調查」,搜集有關中層經理級及專業僱員薪金及附帶福利的資料。這項統計調查並不包括高層管理人員,因為搜集有關他們的準確薪金資料比較困難。至於較低級的僱員,由於已包括在「勞工收入統計調查」內,因此亦不屬於這項統計調查的範圍。

1.2 政府統計處根據「經理級與專業僱員(高層管理人員除外)薪金及僱員福利統計調查」所搜集的資料,編製了兩類名義薪金指數,即薪金指數(甲)及薪金指數(乙)。

1.3 二零零零年的薪金指數(甲)是將二零零零年六月個別職位的平均薪金水平與現時薪金指數數列基年一九九五年六月的作比較。這是量度薪金水平變動情況方面較全面的方法,除反映連續兩年均留任同一公司及同一職位的僱員薪金水平變動外,亦顧及僱員流動因素,例如因轉調其他公司而出現的變動。

1.4 薪金指數(乙)只量度在一九九九年和二零零零年內均留任同一公司及同一職位人士的薪金水平變動。因此只說明因一般薪金遞增、工作表現及年資而增薪的薪金變動。薪金指數(乙)的增長率通常比薪金指數(甲)為高,因為後者包括新僱用及新晉升僱員的薪金,而他們的薪金通常比現職同級者的薪金為低。

1.5 政府統計處亦編制實質薪金指數(甲)及實質薪金指數(乙)。該兩項指數是從名義薪金指數(甲)及名義薪金指數(乙)分別扣除丙類消費物價指數的影響而計算出來。名義薪金指數量度以幣值計算的薪金率變動情況,而實質薪金指數則用來量度薪金購買力的變動情況。

## I. Introduction

1.1 The Survey of Salaries and Employee Benefits - Managerial and Professional Employees (Excluding Top Management), which has been carried out by the Census and Statistics Department annually since 1984, collects information relating to salary rates and fringe benefits of middle-level managerial and professional employees. Top management employees are excluded from this survey on account of practical difficulties in collecting accurate salary data from them. Lower level employees are also excluded as the wage statistics for them are already available from the Labour Earnings Survey.

1.2 Based on the data collected from the Survey of Salaries and Employee Benefits - Managerial and Professional Employees (Excluding Top Management), two nominal salary indices are compiled, viz. Salary Index (A) and Salary Index (B).

1.3 The Salary Index (A) for 2000 is compiled by comparing the average salary rates of individual occupations in June 2000 with those in June 1995, which is the base year for the current salary index series. It is a comprehensive measure of changes in salary rates, as it takes into account changes in salaries resulting from labour mobility such as movements across companies in addition to changes in salaries for those who remained in the same occupation and in the same company in two consecutive years.

1.4 The Salary Index (B) measures the changes in the salary rates for only those employees who remained in the same occupation and in the same company in both 1999 and 2000. It therefore only accounts for changes due to general increment, meritorious increase and gain in seniority. The rate of increase of the Salary Index (B) is usually higher than that of the Salary Index (A) because the latter includes the salaries of newly recruited and newly promoted employees, who tend to be paid comparatively less than those already in the same rank.

1.5 A Real Salary Index (A) and a Real Salary Index (B) are also compiled by deflating their nominal counterparts by the Consumer Price Index (C). While the nominal salary indices measure changes in salary rates in money terms, the real salary indices are designed to measure changes in the purchasing power of salaries.

**1.6** 在227間獲選中參與二零零零年統計調查的公司中，共有216間公司成功被訪。本報告的統計數字是根據這216間公司8759僱員的資料編製而成。有關的選定職業及其工作說明詳載於附錄二。

**1.7** 由於每份工作的職責及職能範圍通常會因不同公司而有差別，而這項統計調查所採用的樣本數目不大，因此，每個職業的定義不能過於狹窄，所以屬於同一職級的個別僱員的薪金率可能會出現顯著參差。因此，本報告所發表不同行業內個別職業的詳細統計數字只可用作概括指引。薪金中位數與薪金四分位數應與平均數配合採用，因為前者更能清楚顯示每一職業內薪金率的分布情況。有關平均數、中位數及四分位數的定義，請參閱本報告第5.3.5及5.3.6段。

**1.8** 在本報告內，如果統計數字是從少數公司所搜集的資料編製而成，則基於下列理由將不會在本報告內公布：(i)該統計資料不足以提供有意義的統計結果；或(ii)有可能披露個別公司的資料。

## **II. 結果摘要**

### **2.1 名義薪金指數(甲)及(乙)**

**2.1.1** 二零零零年六月的整體名義薪金指數(甲)為121.9，與一九九九年六月比較，增加0.4%。

**2.1.2** 二零零零年六月的整體名義薪金指數(乙)為133.2，與一九九九年六月比較，增加2.4%。

**2.1.3** 二零零零年六月按主要經濟行業分析的名義薪金指數(甲)及名義薪金指數(乙)分別載列於表一(甲)及表一(乙)。

### **2.2 實質薪金指數(甲)及(乙)**

**2.2.1** 實質薪金指數(甲)及(乙)是從名義薪金指數(甲)及(乙)分別扣除丙類消費物價指數的影響後編製計算出來。

**1.6** Of the 227 companies selected for the 2000 survey, 216 were successfully enumerated. The statistics compiled in this report are based on the information collected from these 216 companies, involving 8 759 employees covered by the survey. The list of the occupations covered and the corresponding job descriptions is at Appendix II.

**1.7** As the scope of responsibilities and functions of a job usually differ from company to company and the sample size of the survey was not large, it was not possible to classify occupations too narrowly. Consequently the salary rates of individual employees within the same occupation may vary significantly. The detailed breakdowns of salary rates for individual occupations in different economic sectors should therefore be interpreted with caution. Median and quartile salaries should be used in conjunction with the mean figures because they depict the distribution of salary rates within each occupation better. For definitions of average, median and quartiles, please see paragraphs 5.3.5 and 5.3.6 of the report.

**1.8** In this report, statistics compiled from data collected from only a small number of companies are not released in this report because either (i) data are insufficient to provide meaningful statistical results, or (ii) there is a possibility of disclosure of individual company data.

## **II. Summary of Results**

### **2.1 Nominal Salary Indices (A) and (B)**

**2.1.1** The overall Nominal Salary Index (A) for June 2000 was 121.9, representing an increase of 0.4% when compared with that for June 1999.

**2.1.2** The overall Nominal Salary Index (B) for June 2000 was 133.2, showing an increase of 2.4% when compared with that for June 1999.

**2.1.3** The Nominal Salary Index (A) and Nominal Salary Index (B) for June 2000 for selected major economic sectors are shown in Table 1a and Table 1b respectively.

### **2.2 Real Salary Indices (A) and (B)**

**2.2.1** The Real Salary Indices (A) and (B) were compiled by deflating their nominal counterparts by the Consumer Price Index (C).

**2.2.2.** 二零零零年六月的整體實質薪金指數(甲)為114.1,與一九九九年六月比較,增加6.5%。

**2.2.3** 二零零零年六月的整體實質薪金指數(乙)為124.7,與一九九九年六月比較,增加8.7%。

**2.2.4** 二零零零年六月按主要經濟行業分析的實質薪金指數(甲)及實質薪金指數(乙)分別載列於表二(甲)及表二(乙)。

### **2.3 過去十年薪金指數(甲)和(乙)的變動情況**

**2.3.1** 一九九零至二零零零年期間的名義及實質薪金指數(甲)載列於表三。而同期名義及實質薪金指數(甲)的平均按年升幅分別為7.2%及1.5%。

**2.3.2** 一九九零至二零零零年期間的名義及實質薪金指數(乙)載列於表四。而同期名義及實質薪金指數(乙)的平均按年升幅分別為10.1%及4.2%。

**2.3.3** 一九九零至二零零零年期間的名義及實質薪金指數(甲)及(乙)的按年變動率分別載列於圖一及圖二。

### **2.4 按職業分析的薪金水平及名義薪金指數**

**2.4.1** 二零零零年六月按職業組別及職業分析的名義薪金指數(甲)及(乙)的詳細數字載列於表五(甲)及表五(乙)。

**2.4.2** 調查結果顯示「工程及其他技術支援人員」職業組別的名義薪金指數(甲)的跌幅最大,下跌2.3%,而「市場及採購管理」的升幅最大,達到3.2%。(有關職業組別的分類,請參閱附錄II。)

**2.4.3** 至於在名義薪金指數(乙)方面,「銀行及保險管理」職業組別的跌幅最大,下跌0.5%,而「市場及採購管理」的升幅最大,達到4.9%。

**2.2.2** The overall Real Salary Index (A) for June 2000 stood at 114.1. The index increased by 6.5% when compared with that for June 1999.

**2.2.3** The overall Real Salary Index (B) for June 2000 was 124.7, an increase of 8.7% when compared with that for June 1999.

**2.2.4** The Real Salary Index (A) and Real Salary Index (B) for June 2000 for selected major economic sectors are shown in Table 2a and Table 2b respectively.

### **2.3 Changes of Salary Indices (A) and (B) over the Past 10 Years**

**2.3.1** The Nominal and Real Salary Indices (A) for 1990 to 2000 are given in Table 3. The average annual increases for Nominal and Real Salary Indices (A) for the same period were 7.2% and 1.5% respectively.

**2.3.2** The Nominal and Real Salary indices (B) for 1990 to 2000 are given in Table 4. The average annual increases for Nominal and Real Salary Indices (B) for the same period were 10.1% and 4.2% respectively.

**2.3.3** The rates of year-on-year changes of Nominal and Real Salary Indices (A) and (B) for 1990 to 2000 are shown in Chart 1 and Chart 2 respectively.

### **2.4 Salary Levels and Nominal Salary Indices by Occupation**

**2.4.1** The detailed breakdowns of the Nominal Salary Indices (A) and (B) for June 2000 by occupational group and by occupation are shown in Table 5a and Table 5b.

**2.4.2** The survey found that the occupational group 'Engineering and Other Technical Support Personnel' had the largest decrease of 2.3% in Nominal Salary Index (A), while 'Marketing and Purchasing Management' had the highest increase of 3.2%. (For classification of occupational group, please refer to Appendix II.)

**2.4.3** As for Nominal Salary Index (B), the occupational group 'Banking and Insurance Management' registered the largest decrease of 0.5%, while 'Marketing and Purchasing Management' had the highest increase of 4.9%.

**2.4.4** 按職業及按主要經濟行業分析的平均薪金率載列於表六及圖三至圖七。

## **2.5 附帶福利**

**2.5.1** 中層經理級及專業僱員中，享有22天或以上年假的佔13%，享有某類住屋津貼的佔35%，而享有公積金／退休金或長俸福利的則佔88%。調查結果亦顯示這些僱員中，其中87%和60%分別有資格享有已固定發放的年終額外款項及花紅獎賞。

**2.5.2** 有資格享有各類福利的僱員百分率的詳細統計數字載列於表七、表八及圖八。

**2.4.4** The average salary rates analysed by occupation and by major economic sector are shown in Table 6 and Charts 3-7.

## **2.5 Fringe Benefits**

**2.5.1** Among the middle-level managerial and professional employees, 13% of them were entitled to 22 days or more of annual leave, 35% to housing benefits of some kind and 88% to provident/retirement fund or pension. It was also found that 87% and 60% of the employees were entitled to guaranteed year-end extra pay and profit-sharing bonus respectively.

**2.5.2** Detailed statistics on the percentage of employees entitled to various types of fringe benefits are given in Table 7, Table 8 and Chart 8.

統計表

**Tables**

表一(甲) 二零零零年六月按主要經濟行業類別分析的名義薪金指數(甲)

Table 1a Nominal Salary Indices (A) Analysed by Major Economic Sector for June 2000

(一九九五年六月 = 100)  
(June 1995 = 100)

選定的主要經濟行業類別 Selected major economic sector	指數 Indices		二零零零年六月與一九九九年 六月比較的增減百分率 Percentage change June 2000 over June 1999
	一九九九年六月 June 1999	二零零零年六月 June 2000	
製造業、電力及燃氣業 Manufacturing, electricity and gas	120.2	118.2	-1.6
樓宇建築、建造及有關行業 Building and construction and related trades	123.1	120.1	-2.5
批發、零售及進出口貿易業 Wholesale, retail and import/export trades	123.5	125.7	+1.8
運輸、倉庫及通訊業 Transport, storage and communications	116.4	117.8	+1.2
金融及保險業 Financial institutions and insurance	119.1	119.0	#
以上全部行業類別 All sectors above	121.3	121.9	+0.4

註釋： 所有增減百分率按小數後兩個位的指數計算出來。

Notes : All percentage changes are calculated from indices rounded to 2 decimal places.

# 變動在 ± 0.05% 內。

Change within ± 0.05%.

表一(乙) 二零零零年六月按主要經濟行業類別分析的名義薪金指數(乙)

Table 1b Nominal Salary Indices (B) Analysed by Major Economic Sector for June 2000

(一九九五年六月 = 100)  
(June 1995 = 100)

選定的主要經濟行業類別 Selected major economic sector	指數 Indices		二零零零年六月與一九九九年 六月比較的增減百分率 Percentage change June 2000 over June 1999
	一九九九年六月 June 1999	二零零零年六月 June 2000	
製造業、電力及燃氣業 Manufacturing, electricity and gas	134.0	137.0	+2.3
樓宇建築、建造及有關行業 Building and construction and related trades	128.5	129.3	+0.6
批發、零售及進出口貿易業 Wholesale, retail and import/export trades	129.1	134.3	+4.0
運輸、倉庫及通訊業 Transport, storage and communications	131.6	135.8	+3.2
金融及保險業 Financial institutions and insurance	131.3	132.1	+0.6
以上全部行業類別 All sectors above	130.1	133.2	+2.4

註釋： 所有增減百分率按小數後兩個位的指數計算出來。

Note : All percentage changes are calculated from indices rounded to 2 decimal places.

表二(甲) 二零零零年六月按主要經濟行業類別分析的實質薪金指數(甲)  
**Table 2a Real Salary Indices (A) Analysed by Major Economic Sector for June 2000**

(一九九五年六月 = 100)  
 (June 1995 = 100)

選定的主要經濟行業類別 Selected major economic sector	指數 Indices		二零零零年六月與一九九九年 六月比較的增減百分率 Percentage change June 2000 over June 1999
	一九九九年六月 June 1999	二零零零年六月 June 2000	
製造業、電力及燃氣業 Manufacturing, electricity and gas	106.1	110.7	+4.3
樓宇建築、建造及有關行業 Building and construction and related trades	108.7	112.4	+3.5
批發、零售及進出口貿易業 Wholesale, retail and import/export trades	109.0	117.7	+8.0
運輸、倉庫及通訊業 Transport, storage and communications	102.8	110.3	+7.3
金融及保險業 Financial institutions and insurance	105.1	111.5	+6.0
以上全部行業類別 All sectors above	107.1	114.1	+6.5

註釋： 所有增減百分率按小數後兩個位的指數計算出來。

Note: All percentage changes are calculated from indices rounded to 2 decimal places.

表二(乙) 二零零零年六月按主要經濟行業類別分析的實質薪金指數(乙)  
**Table 2b Real Salary Indices (B) Analysed by Major Economic Sector for June 2000**

(一九九五年六月 = 100)  
 (June 1995 = 100)

選定的主要經濟行業類別 Selected major economic sector	指數 Indices		二零零零年六月與一九九九年 六月比較的增減百分率 Percentage change June 2000 over June 1999
	一九九九年六月 June 1999	二零零零年六月 June 2000	
製造業、電力及燃氣業 Manufacturing, electricity and gas	118.3	128.3	+8.5
樓宇建築、建造及有關行業 Building and construction and related trades	113.4	121.1	+6.7
批發、零售及進出口貿易業 Wholesale, retail and import/export trades	114.0	125.7	+10.3
運輸、倉庫及通訊業 Transport, storage and communications	116.1	127.2	+9.5
金融及保險業 Financial institutions and insurance	115.8	123.6	+6.7
以上全部行業類別 All sectors above	114.8	124.7	+8.7

註釋： 所有增減百分率按小數後兩個位的指數計算出來。

Note: All percentage changes are calculated from indices rounded to 2 decimal places.

表三 一九九零年至二零零零年經理級與專業僱員名義與實質薪金指數(甲)  
**Table 3 Nominal and Real Salary Indices (A) for Managerial and Professional Employees, 1990 - 2000**

(一九九五年六月 = 100)  
 (June 1995 = 100)

月份/年份 Month/Year	指數 Indices		與上年比較的增減百分率 Percentage change over previous year	
	名義 Nominal	實質 Real	名義 Nominal	實質 Real
一九九零年六月 June 1990	61.1	98.5	+13.6	+2.1
一九九一年六月 June 1991	67.5	98.2	+10.6	-0.3
一九九二年六月 June 1992	74.6	98.6	+10.4	+0.4
一九九三年六月 June 1993	81.8	98.8	+9.7	+0.2
一九九四年六月 June 1994	90.3	99.0	+10.4	+0.2
一九九五年六月 June 1995	100.0	100.0	+10.8	+1.0
一九九六年六月 June 1996	107.9	101.2	+7.9	+1.2
一九九七年六月 June 1997	116.3	103.0	+7.7	+1.7
一九九八年六月 June 1998	122.3	104.0	+5.2	+1.0
一九九九年六月 June 1999	121.3	107.1	-0.8	+3.0
二零零零年六月 June 2000	121.9	114.1	+0.4	+6.5

註釋： (1) 所有增減百分率按小數後兩個位的指數計算出來。

Notes: All percentage changes are calculated from indices rounded to 2 decimal places.

(2) 實質薪金指數是根據名義薪金指數扣除丙類消費物價指數變動的影響計算出來。

The Real Salary Indices are derived by deflating the respective Nominal Salary Indices by the CPI (C).

表四 一九九零年至二零零零年經理級與專業僱員名義與實質薪金指數(乙)  
**Table 4 Nominal and Real Salary Indices (B) for Managerial and Professional Employees, 1990 - 2000**

(一九九五年六月 = 100)  
 (June 1995 = 100)

月份/年份 Month/Year	指數 Indices		與上年比較的增減百分率 Percentage change over previous year	
	名義 Nominal	實質 Real	名義 Nominal	實質 Real
一九九零年六月 June 1990	51.0	82.3	+16.7	+4.9
一九九一年六月 June 1991	58.7	85.4	+15.1	+3.8
一九九二年六月 June 1992	66.9	88.5	+13.8	+3.5
一九九三年六月 June 1993	76.6	92.5	+14.5	+4.6
一九九四年六月 June 1994	87.8	96.3	+14.7	+4.1
一九九五年六月 June 1995	100.0	100.0	+13.9	+3.8
一九九六年六月 June 1996	110.1	103.3	+10.1	+3.3
一九九七年六月 June 1997	120.7	106.9	+9.6	+3.5
一九九八年六月 June 1998	129.3	110.0	+7.1	+2.8
一九九九年六月 June 1999	130.1	114.8	+0.6	+4.4
二零零零年六月 June 2000	133.2	124.7	+2.4	+8.7

註釋： (1) 所有增減百分率按小數後兩個位的指數計算出來。

Notes: All percentage changes are calculated from indices rounded to 2 decimal places.

(2) 實質薪金指數是根據名義薪金指數扣除丙類消費物價指數變動的影響計算出來。

The Real Salary Indices are derived by deflating the respective Nominal Salary Indices by the CPI (C).

表五(甲) 二零零零年六月按職業組別及職業分析的名義薪金指數(甲)  
**Table 5a Nominal Salary Indices (A) Analysed by Occupational Group by Occupation for June 2000**

(一九九五年六月 = 100)  
 (June 1995 = 100)

職業組別/職業 Occupational group/Occupation	指數 Indices		二零零零年六月與一九九九年 六月比較的增減百分率 Percentage change June 2000 over June 1999
	一九九九年六月 June 1999	二零零零年六月 June 2000	
<b>一般管理</b> <b>General management</b>	118.4	119.5	+1.0
行政部經理/公司行政秘書/ 辦事處經理 Administration Manager/ Company Secretary/ Office Manager	114.4	114.1	-0.3
行政主任 Administrative Officer/ Executive Officer	123.4	128.3	+4.0
客戶服務經理 Customer Services Manager	117.7	120.0	+2.0
人事部經理/人力資源部經理/ 員工關係經理 Personnel Manager/Human Resources Manager/ Staff Relations Manager	121.7	124.5	+2.4
公共關係經理 Public Relations Manager	122.8	121.5	-1.1
培訓經理 Training Manager	124.8	117.5	-5.9
<b>財務管理</b> <b>Financial management</b>	125.1	123.3	-1.4
會計師 Accountant	111.5	107.0	-4.0
財務部經理/會計部經理 Financial Manager/ Accounting Manager	127.5	125.9	-1.3
內部核數師 Internal Auditor	127.3	128.3	+0.8
<b>生產管理</b> <b>Production management</b>	116.4	116.3	#
工廠經理/廠長 Factory Manager/Plant/ Mills Manager	122.2	124.8	+2.1
採購部經理/物料管理經理 Merchandising/Purchasing Manager/Material Control Manager	129.3	117.3	-9.2
生產部經理 Production Manager	127.5	125.3	-1.7
品質管制部經理/工程師 Quality Control/Assurance Manager/Engineer	99.8	102.0	+2.2

表五(甲) 二零零零年六月按職業組別及職業分析的名義薪金指數(甲) --- 續頁  
**Table 5a Nominal Salary Indices (A) Analysed by Occupational Group by Occupation for June 2000 --- cont'd.**

職業組別/職業 Occupational group/Occupation	指數 Indices		二零零零年六月與一九九九年 六月比較的增減百分率 Percentage change June 2000 over June 1999
	一九九九年六月 June 1999	二零零零年六月 June 2000	
工程及其他技術支援人員 <b>Engineering and other technical support personnel</b>	122.3	119.6	-2.3
建築師 Architect	132.6	128.2	-3.3
屋宇裝備工程師 Building Services Engineer	142.0	141.9	-0.1
土木工程師 Civil Engineer	114.3	110.0	-3.7
電機工程師 Electrical Engineer	122.9	118.2	-3.8
電子/電訊工程師 Electronics/Telecommunication Engineer	130.0	132.8	+2.2
工程經理 Engineering Manager	110.0	109.5	-0.5
資訊系統管理部經理/ 資訊科技服務部經理/ 電子資料處理部經理 M.I.S. Manager/I.T. Services Manager/E.D.P. Manager	119.7	118.0	-1.5
機械工程師 Mechanical Engineer	115.1	108.0	-6.2
工程計劃經理 Project Manager	133.2	131.1	-1.6
工料測量師 Quantity Surveyor	123.5	127.4	+3.1
安全主任 Safety Officer	117.0	125.7	+7.4
結構工程師 Structural Engineer	125.2	116.7	-6.8

表五(甲) 二零零零年六月按職業組別及職業分析的名義薪金指數(甲) -- 續頁  
**Table 5a Nominal Salary Indices (A) Analysed by Occupational Group by Occupation for June 2000 --- cont'd.**

職業組別/職業 Occupational group/Occupation	指數 Indices		二零零零年六月與一九九九年 六月比較的增減百分率 Percentage change June 2000 over June 1999
	一九九九年六月 June 1999	二零零零年六月 June 2000	
銀行及保險管理 <b>Banking and insurance management</b>	116.7	115.9	-0.7
精算師 Actuary	111.1	110.9	-0.2
票據經理 Bills Manager	117.0	115.7	-1.1
分行(總務)經理 Branch (Full Services) Manager	116.6	111.6	-4.3
業務拓展部經理 Business Development Manager	116.5	118.6	+1.8
現金控制經理/總出納主任 Cash Control Manager/ Chief Cashier	117.6	118.1	+0.4
索償經理 Claims Manager	124.4	132.6	+6.6
期貨/黃金/證券交易員 Commodity Futures/Bullion/ Securities Trader	130.4	131.1	+0.5
機構銀行經理 Corporate Banking Manager	120.0	126.0	+5.0
信用卡服務經理 Credit Card Services Manager	128.2	132.3	+3.2
貸款/放款經理 Credit/Loan Manager	110.0	112.3	+2.1
外匯部經理/總交易主任 Foreign Exchange Manager/ Chief Dealer	118.6	122.2	+3.0
外匯及拆放市場交易員 FX and MM Dealer	119.9	118.7	-1.0
投資經理 Investment Manager	115.4	118.2	+2.4
核保經理 Underwriting Manager	123.8	128.6	+3.9

表五(甲) 二零零零年六月按職業組別及職業分析的名義薪金指數(甲) --- 續頁  
**Table 5a Nominal Salary Indices (A) Analysed by Occupational Group by Occupation for June 2000 --- cont'd.**

(一九九五年六月 = 100)  
 (June 1995 = 100)

職業組別/職業 Occupational group/Occupation	指數 Indices		二零零零年六月與一九九九年 六月比較的增減百分率 Percentage change June 2000 over June 1999
	一九九九年六月 June 1999	二零零零年六月 June 2000	
<b>市場及採購管理</b> <b>Marketing and purchasing management</b>	123.6	127.5	+3.2
部門經理/地區經理 Department Manager/ Regional/Area Manager	117.1	122.0	+4.2
市場研究經理 Marketing Research Manager	131.0	127.5	-2.7
市場推廣(營業部)/銷售部經理/ 產品推廣經理 Marketing/Sales/Product Manager	123.7	128.6	+3.9
商品部經理 Merchandising/Purchasing Manager	149.2	156.6	+5.0
商店經理 Store Manager	113.4	106.3	-6.3
貨倉部經理 Warehouse Manager	108.0	116.5	+7.9
<b>其他管理組別</b> <b>Management, others</b>	118.3	120.9	+2.3
出口/入口部經理/船務部經理 Import/Export Manager/ Shipping Manager	122.0	125.0	+2.4
維修部經理 Maintenance Manager	114.0	115.1	+1.0
貨運部經理 Operation/Traffic Manager	115.7	119.4	+3.1
客運部經理 Passenger Traffic Manager	121.9	120.0	-1.6

註釋： 所有增減百分率按小數後兩個位的指數計算出來。

Notes : All percentage changes are calculated from indices rounded to 2 decimal places.

# 變動在 ± 0.05%內。  
 Change within ± 0.05%.

表五(乙) 二零零零年六月按職業組別及職業分析的名義薪金指數(乙)  
**Table 5b Nominal Salary Indices (B) Analysed by Occupational Group by Occupation for June 2000**

(一九九五年六月 = 100)  
(June 1995 = 100)

職業組別/職業 Occupational group/Occupation	指數 Indices		二零零零年六月與一九九九年 六月比較的增減百分率 Percentage change June 2000 over June 1999
	一九九九年六月 June 1999	二零零零年六月 June 2000	
<b>一般管理</b> <b>General management</b>	128.7	131.6	+2.2
行政部經理/公司行政秘書/ 辦事處經理 Administration Manager/ Company Secretary/ Office Manager	126.0	127.4	+1.1
行政主任 Administrative Officer/ Executive Officer	125.6	127.5	+1.5
客戶服務經理 Customer Services Manager	137.4	145.7	+6.0
人事部經理/人力資源部經理/ 員工關係經理 Personnel Manager/Human Resources Manager/ Staff Relations Manager	130.8	134.7	+3.0
公共關係經理 Public Relations Manager	132.4	134.0	+1.3
培訓經理 Training Manager	134.2	139.6	+4.0
<b>財務管理</b> <b>Financial management</b>	131.6	135.0	+2.6
會計師 Accountant	132.1	136.5	+3.3
財務部經理/會計部經理 Financial Manager/ Accounting Manager	131.5	134.8	+2.5
內部核數師 Internal Auditor	131.6	134.3	+2.1
<b>生產管理</b> <b>Production management</b>	128.5	134.0	+4.3
工廠經理/廠長 Factory Manager/Plant/ Mills Manager	119.7	123.0	+2.8
採購部經理/物料管理經理 Merchandising/Purchasing Manager/Material Control Manager	130.4	132.9	+1.9
生產部經理 Production Manager	122.9	128.1	+4.3
品質管制部經理/工程師 Quality Control/Assurance Manager/Engineer	138.8	148.1	+6.7

表五(乙) 二零零零年六月按職業組別及職業分析的名義薪金指數(乙) --- 續頁  
**Table 5b Nominal Salary Indices (B) Analysed by Occupational Group by Occupation for June 2000 --- cont'd.**

(一九九五年六月 = 100)  
 (June 1995 = 100)

職業組別/職業 Occupational group/Occupation	指數 Indices		二零零零年六月與一九九九年 六月比較的增減百分率 Percentage change June 2000 over June 1999
	一九九九年六月 June 1999	二零零零年六月 June 2000	
工程及其他技術支援人員 Engineering and other technical support personnel	130.7	131.9	+0.9
建築師 Architect	131.1	127.3	-2.9
屋宇裝備工程師 Building Services Engineer	130.4	130.5	+0.1
土木工程師 Civil Engineer	126.8	127.2	+0.3
電機工程師 Electrical Engineer	126.5	125.9	-0.4
電子/電訊工程師 Electronics/Telecommunication Engineer	146.5	150.6	+2.8
工程經理 Engineering Manager	133.2	135.1	+1.4
資訊系統管理部經理/ 資訊科技服務部經理/ 電子資料處理部經理 M.I.S. Manager/I.T. Services Manager/E.D.P. Manager	131.0	134.6	+2.8
機械工程師 Mechanical Engineer	132.8	132.2	-0.4
工程計劃經理 Project Manager	126.1	126.7	+0.5
工料測量師 Quantity Surveyor	133.3	140.6	+5.5
安全主任 Safety Officer	132.8	139.4	+5.0
結構工程師 Structural Engineer	131.2	131.4	+0.2

表五(乙) 二零零零年六月按職業組別及職業分析的名義薪金指數(乙) — 續頁

Table 5b Nominal Salary Indices (B) Analysed by Occupational Group by Occupation for June 2000 --- cont'd.

職業組別／職業 Occupational group/Occupation	指數 Indices		二零零零年六月與一九九九年 六月比較的增減百分率 Percentage change June 2000 over June 1999
	一九九九年六月 June 1999	二零零零年六月 June 2000	
銀行及保險管理 Banking and insurance management	130.4	129.8	-0.5
票據經理 Bills Manager	130.5	130.8	+0.3
分行(總務)經理 Branch (Full Services) Manager	129.5	125.3	-3.2
業務拓展部經理 Business Development Manager	131.3	132.6	+1.0
現金控制經理／總出納主任 Cash Control Manager/ Chief Cashier	127.6	126.4	-1.0
索償經理 Claims Manager	138.6	143.2	+3.4
期貨／黃金／證券交易員 Commodity Futures/Bullion/ Securities Trader	132.9	133.6	+0.5
機構銀行經理 Corporate Banking Manager	135.3	138.1	+2.1
信用卡服務經理 Credit Card Services Manager	135.9	138.4	+1.8
貸款／放款經理 Credit/Loan Manager	133.7	134.1	+0.3
外匯部經理／總交易主任 Foreign Exchange Manager/ Chief Dealer	124.5	129.5	+4.0
外匯及拆放市場交易員 FX and MM Dealer	125.1	130.1	+4.0
投資經理 Investment Manager	134.1	142.0	+5.9
核保經理 Underwriting Manager	139.6	142.6	+2.1

表五(乙) 二零零零年六月按職業組別及職業分析的名義薪金指數(乙) --- 續頁  
**Table 5b Nominal Salary Indices (B) Analysed by Occupational Group by Occupation for June 2000 --- cont'd.**

(一九九五年六月 = 100)  
 (June 1995 = 100)

職業組別／職業 Occupational group/Occupation	指數 Indices		二零零零年六月與一九九九年 六月比較的增減百分率 Percentage change June 2000 over June 1999
	一九九九年六月 June 1999	二零零零年六月 June 2000	
<b>市場及採購管理</b> <b>Marketing and purchasing management</b>	129.5	135.8	+4.9
部門經理／地區經理 Department Manager/ Regional/Area Manager	131.4	145.7	+10.9
市場研究經理 Marketing Research Manager	123.1	123.7	+0.5
市場推廣(營業部)／銷售部經理／ 產品推廣經理 Marketing/Sales/Product Manager	128.8	134.3	+4.3
商品部經理 Merchandising/Purchasing Manager	140.7	148.5	+5.5
商店經理 Store Manager	124.1	124.5	+0.3
貨倉部經理 Warehouse Manager	122.9	124.8	+1.6
<b>其他管理組別</b> <b>Management, others</b>	130.9	134.5	+2.7
出口／入口部經理／船務部經理 Import/Export Manager/ Shipping Manager	133.5	137.4	+3.0
維修部經理 Maintenance Manager	134.0	138.5	+3.4
貨運部經理 Operation/Traffic Manager	128.1	131.3	+2.5
客運部經理 Passenger Traffic Manager	127.8	128.8	+0.8

註釋： 所有增減百分率按小數後兩個位的指數計算出來。

Note: All percentage changes are calculated from indices rounded to 2 decimal places.

表六 二零零零年六月按主要經濟行業類別及職業分析的每月薪金率\* 平均數、中位數及四分位數  
**Table 6 Average, Median and Quartiles of Monthly Salary Rates\* Analysed by Major Economic Sector by Occupation for June 2000**

元  
\$

行業類別／職業 Sector/Occupation	平均數 Average	下四分位數 Lower quartile	中位數 Median	上四分位數 Upper quartile
<b>製造業、電力及燃氣業</b> <b>Manufacturing, Electricity and gas</b>				
會計師 Accountant	46,500	34,800	45,800	52,500
電機工程師 Electrical Engineer	52,400	48,200	54,900	57,700
電子工程師 Electronics Engineer	32,100	21,800	30,600	39,900
工廠經理／廠長 Factory Manager/Plant/ Mills Manager	30,800	20,000	30,200	36,000
財務部經理／會計部經理 Financial Manager/ Accounting Manager	52,000	32,700	50,400	58,600
資訊系統管理部經理／ 資訊科技服務部經理／ 電子資料處理部經理 M.I.S. Manager/I.T. Services Manager/E.D.P. Manager	56,900	33,000	45,300	78,500
維修部經理 Maintenance Manager	54,200	32,400	41,800	79,800
市場推廣(營業部)經理／ 銷售部經理／產品推廣經理 Marketing/Sales/Product Manager	36,100	26,700	34,800	39,900
機械工程師 Mechanical Engineer	34,100	21,400	22,000	49,300
採購部經理／物料管理經理 Merchandising/Purchasing Manager/Material Control Manager	38,000	25,000	36,000	52,100
人事部經理／人力資源部經理／ 員工關係經理 Personnel Manager/Human Resources Manager/ Staff Relations Manager	40,500	24,200	24,800	45,200
生產部經理 Production Manager	33,400	21,100	27,600	37,300
品質管制部經理／工程師 Quality Control/Assurance Manager/Engineer	32,600	21,400	27,600	46,200

表六 二零零零年六月按主要經濟行業類別及職業分析的每月薪金率\* 平均數、中位數及四分位數 --- 續頁  
**Table 6 Average, Median and Quartiles of Monthly Salary Rates\* Analysed by Major Economic Sector by Occupation for June 2000 --- cont'd.**

行業類別／職業 Sector/Occupation	平均數 Average	下四分位數 Lower quartile	中位數 Median	上四分位數 Upper quartile
元 \$				
<b>樓宇建築、建造及有關行業</b> <b>Building and construction and related trades</b>				
行政部經理／公司行政秘書／ 辦事處經理 Administration Manager/ Company Secretary/ Office Manager	55,500	31,500	74,100	75,100
行政主任 Administrative Officer/ Executive Officer	19,500	15,400	17,400	24,500
建築師 Architect	54,500	41,100	52,000	71,700
屋宇裝備工程師 Building Services Engineer	40,700	28,600	36,100	48,900
土木工程師 Civil Engineer	66,800	41,100	80,800	83,200
電機工程師 Electrical Engineer	32,800	17,600	27,900	43,500
財務部經理／會計部經理 Financial Manager/ Accounting Manager	55,300	36,200	50,500	74,400
機械工程師 Mechanical Engineer	31,800	19,600	28,200	42,600
人事部經理／人力資源部經理／ 員工關係經理 Personnel Manager/Human Resources Manager/ Staff Relations Manager	49,100	26,900	39,700	74,600
工程計劃經理 Project Manager	64,700	50,600	60,600	79,500
工料測量師 Quantity Surveyor	37,100	24,500	33,900	47,000
安全主任 Safety Officer	38,400	33,600	37,700	42,000
結構工程師 Structural Engineer	54,400	41,400	58,000	67,100
<b>批發、零售及進出口貿易業</b> <b>Wholesale, retail and import/export trades</b>				
會計師 Accountant	26,500	21,300	25,300	31,000

表六 二零零零年六月按主要經濟行業類別及職業分析的每月薪金率\* 平均數、中位數及四分位數 --- 續頁  
**Table 6 Average, Median and Quartiles of Monthly Salary Rates\* Analysed by Major Economic Sector by Occupation for June 2000 --- cont'd.**

行業類別／職業 Sector/Occupation	平均數 Average	下四分位數 Lower quartile	中位數 Median	上四分位數 Upper quartile
元 \$				
<b>批發、零售及進出口貿易業 (續)</b> <b>Wholesale, retail and import/ export trades (cont'd.)</b>				
行政部經理／公司行政秘書／ 辦事處經理 Administration Manager/ Company Secretary/ Office Manager	34,200	26,300	32,200	43,800
客戶服務經理 Customer Services Manager	32,400	24,000	31,400	33,600
部門經理／地區經理 Department Manager/ Regional/Area Manager	47,600	26,000	40,100	72,600
財務部經理／會計部經理 Financial Manager/ Accounting Manager	43,600	35,800	43,800	50,700
出口／入口部經理／船務部經理 Import/Export Manager/ Shipping Manager	31,600	23,700	29,300	36,900
資訊系統管理部經理／ 資訊科技服務部經理／ 電子資料處理部經理 M.I.S. Manager/I.T. Services Manager/E.D.P. Manager	38,500	27,800	38,800	44,800
市場推廣(營業部)經理／ 銷售部經理／產品推廣經理 Marketing/Sales/Product Manager	37,500	25,500	33,900	42,800
商品部經理 Merchandising/ Purchasing Manager	39,200	25,300	35,200	52,700
人事部經理／人力資源部經理／ 員工關係經理 Personnel Manager/Human Resources Manager/ Staff Relations Manager	36,600	29,800	33,100	41,700
商店經理 Store Manager	22,900	16,700	21,300	27,700
貨倉部經理 Warehouse Manager	28,500	20,500	24,100	31,200
<b>運輸、倉庫及通訊業</b> <b>Transport, storage and communications</b>				
會計師 Accountant	29,600	23,400	26,800	29,800

表六 二零零零年六月按主要經濟行業類別及職業分析的每月薪金率\* 平均數、中位數及四分位數 --- 續頁  
**Table 6 Average, Median and Quartiles of Monthly Salary Rates\* Analysed by Major Economic Sector by Occupation for June 2000 --- cont'd.**

行業類別/職業 Sector/Occupation	平均數 Average	下四分位數 Lower quartile	中位數 Median	上四分位數 Upper quartile
元 \$				
<b>運輸、倉庫及通訊業 (續)</b> <b>Transport, storage and communications (cont'd.)</b>				
行政部經理/公司行政秘書/ 辦事處經理 Administration Manager/ Company Secretary/ Office Manager	37,600	26,200	32,800	42,800
客戶服務經理 Customer Services Manager	31,900	17,000	27,100	35,600
部門經理/地區經理 Department Manager/ Regional/Area Manager	30,600	16,300	23,600	33,700
電子/電訊工程師 Electronics/Telecommunication Engineer	32,900	26,200	30,600	36,600
工程經理 Engineering Manager	55,900	46,200	52,700	59,600
財務部經理/會計部經理 Financial Manager/ Accounting Manager	49,600	34,000	45,400	62,700
內部核數師 Internal Auditor	41,500	24,700	29,200	37,800
資訊系統管理部經理/ 資訊科技服務部經理/ 電子資料處理部經理 M.I.S. Manager/I.T. Services Manager/E.D.P. Manager	46,300	34,100	45,700	55,000
維修部經理 Maintenance Manager	39,700	21,300	29,800	56,900
市場推廣(營業部)經理/ 銷售部經理/產品推廣經理 Marketing/Sales/Product Manager	43,700	26,200	35,600	54,700
貨運部經理 Operation/Traffic Manager	32,500	19,000	27,500	39,900
客運部經理 Passenger Traffic Manager	36,000	22,900	29,900	42,800
人事部經理/人力資源部經理/ 員工關係經理 Personnel Manager/Human Resources Manager/ Staff Relations Manager	39,800	25,400	33,000	55,000
公共關係經理 Public Relations Manager	49,600	33,600	44,300	61,400

表六 二零零零年六月按主要經濟行業類別及職業分析的每月薪金率\* 平均數、中位數及四分位數 --- 續頁  
**Table 6 Average, Median and Quartiles of Monthly Salary Rates\* Analysed by Major Economic Sector by Occupation for June 2000 --- cont'd.**

行業類別/職業 Sector/Occupation	平均數 Average	下四分位數 Lower quartile	中位數 Median	上四分位數 Upper quartile
元 \$				
<b>運輸、倉庫及通訊業(續)</b> <b>Transport, storage and communications (cont'd.)</b>				
培訓經理 Training Manager	47,000	32,100	48,200	50,800
貨倉部經理 Warehouse Manager	28,900	19,200	22,200	28,200
<b>金融及保險業</b> <b>Financial institutions and insurance</b>				
會計師 Accountant	29,500	22,500	26,900	33,900
精算師 Actuary	54,300	45,900	54,800	61,800
行政部經理/公司行政秘書/ 辦事處經理 Administration Manager/ Company Secretary/ Office Manager	31,000	16,400	31,800	40,900
行政主任 Administrative Officer/ Executive Officer	25,600	21,000	23,500	28,500
票據經理 Bills Manager	36,400	29,100	32,200	45,000
分行(總務)經理 Branch (Full Services) Manager	32,500	24,500	28,900	37,400
業務拓展部經理 Business Development Manager	37,500	27,600	34,600	42,000
現金控制經理/總出納主任 Cash Control Manager/ Chief Cashier	34,500	25,000	30,700	39,500
索償經理 Claims Manager	38,600	28,300	35,800	48,500
期貨/黃金/證券交易員 Commodity Futures/Bullion/ Securities Trader	24,800	16,500	22,900	26,800
機構銀行經理 Corporate Banking Manager	58,100	46,900	58,600	67,600
信用卡服務經理 Credit Card Services Manager	65,700	49,500	80,300	82,700
貸款/放款經理 Credit/Loan Manager	43,800	29,000	39,600	56,800

表六 二零零零年六月按主要經濟行業類別及職業分析的每月薪金率\* 平均數、中位數及四分位數 --- 續頁  
**Table 6 Average, Median and Quartiles of Monthly Salary Rates\* Analysed by Major Economic Sector by Occupation for June 2000 --- cont'd.**

行業類別/職業 Sector/Occupation	平均數 Average	下四分位數 Lower quartile	中位數 Median	上四分位數 Upper quartile
元 \$				
<b>金融及保險業 (續)</b> <b>Financial institutions and insurance (cont'd.)</b>				
客戶服務經理 Customer Services Manager	42,400	29,600	42,100	55,400
財務部經理/會計部經理 Financial Manager/ Accounting Manager	42,100	28,600	39,500	54,000
外匯部經理/總交易主任 Foreign Exchange Manager/ Chief Dealer	66,600	42,300	57,100	91,600
外匯及拆放市場交易員 FX and MM Dealer	34,900	26,500	35,400	42,700
內部核數師 Internal Auditor	57,700	44,900	52,700	67,500
投資經理 Investment Manager	47,300	25,800	39,500	57,700
資訊系統管理部經理/ 資訊科技服務部經理/ 電子資料處理部經理 M.I.S. Manager/I.T. Services Manager/E.D.P. Manager	46,700	33,100	48,600	58,900
市場研究經理 Marketing Research Manager	37,900	21,800	36,000	49,500
市場推廣(營業部)經理/ 銷售部經理/產品推廣經理 Marketing/Sales/Product Manager	34,300	21,900	31,100	46,600
人事部經理/人力資源部經理/ 員工關係經理 Personnel Manager/Human Resources Manager/ Staff Relations Manager	48,000	27,600	40,800	62,500
公共關係經理 Public Relations Manager	48,700	31,300	37,800	53,800
培訓經理 Training Manager	53,400	33,300	52,200	74,000
核保經理 Underwriting Manager	36,000	28,600	34,900	42,600

註釋: \* 每月薪金率是將每年薪金率除以十二推算出來。薪金率的定義,請參閱本報告5.3.5及5.3.6段。請注意,除房屋津貼及其他不能轉作幣值計算的僱員利益外,花紅亦不包括在薪金率的定義內。

Note: The monthly salary rates are derived by dividing the annual salary rates by twelve. For definition of salary rate, please refer to paragraph 5.3.5 and 5.3.6 of the report. Please note that profit-sharing bonus, housing benefits and other payments in kind which cannot be converted into monetary terms are not included in the definition of salary rate.

表七 二零零零年六月享有各項附帶福利的僱員百分比

Table 7 Percentage of Employees Entitled to Various Fringe Benefits for June 2000

%

福利類別 Type of Benefits	僱員百分比** Percentage of employees
<b>每年大假(公眾假期除外)</b> <b>Annual leave (in addition to public holidays)</b>	
十四日或以下 14 days or less	36
十五日至廿一日 15 - 21 days	51
廿二日至廿八日 22 - 28 days	12
廿八日以上 over 28 days	1
<b>房屋福利</b> <b>Housing benefits</b>	
只享有公司/商行免費提供住屋福利 Free company/firm-provided housing only	2
只享有公司/商行以津貼方式提供住屋福利 Subsidized company/firm-provided housing only	1
只享有房屋資助福利 Housing subsidy only	1
只享有置業貸款福利 (包括低息置業貸款) Housing loan (including low interest housing loan) only	30
其他房屋福利 Other housing benefits	1
上述各項組合 Combination of above	*
無房屋福利 No housing benefits	65
<b>退休福利計劃</b> <b>Retirement benefits scheme</b>	
只享有公積金福利 Provident fund only	
僱員無須供款 non-contributory on the part of employee	12
僱員須要供款 contributory on the part of employee	66
只享有長俸福利計劃 Pension scheme only	
僱員無須供款 non-contributory on the part of employee	*
僱員須要供款 contributory on the part of employee	5
只享有退休基金福利 Retirement fund only	3
上述各項組合 Combination of above	1
無此項計劃 No such scheme	12

表七 二零零零年六月享有各項附帶福利的僱員百分比 --- 續頁

Table 7 Percentage of Employees Entitled to Various Fringe Benefits for June 2000 --- cont'd.

%

福利類別 Type of Benefits	僱員百分比** Percentage of employees
<b>保險計劃</b> <b>Insurance scheme</b>	
只享有意外/死亡/傷殘保險福利 (僱員補償條例規定者除外) Accident/death/disablement insurance only (other than that is required by the Employee's Compensation Ordinance)	1
只享有人壽保險福利 Life insurance only	1
只享有醫療保險福利 Medical insurance only	13
上述各項組合 - 包括醫療保險 Combination of above - include medical insurance	72
上述各項組合 - 不包括醫療保險 Combination of above - not include medical insurance	4
無此項計劃 No such scheme	10
<b>醫療福利</b> <b>Medical benefits</b>	
只享有醫療保險福利 Medical insurance benefits only	75
只享有一般診症福利 # General consultation benefits only	
可領回全部醫療費用 full reimbursement of medical expenses	0
可領回部分醫療費用 partial reimbursement of medical expenses	3
公司/商行提供醫生 - 免費診症 free company/firm doctors	0
公司/商行提供醫生 - 津貼診症 subsidized company/firm doctors	*
只享有牙醫福利 # Dental benefits only	0
只享有住院福利 # Hospitalization benefits only	*
上述各項組合 - 包括醫療保險 Combination of above - include medical insurance	10
上述各項組合 - 不包括醫療保險 Combination of above - not include medical insurance	7
無醫療福利 No medical benefits	4
<b>交通福利</b> <b>Transportation benefits</b>	
只供應車輛及司機作私人用途 Provision of car for personal use with driver only	*
只供應車輛作私人用途, 但不包括司機 Provision of car for personal use without driver only	*
只提供車輛接載僱員往返辦公室 Provision of vehicle for travelling to/from office only	1

表七 二零零零年六月享有各項附帶福利的僱員百分比 --- 續頁

Table 7 Percentage of Employees Entitled to Various Fringe Benefits for June 2000 --- cont'd.

福利類別 Type of Benefits	僱員百分比** Percentage of employees
<b>交通福利 (續)</b> <b>Transportation benefits (cont'd.)</b>	
只享有買車貸款福利 (包括低息買車貸款) Car purchase loan (including low interest car loan) only	4
只享有隧道費及/或電油津貼福利 Tunnel fee and/or fuel expenses allowance only	*
其他交通福利 Other transportation benefits	2
上述各項組合 Combination of above	4
無交通福利 No transportation benefits	88
<b>康樂/運動會所/鄉村俱樂部會籍</b> <b>Recreational/Sports/Country club membership</b>	
公司/商行付款 Paid by company/firm	2
公司/商行津貼 Subsidized by company/firm	2
無此項福利 No such benefits	96
<b>獎賞及花紅 (年終保證可收取的額外款項除外)</b> <b>Business bonus and profit-sharing (other than guaranteed year-end extra pay)</b>	
有 Yes	60
無 No	40
<b>其他福利</b> <b>Other benefits</b>	
子女教育津貼 Education allowance for children	
有 Yes	2
無 No	98
合約額外酬金 Contract gratuity	
有 Yes	2
無 No	98
海外旅費 (不包括公幹費用) Overseas passage (exclude business trips)	
有 Yes	11
無 No	89

表七 二零零零年六月享有各項附帶福利的僱員百分比 --- 續頁

Table 7 Percentage of Employees Entitled to Various Fringe Benefits for June 2000 --- cont'd.

%

福利類別 Type of Benefits	僱員百分比** Percentage of employees
<b>其他福利 (續)</b> <b>Other benefits (cont'd.)</b>	
公司/商行支付僱員進修的學費 Employees' self-study course fee paid for by company/firm	
有 Yes	76
無 No	24
購物折扣(只限公司/商行貨物或服務) Purchasing discount (of company's/firm's products/services)	
有 Yes	51
無 No	49
長期服務獎金 Long service award	
有 Yes	61
無 No	39
其他 Others	
有 Yes	27
無 No	73

註釋： \* 少於 0.5%。

Notes: Less than 0.5%.

\*\* 所有百分比以最接近的百分點顯示。由於進位關係，各種附帶福利的僱員百分比之和可能不等於100。  
All percentages are given to the nearest percentage point. The sum of percentages for each item may not add up to 100 due to rounding.

# 醫療保險除外。

Other than those covered by medical insurance.

表八 二零零零年六月享有固定發放年終額外款項的僱員百分比

Table 8 Percentage of Employees Entitled to Guaranteed Year-End Extra Pay for June 2000

選定的主要經濟行業類別 Selected major economic sector	所有僱員所佔百分比 Percentage of all employees			
	無 Nil	一個月或以下 1 month or below	一個月以上至 兩個月 over 1 month to 2 months	兩個月以上 Over 2 months
製造業、電力及燃氣業 Manufacturing, electricity and gas	2	77	20	2
樓宇建築、建造及有關行業 Building and construction and related trades	16	84	0	*
批發、零售及進出口貿易業 Wholesale, retail and import/export trades	11	62	22	5
運輸、倉庫及通訊業 Transport, storage and communications	16	64	16	4
金融及保險業 Financial institutions and insurance	15	73	11	1
以上全部行業類別 All sectors above	13	69	15	3

註釋： 所有百分比以最接近的百分點顯示。

Notes : All percentages are given to the nearest percentage point.

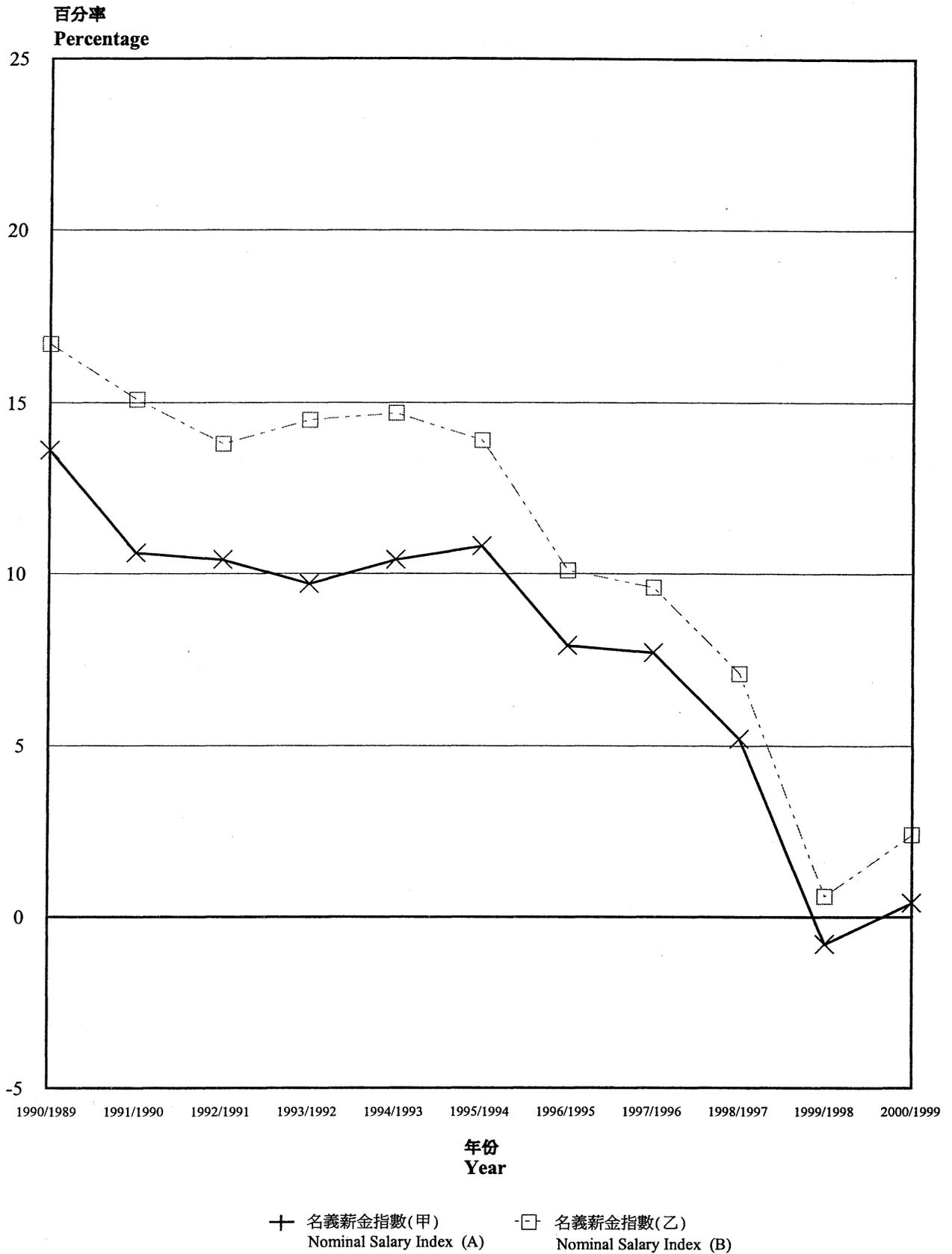
\* 少於 0.5%  
Less than 0.5%.



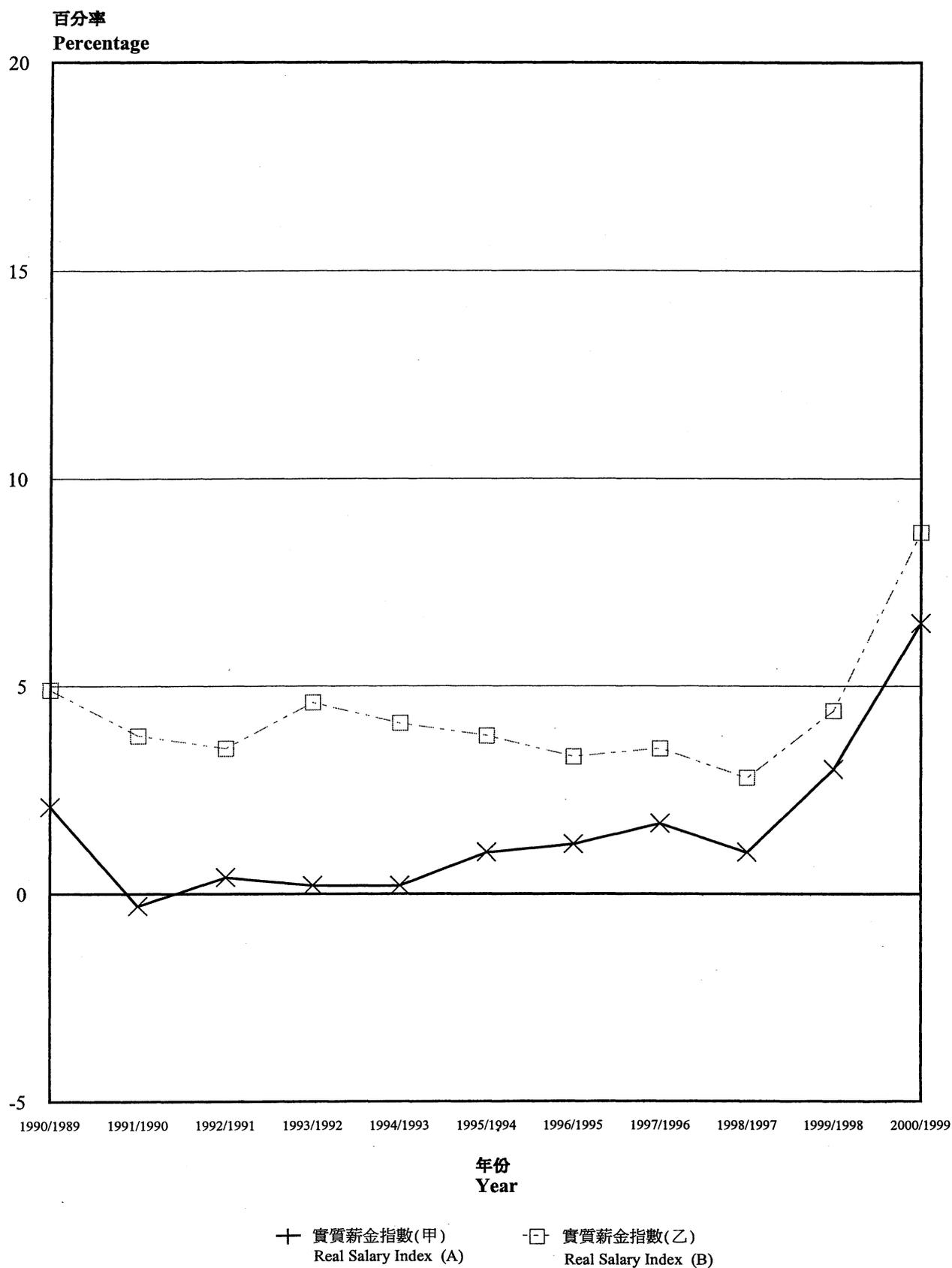
統計圖

**Charts**

圖一 一九九零年至二零零零年薪金名義指數(甲)及(乙)的變動率  
 Chart 1 Rates of change of Nominal Salary Indices (A) and (B), 1990 - 2000



圖二 一九九零年至二零零零年實質薪金指數(甲)及(乙)的變動率  
 Chart 2 Rates of change of Real Salary Indices (A) and (B), 1990 - 2000



圖三 二零零零年六月經理級與專業僱員的薪金範圍 - 製造業、電力及燃氣業

Chart 3 Salary Ranges of Managerial and Professional Employees - Manufacturing, Electricity and Gas, June 2000

職業  
Occupation

會計師  
Accountant

電機工程師  
Electrical Engineer

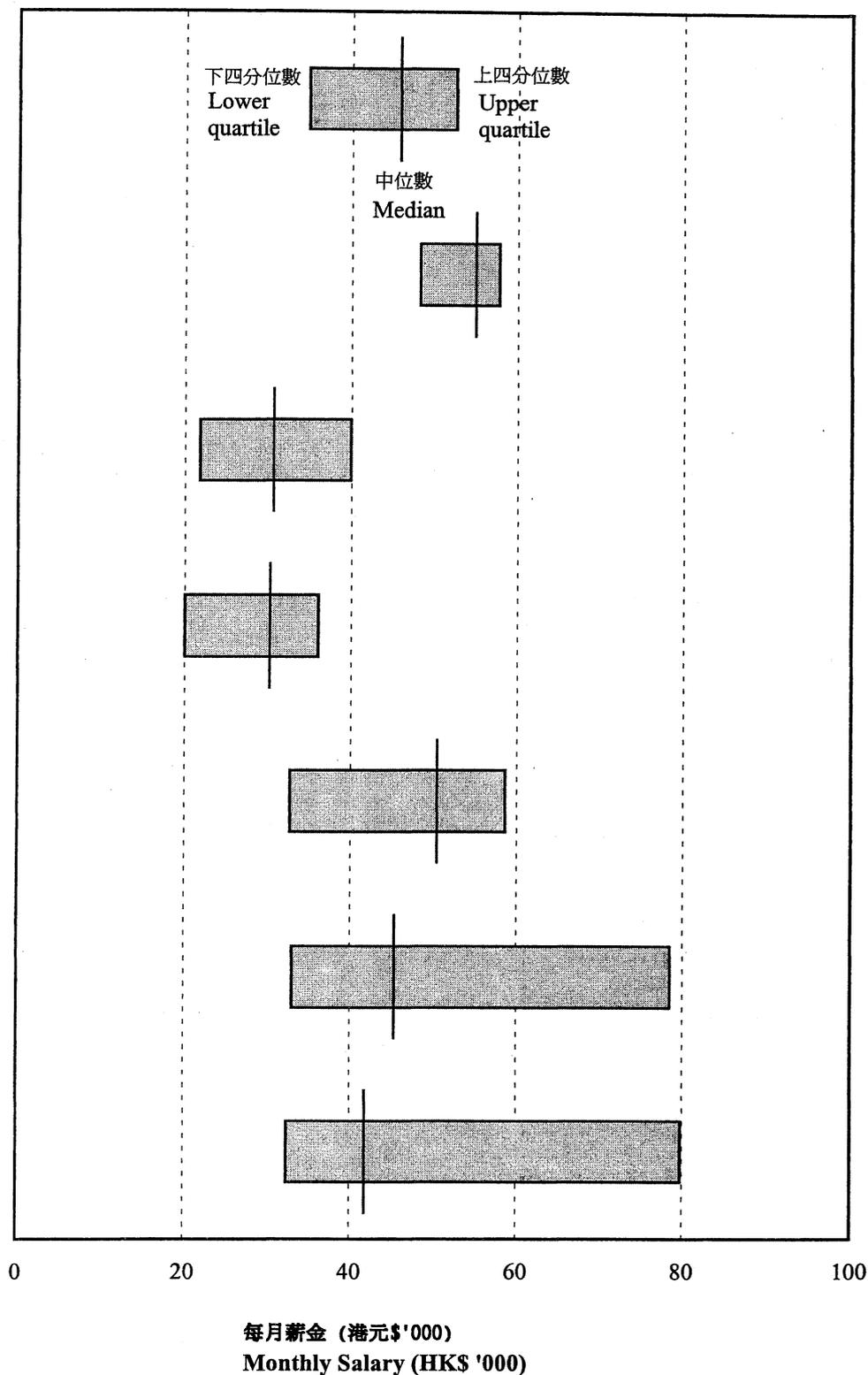
電子工程師  
Electronics Engineer

工廠經理/廠長  
Factory Manager/Plant/  
Mills Manager

財務部經理/會計部經理  
Financial Manager/  
Accounting Manager

資訊系統管理部經理/  
資訊科技服務部經理/  
電子資料處理部經理  
M.I.S. Manager/I.T.  
Services Manager/  
E.D.P. Manager

維修部經理  
Maintenance Manager



註釋：有關中位數及四分位數的定義請參閱本報告第5.3.6段。

Note: For definition of median and quartile salaries, please refer to paragraph 5.3.6 of this report.

圖三 二零零零年六月經理級與專業僱員的薪金範圍 - 製造業、電力及燃氣業 --- 續頁  
 Chart 3 Salary Ranges of Managerial and Professional Employees - Manufacturing, Electricity and Gas, June 2000 --- cont'd.

職業  
 Occupation

市場推廣(營業部)經理/  
 銷售部經理/產品推廣經理  
 Marketing/Sales/Product  
 Manager

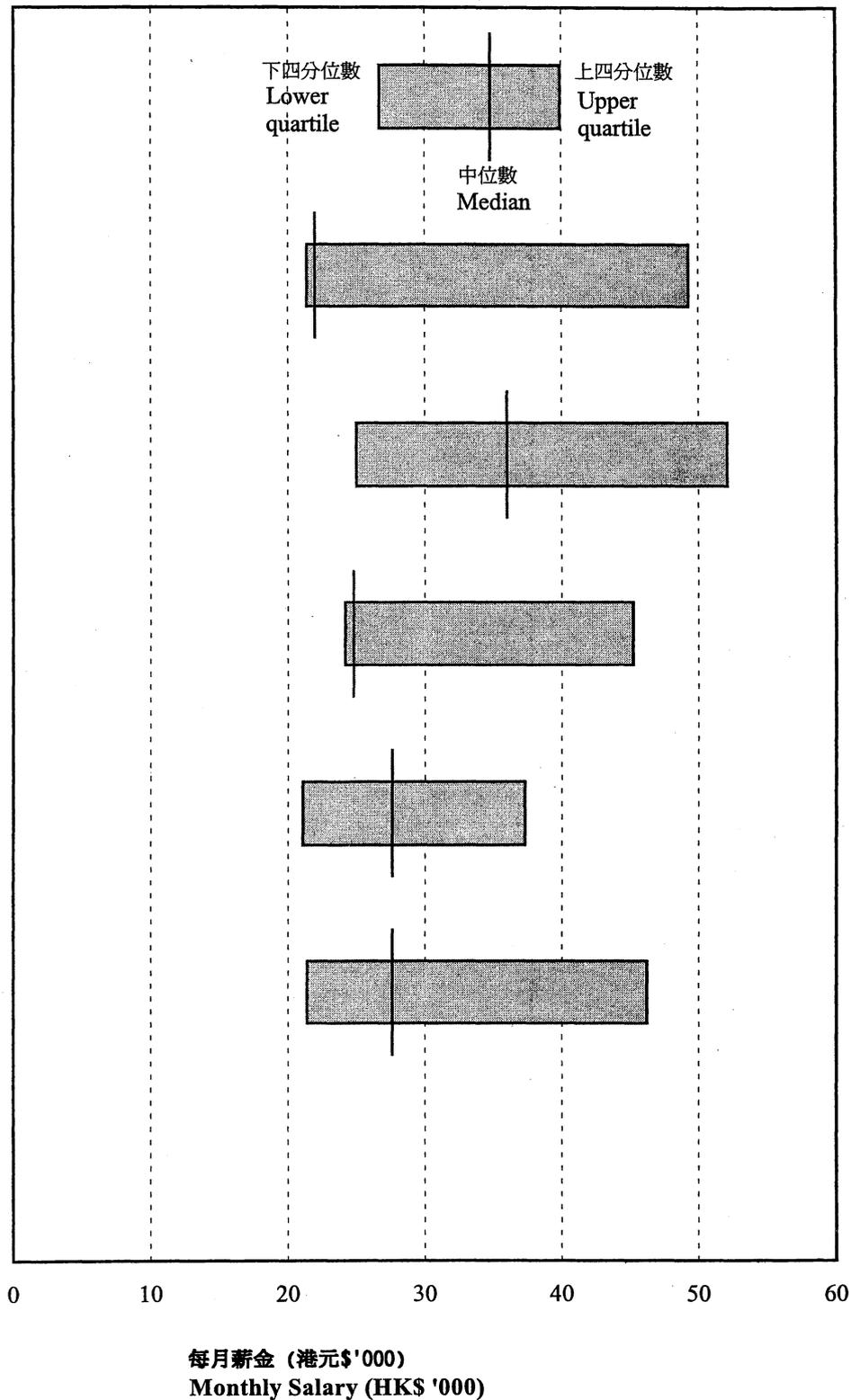
機械工程師  
 Mechanical Engineer

採購部經理/物料管理經理  
 Merchandising/Purchasing  
 Manager/Material  
 Control Manager

人事部經理/人力資源部經理/  
 員工關係經理  
 Personnel Manager/Human  
 Resources Manager/Staff  
 Relations Manager

生產部經理  
 Production Manager

品質管制部經理/工程師  
 Quality Control/Assurance  
 Manager/Engineer



註釋：有關中位數及四分位數的定義請參閱本報告第5.3.6段。

Note: For definition of median and quartile salaries, please refer to paragraph 5.3.6 of this report.

**圖四 二零零零年六月經理級與專業僱員的薪金範圍 - 樓宇建築、建造及有關行業**  
**Chart 4 Salary Ranges of Managerial and Professional Employees - Building and Construction and Related Trades, June 2000**

**職業**

**Occupation**

行政部經理／公司行政秘書／  
辦事處經理  
Administration Manager/  
Company Secretary/  
Office Manager

行政主任  
Administrative Officer/  
Executive Officer

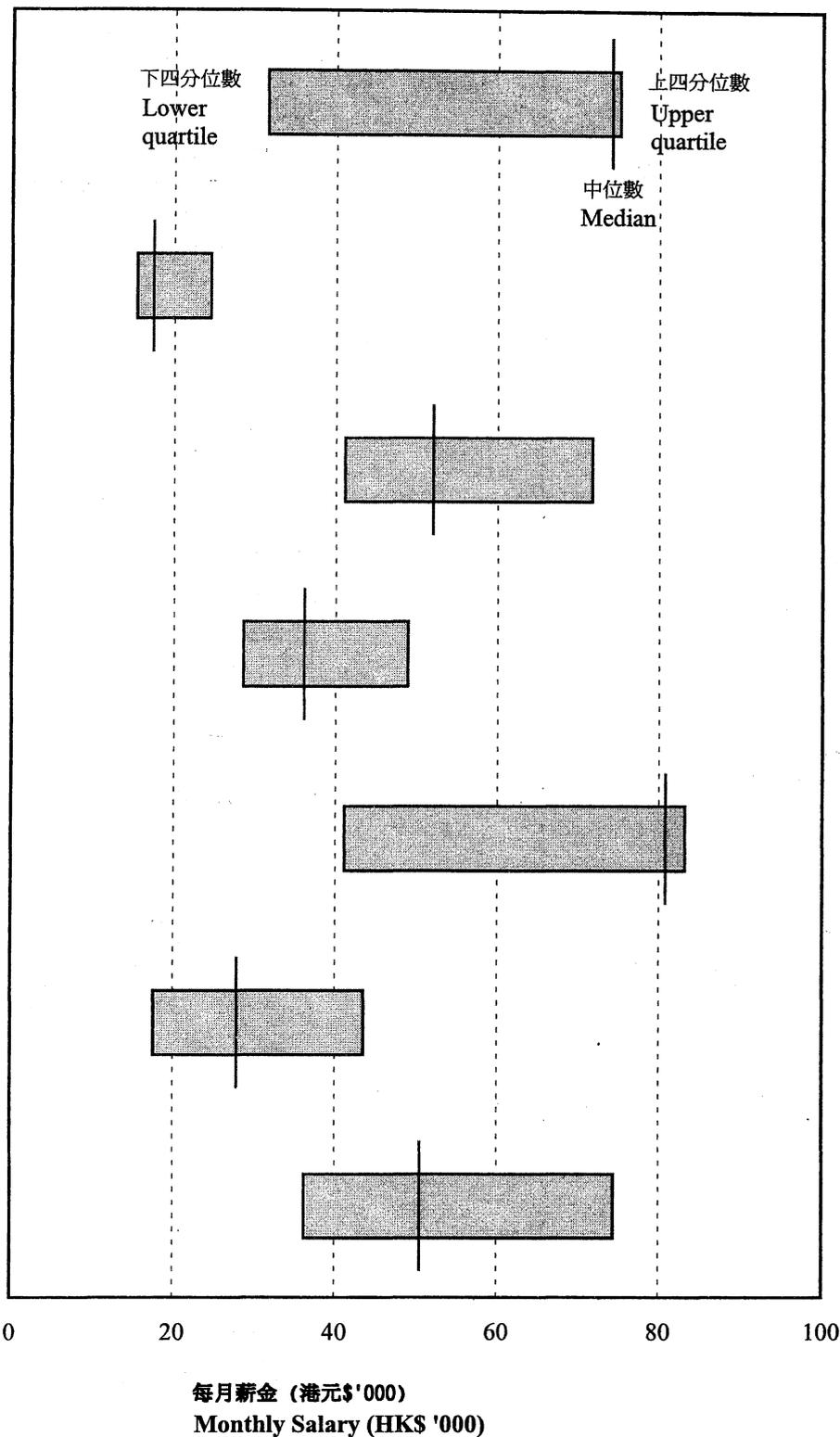
建築師  
Architect

屋宇裝備工程師  
Building Services Engineer

土木工程師  
Civil Engineer

電機工程師  
Electrical Engineer

財務部經理／會計部經理  
Financial Manager/  
Accounting Manager



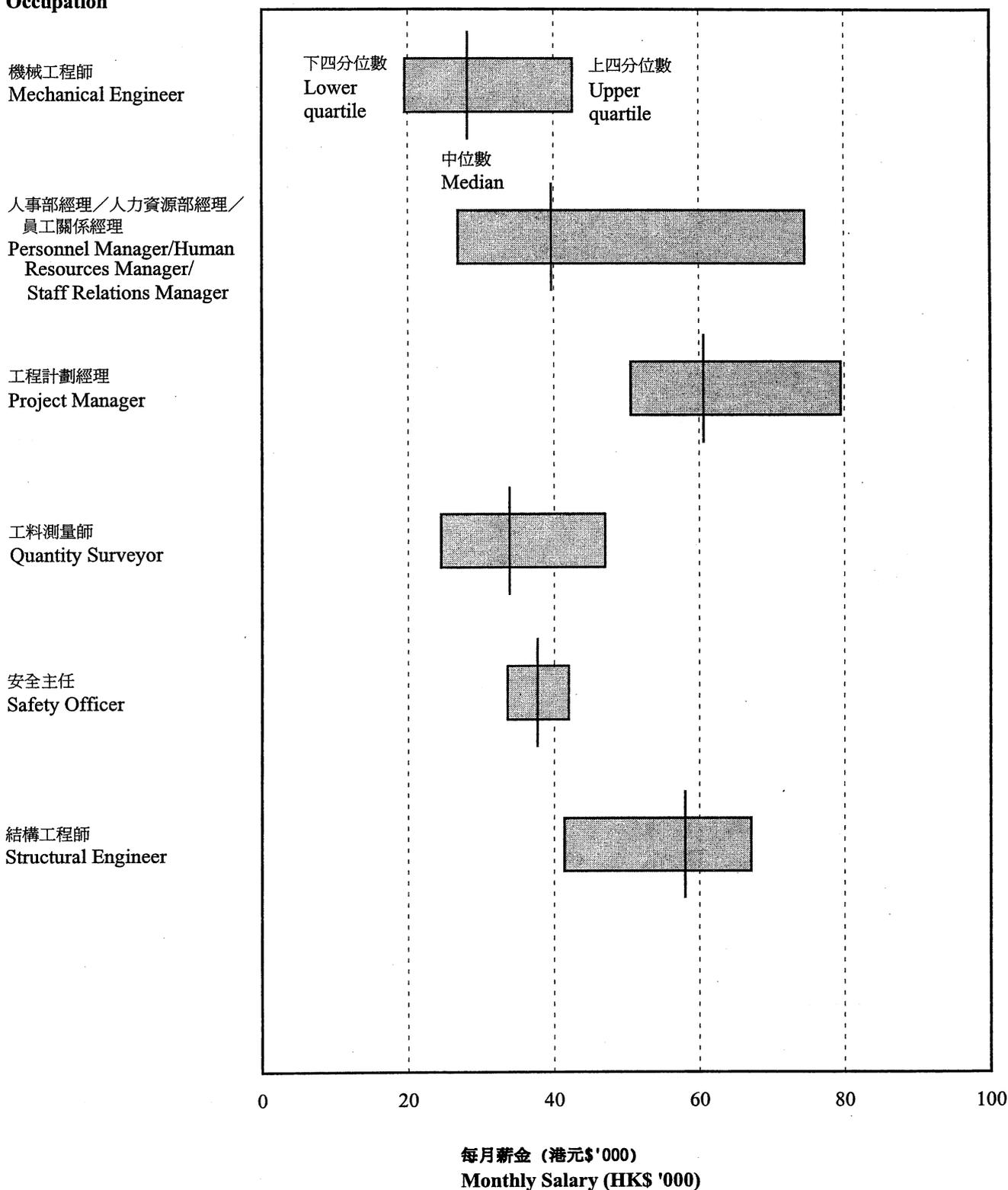
註釋：有關中位數及四分位數的定義請參閱本報告第 5.3.6 段。

Note: For definition of median and quartile salaries, please refer to paragraph 5.3.6 of this report.

圖四 二零零零年六月經理級與專業僱員的薪金範圍 - 樓宇建築、建造及有關行業 --- 續頁

Chart 4 Salary Ranges of Managerial and Professional Employees - Building and Construction and Related Trades, June 2000 --- cont'd.

職業  
Occupation



註釋：有關中位數及四分位數的定義請參閱本報告第5.3.6段。

Note: For definition of median and quartile salaries, please refer to paragraph 5.3.6 of this report.

圖五 二零零零年六月經理級與專業僱員的薪金範圍 - 批發、零售及進出口貿易業  
 Chart 5 Salary Ranges of Managerial and Professional Employees - Wholesale, Retail and Import/Export Trades, June 2000

職業  
 Occupation

會計師  
 Accountant

行政部經理/公司行政秘書/  
 辦事處經理  
 Administration Manager/  
 Company Secretary/  
 Office Manager

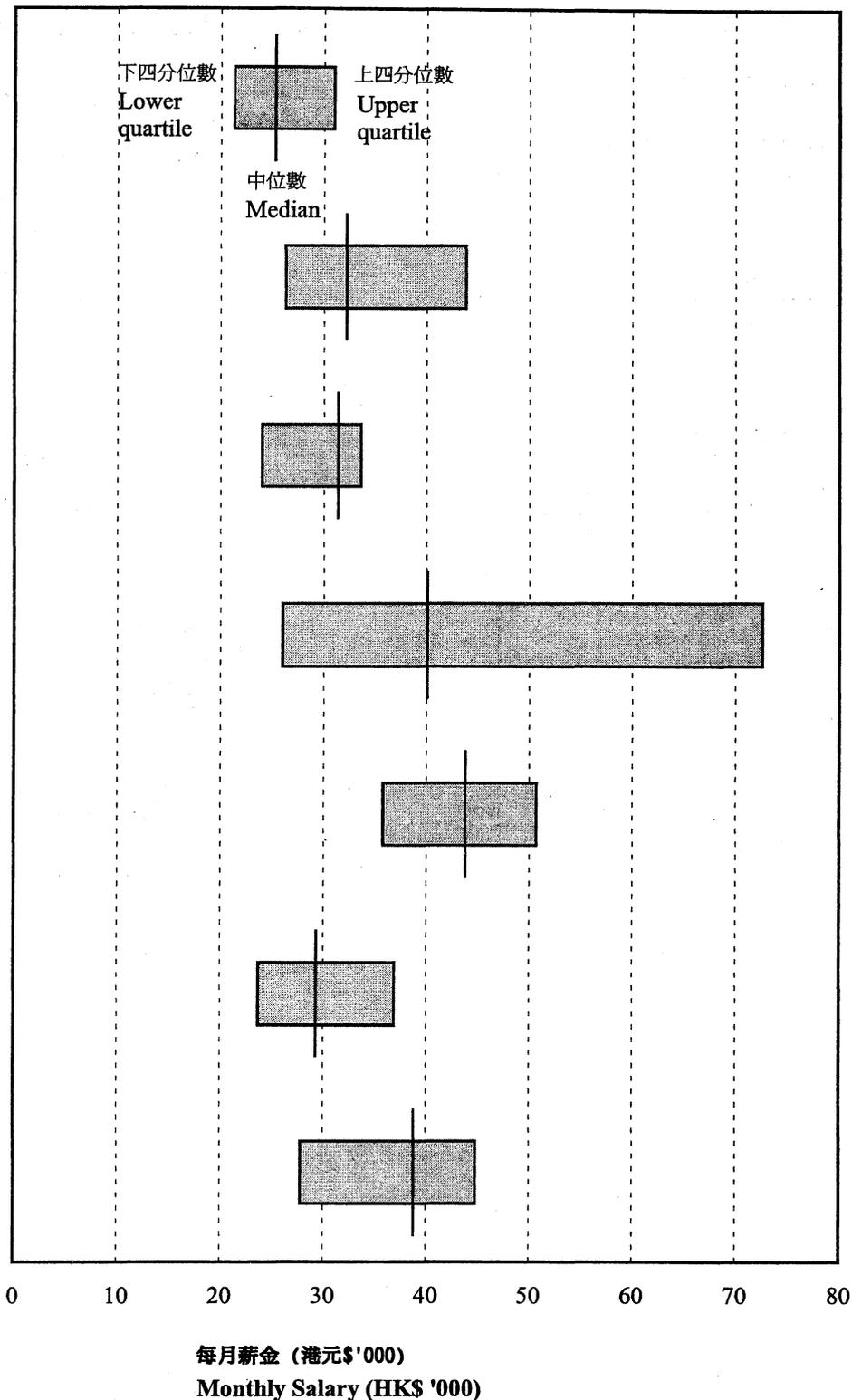
客戶服務經理  
 Customer Services Manager

部門經理/地區經理  
 Department Manager/  
 Regional/Area Manager

財務部經理/會計部經理  
 Financial Manager/  
 Accounting Manager

出口/入口部經理/  
 船務部經理  
 Import/Export Manager/  
 Shipping Manager

資訊系統管理部經理/  
 資訊科技服務部經理/  
 電子資料處理部經理  
 M.I.S. Manager/I.T.  
 Services Manager/  
 E.D.P. Manager

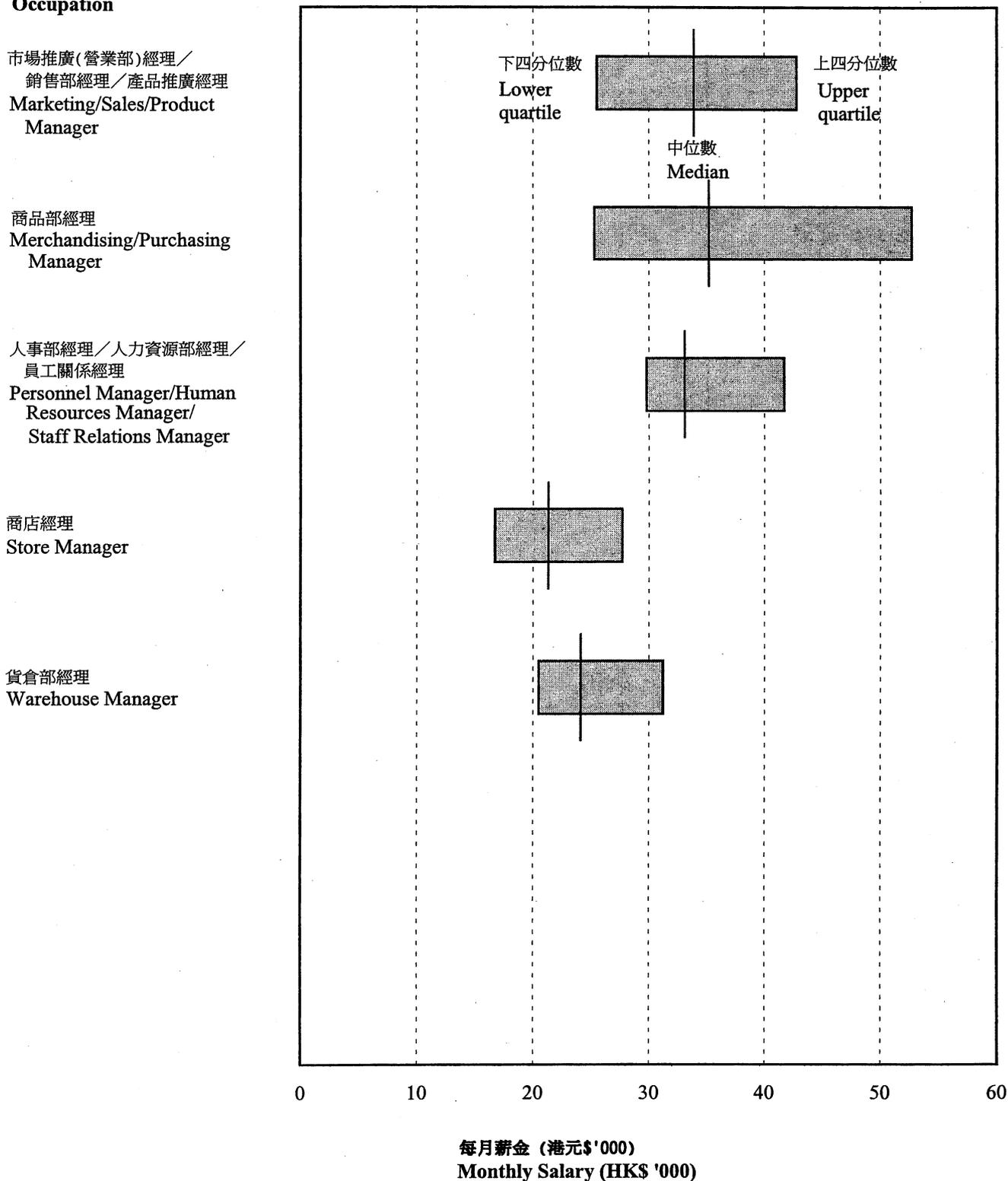


註釋：有關中位數及四分位數的定義請參閱本報告第5.3.6段。

Note: For definition of median and quartile salaries, please refer to paragraph 5.3.6 of this report.

圖五 二零零零年六月經理級與專業僱員的薪金範圍 - 批發、零售及進出口貿易業 --- 續頁  
 Chart 5 Salary Ranges of Managerial and Professional Employees - Wholesale, Retail and Import/Export Trades, June 2000 --- cont'd.

職業  
Occupation



註釋：有關中位數及四分位數的定義請參閱本報告第5.3.6段。

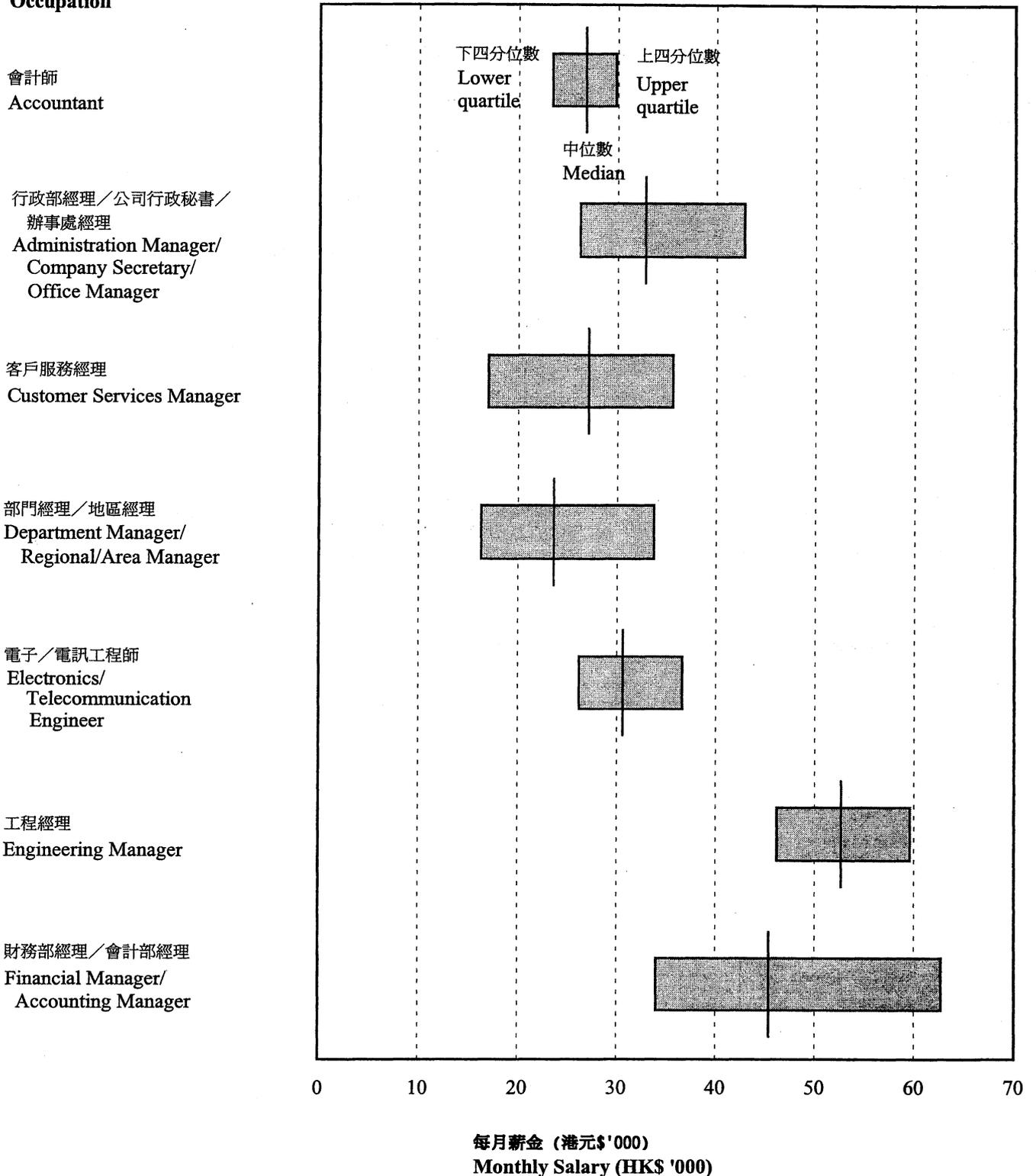
Note: For definition of median and quartile salaries, please refer to paragraph 5.3.6 of this report.

圖六 二零零零年六月經理級與專業僱員的薪金範圍 - 運輸、倉庫及通訊業

Chart 6 Salary Ranges of Managerial and Professional Employees - Transport, Storage and Communications, June 2000

職業

Occupation



註釋：有關中位數及四分位數的定義請參閱本報告第5.3.6段。

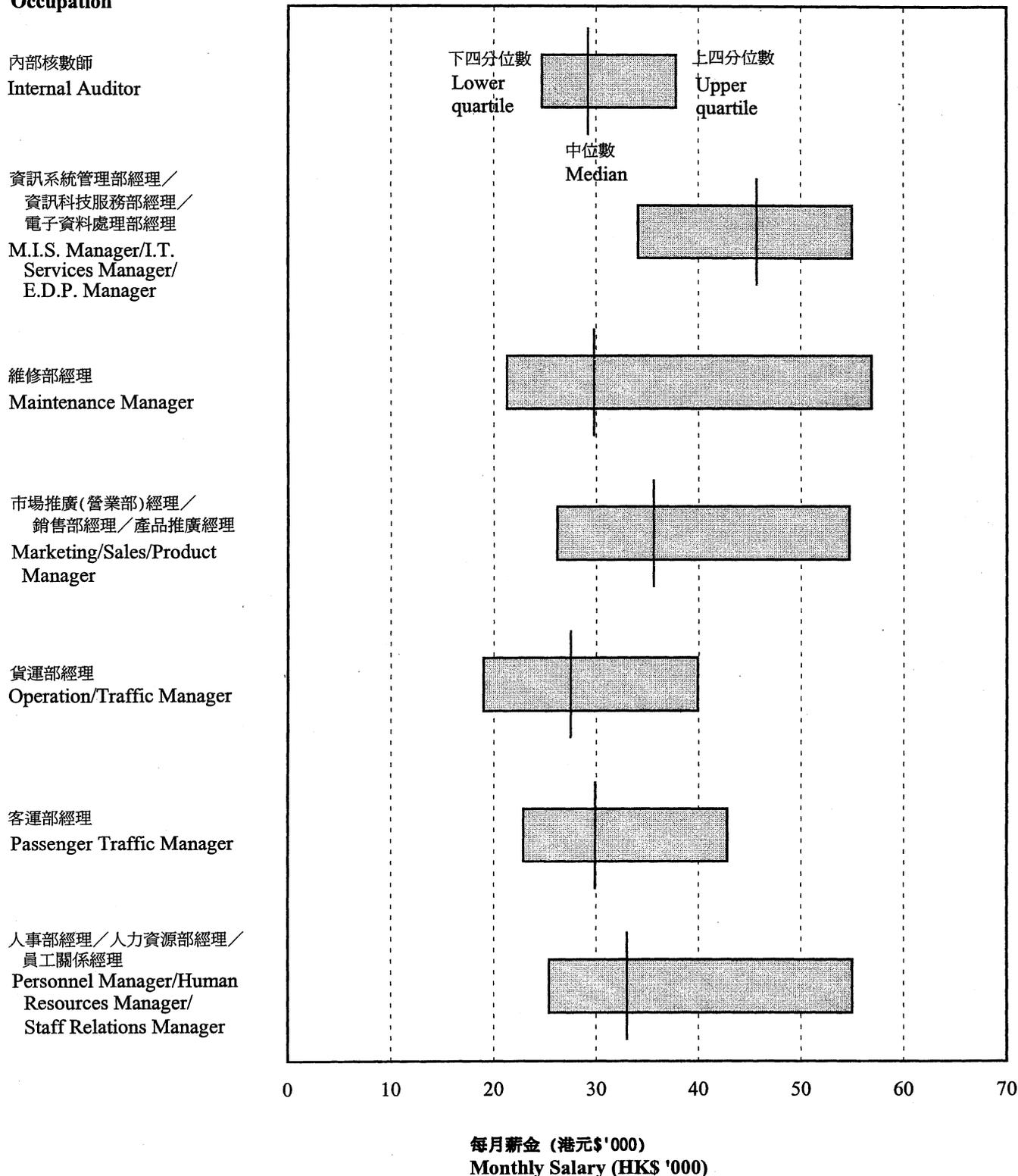
Note: For definition of median and quartile salaries, please refer to paragraph 5.3.6 of this report.

圖六 二零零零年六月經理級與專業僱員的薪金範圍 - 運輸、倉庫及通訊業 --- 續頁

Chart 6 Salary Ranges of Managerial and Professional Employees - Transport, Storage and Communications, June 2000 --- cont'd.

職業

Occupation



註釋：有關中位數及四分位數的定義請參閱本報告第5.3.6段。

Note: For definition of median and quartile salaries, please refer to paragraph 5.3.6 of this report.

圖六 二零零零年六月經理級與專業僱員的薪金範圍 - 運輸、倉庫及通訊業 --- 續頁  
 Chart 6 Salary Ranges of Managerial and Professional Employees - Transport, Storage and Communications, June 2000 --- cont'd.

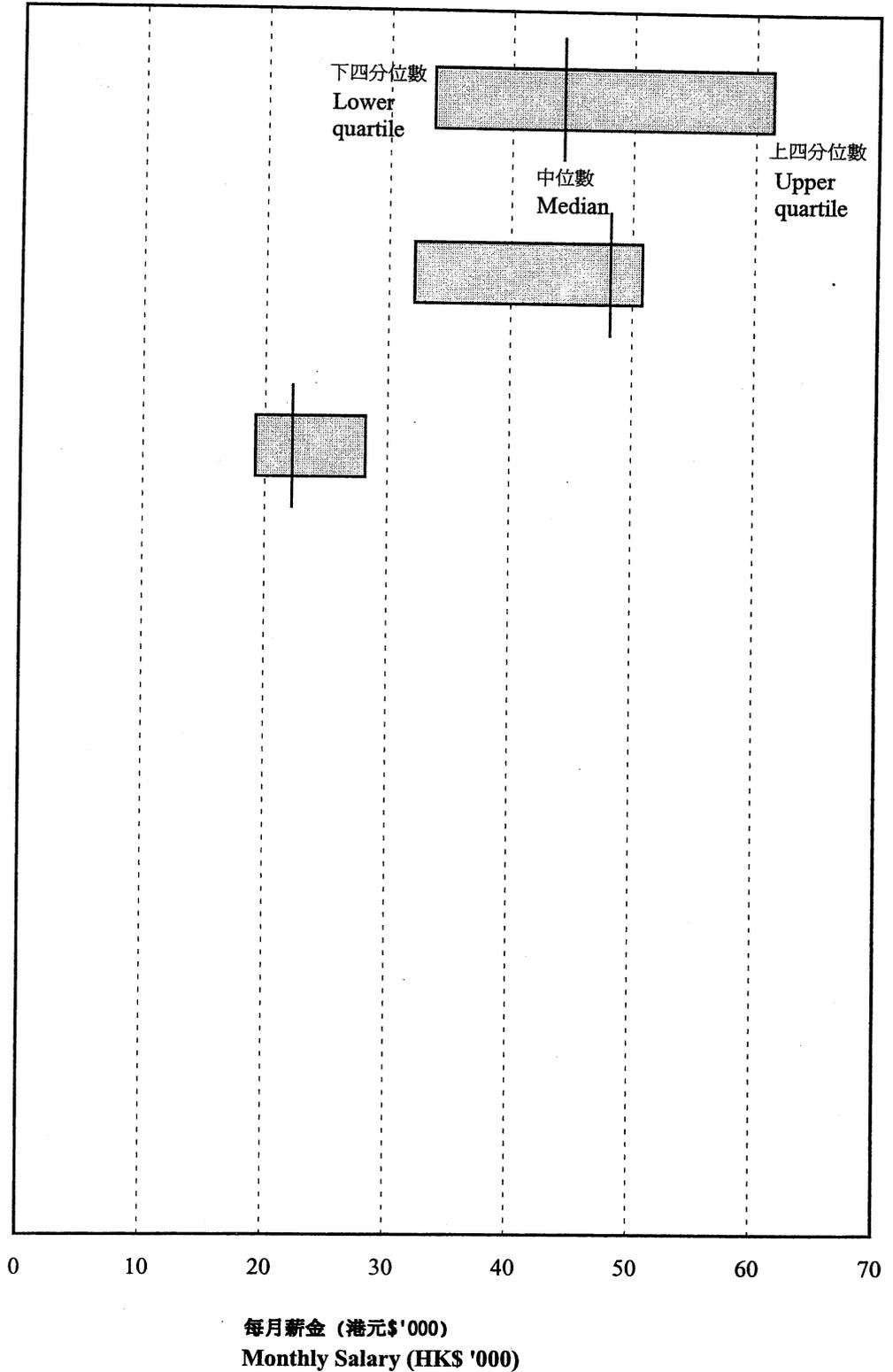
職業

Occupation

公共關係經理  
Public Relations Manager

培訓經理  
Training Manager

貨倉部經理  
Warehouse Manager



註釋：有關中位數及四分位數的定義請參閱本報告第 5.3.6 段。

Note: For definition of median and quartile salaries, please refer to paragraph 5.3.6 of this report.

圖七 二零零零年六月經理級與專業僱員的薪金範圍 - 金融及保險業

Chart 7 Salary Ranges of Managerial and Professional Employees - Financial Institutions and Insurance, June 2000

職業

Occupation

會計師  
Accountant

精算師  
Actuary

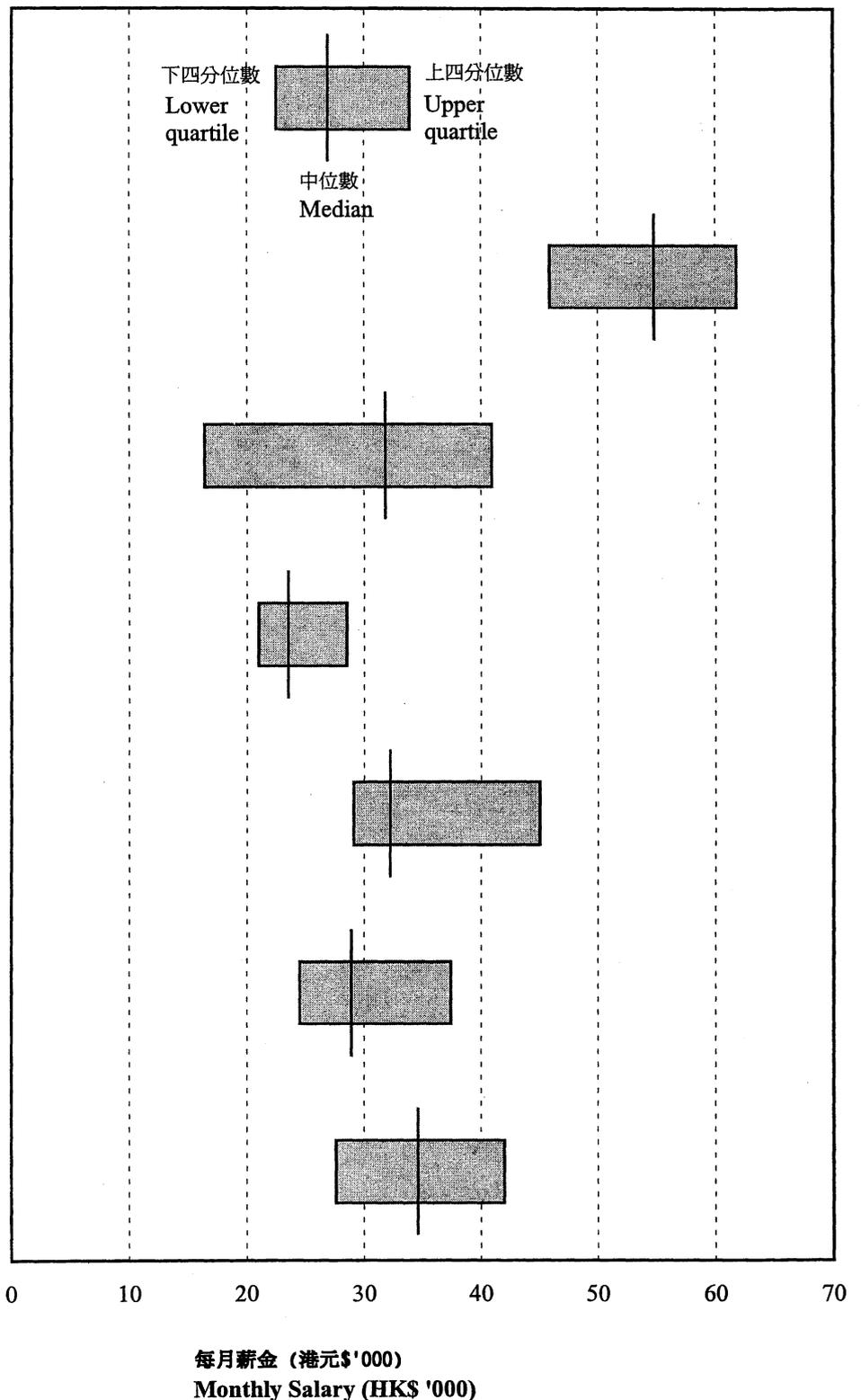
行政部經理／公司行政秘書／  
辦事處經理  
Administration Manager/  
Company Secretary/  
Office Manager

行政主任  
Administrative Officer/  
Executive Officer

票據經理  
Bills Manager

分行(總務)經理  
Branch (Full Services)  
Manager

業務拓展部經理  
Business Development  
Manager



註釋：有關中位數及四分位數的定義請參閱本報告第5.3.6段。

Note: For definition of median and quartile salaries, please refer to paragraph 5.3.6 of this report.

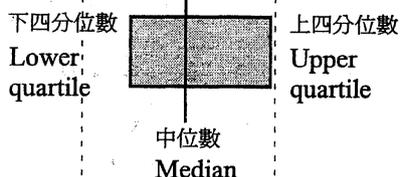
圖七 二零零零年六月經理級與專業僱員的薪金範圍 - 金融及保險業 --- 續頁

Chart 7 Salary Ranges of Managerial and Professional Employees - Financial Institutions and Insurance, June 2000 --- cont'd.

職業

Occupation

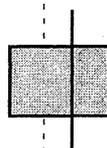
現金控制經理／總出納主任  
Cash Control Manager/  
Chief Cashier



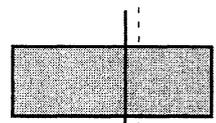
索償經理  
Claims Manager



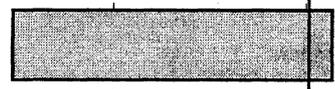
期貨／黃金／證券交易員  
Commodity Futures/  
Bullion/Securities Trader



機構銀行經理  
Corporate Banking  
Manager



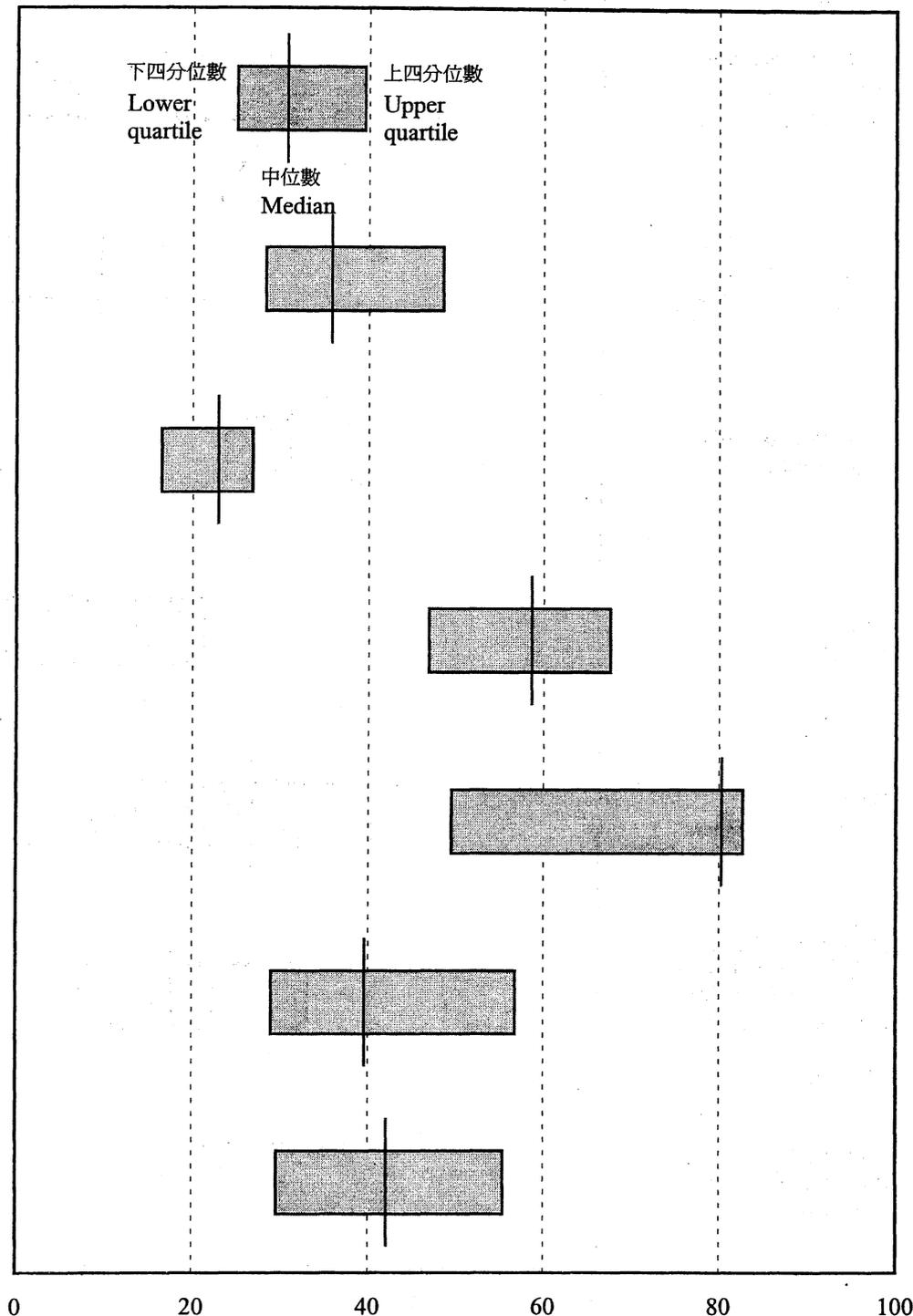
信用卡服務經理  
Credit Card Services  
Manager



貸款／放款經理  
Credit/Loan Manager



客戶服務經理  
Customer Services Manager



每月薪金 (港元\$'000)  
Monthly Salary (HK\$ '000)

註釋：有關中位數及四分位數的定義請參閱本報告第5.3.6段。

Note: For definition of median and quartile salaries, please refer to paragraph 5.3.6 of this report.

Chart 7 Salary Ranges of Managerial and Professional Employees - Financial Institutions and Insurance, June 2000 --- cont'd.

職業

Occupation

財務部經理/會計部經理  
Financial Manager/  
Accounting Manager

外匯部經理/總交易主任  
Foreign Exchange  
Manager/Chief Dealer

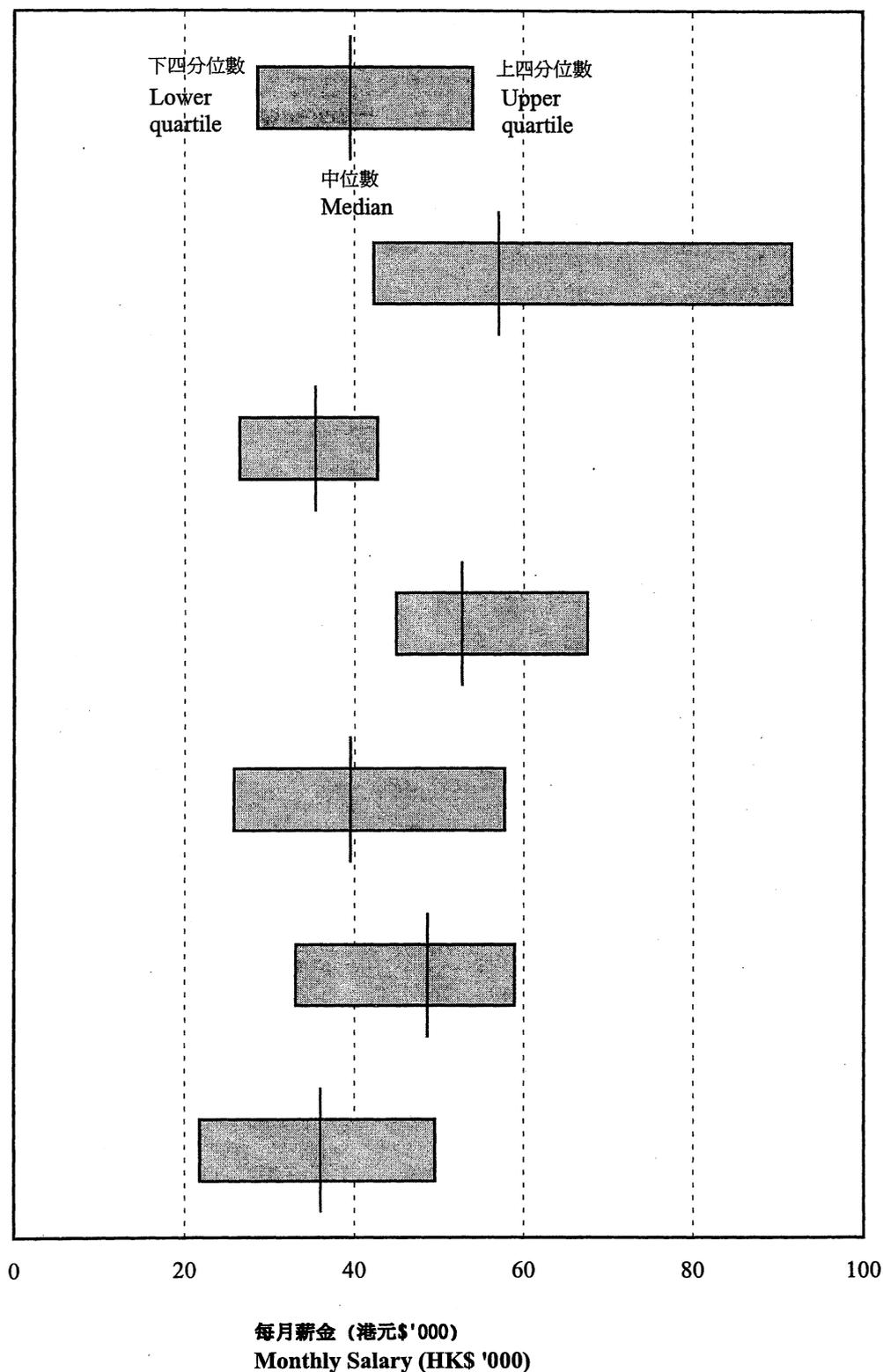
外匯及拆放市場交易員  
FX and MM Dealer

內部核數師  
Internal Auditor

投資經理  
Investment Manager

資訊系統管理部經理/  
資訊科技服務部經理/  
電子資料處理部經理  
M.I.S. Manager/I.T.  
Services Manager/  
E.D.P. Manager

市場研究經理  
Marketing Research  
Manager



註釋：有關中位數及四分位數的定義請參閱本報告第5.3.6段。

Note: For definition of median and quartile salaries, please refer to paragraph 5.3.6 of this report.

圖七 二零零零年六月經理級與專業僱員的薪金範圍 - 金融及保險業 --- 續頁

Chart 7 Salary Ranges of Managerial and Professional Employees - Financial Institutions and Insurance, June 2000 --- cont'd.

職業

Occupation

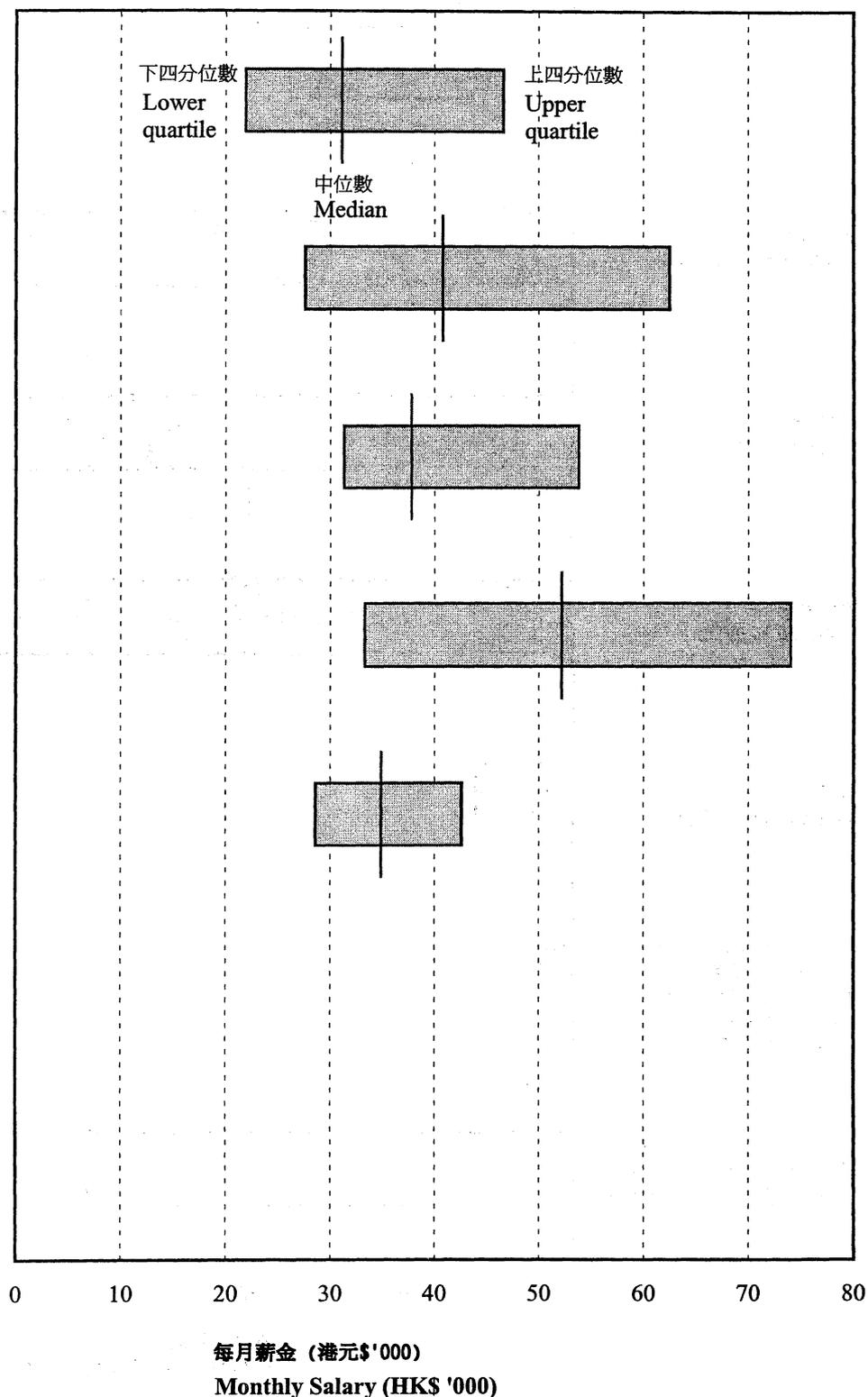
市場推廣(營業部)經理/  
銷售部經理/產品推廣經理  
Marketing/Sales/Product  
Manager

人事部經理/人力資源部經理/  
員工關係經理  
Personnel Manager/Human  
Resources Manager/  
Staff Relations Manager

公共關係經理  
Public Relations Manager

培訓經理  
Training Manager

核保經理  
Underwriting Manager



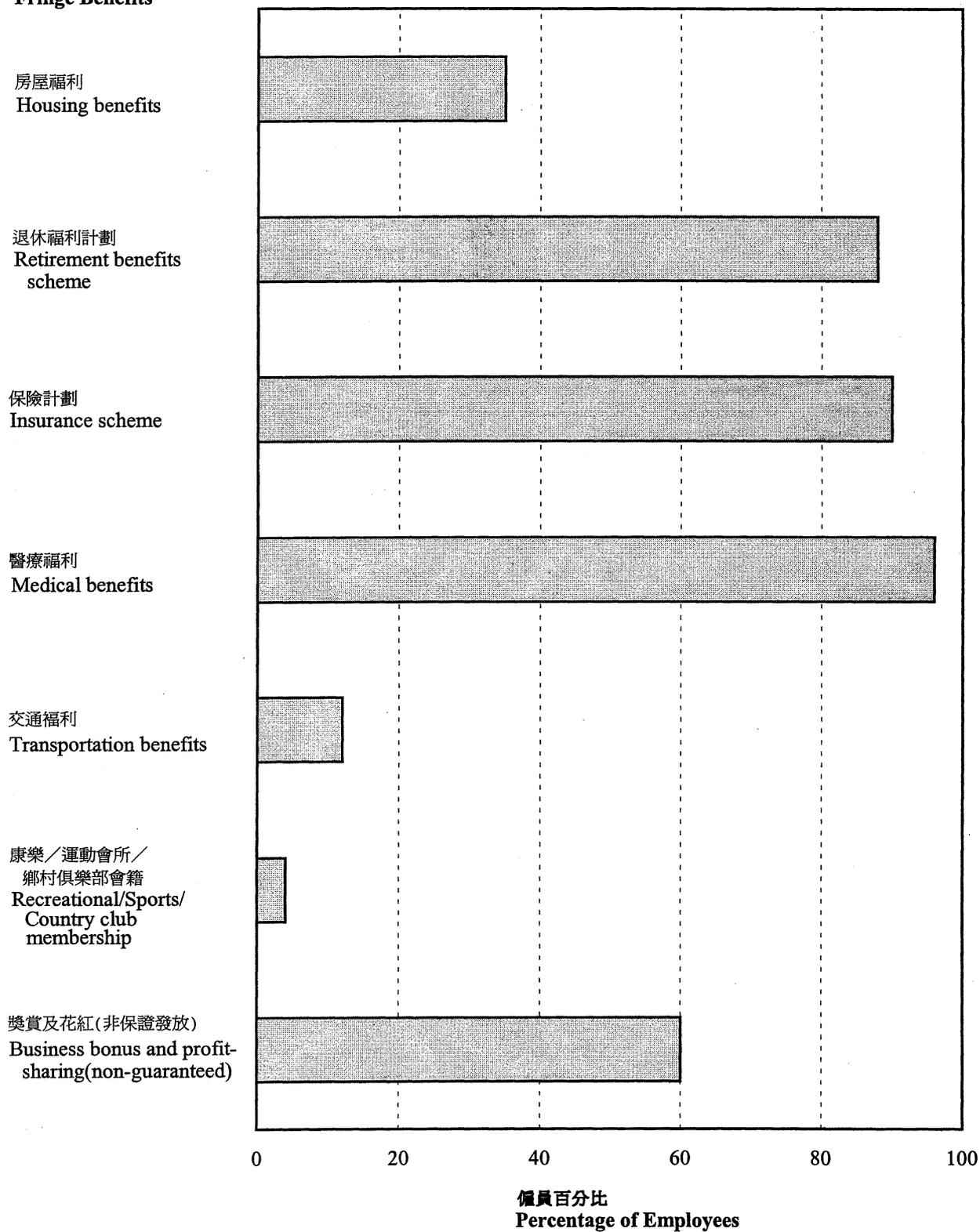
註釋：有關中位數及四分位數的定義請參閱本報告第 5.3.6 段。

Note: For definition of median and quartile salaries, please refer to paragraph 5.3.6 of this report.

圖八 二零零零年六月享有各項附帶福利的僱員百分比

Chart 8 Percentage of Employees Entitled to Various Fringe Benefits for June 2000

附帶福利  
Fringe Benefits



## V. 統計調查的方法

### 5.1 統計調查的範圍

**5.1.1 行業範圍** 這項統計調查的範圍包括以下主要經濟行業類別：

- (i) 製造業、電力及燃氣業；
- (ii) 樓宇建築、建造及有關行業；
- (iii) 批發、零售及進出口貿易業；
- (iv) 運輸、倉庫及通訊業；及
- (v) 金融及保險業。

上述各經濟行業類別所包括的行業詳載於附錄一。這項調查祇包括所屬行業類別中的主要行業。

**5.1.2 職業範圍** 在每個主要經濟行業類別中，與中層經理級及專業僱員有關並符合這項統計調查範圍的一般職業，而其職責範疇能清楚界定者，均包括在這項統計調查內。有關選定職業及其工作說明詳載於附錄二。職業分類及職責說明在統計調查進行前均事先予以界定。為方便不同機構間職位的工作性質可供比較，因此其工作說明可能跟個別機構所採用的有很大差異。工作說明的主要目的是界定某個職級的基本技能、難度及責任。

**5.1.3 僱員範圍** 這項統計調查是一項職業薪金統計調查，是項統計調查的對象為本地及從外地聘請的中層經理級與專業僱員。

**5.1.4 商業單位範圍** 這項統計調查是以公司作為調查單位。在這統計調查，公司是指一間經營商業業務的機構，包括所有屬於同一間經濟行業類別的機構單位，而該等機構單位的商業登記號碼首七位數字相同(即屬一個擁有權或控制權之下的所有機構單位)。凡公司僱員人數超過某一特定數目者，均列入統計範圍，而該最起碼僱員數目則因行業而不同，視乎有關行業的營運特徵及結構而定，各行業的最低人數限制載於附錄一。

## V. Survey Methodology

### 5.1 Coverage of the survey

**5.1.1 Industry coverage** The survey covers the following major economic sectors :

- (i) manufacturing, electricity and gas ;
- (ii) building and construction and related trades ;
- (iii) wholesale, retail and import/export trades ;
- (iv) transport, storage and communications ; and
- (v) financial institutions and insurance.

A list of industries covered in each of the above economic sectors is given in Appendix I. Only the principal industries within each sector are covered.

**5.1.2 Occupational coverage** Within each selected major economic sector, common occupations relating to middle-level managerial and professional employees within the scope of the survey and having clearly defined duty areas are covered. A list of the selected occupations with corresponding job descriptions is given in Appendix II. Occupational classifications and job specifications are defined in advance of the survey. To facilitate inter-company comparability of occupational content, the job specifications may differ significantly from those in use in individual companies. The primary objective of the job specifications is to identify the essential elements of skill, difficulty and responsibility that establish the basic concept of a job.

**5.1.3 Employee coverage** The survey is an occupational salary survey which covers both local and expatriate employees at middle-level managerial and professional level.

**5.1.4 Business unit coverage** A company is used as the survey unit in this survey. For the purpose of this survey, a company is defined as a business undertaking including establishments having the same first 7 digits of the Business Registration Number, i.e. under a single ownership or control. Only those companies with employment size of at least a certain level are surveyed. The minimum size limit varies from industry to industry depending on the operating characteristics and structure of the industries concerned. The minimum size limits for different industries are shown in Appendix I.

## 5.2 統計方法

**5.2.1 數據搜集** 這項統計調查搜集涵蓋範圍內每個經濟行業類別的選定職業在一九九九年六月及二零零零年六月的薪金率。薪金率的定義包括以下項目：

- (i) 基本月薪(包括有薪假期及休假)；
- (ii) 生活津貼；
- (iii) 固定發放的年終額外款項；
- (iv) 佣金；及
- (v) 其他固定及定期發放的花紅和津貼。

其他可能在僱員薪酬總額佔相當部分的項目，例如紅利獎金，則並不包括在內。附帶福利及實物津貼由於不能轉以現金計算，因此亦沒有納入薪金率的定義內。

統計調查亦搜集下列各項附帶福利以作分析：

- (i) 每年大假(公眾假期除外)；
- (ii) 房屋福利；
- (iii) 公積金／退休基金或退休長俸計劃；
- (iv) 保險計劃；
- (v) 醫療福利；
- (vi) 交通福利；
- (vii) 康樂／運動會所／鄉村俱樂部會籍；
- (viii) 獎賞及花紅(年終保證可收取的額外款項除外)；及
- (ix) 其他福利。

**5.2.2 數據搜集方法** 統計數據是透過面談方式搜集而成。本處先向選中的樣本公司發出函件並連同一套註釋及工作說明，然後與各樣本公司預約時間，本處人員按時進行探訪，協助他們根據工作說明把各職級歸類，然後填報問卷。

**5.2.3 統計期** 統計調查搜集每年六月的數據。

## 5.2 Survey method

**5.2.1 Data collected** Salary rates of June 1999 and June 2000 were collected for the selected occupations in each economic sector falling into the scope of the survey. The salary rate is defined to include the following elements :

- (i) basic salaries (including paid holidays and leave);
- (ii) cost-of-living allowance;
- (iii) guaranteed year-end extra pay;
- (iv) commission; and
- (v) other regular and guaranteed bonuses and allowances.

Other items which may contribute significantly to the total pay package of employees, such as profit-sharing bonus, are not included. In particular, fringe benefits and payments in kind are not converted into monetary terms and therefore are excluded from the definition of salary rate.

The following information of fringe benefits are collected and analysed :

- (i) annual leave (in addition to public holidays);
- (ii) housing benefits;
- (iii) provident/retirement fund or pension scheme;
- (iv) insurance scheme;
- (v) medical benefits;
- (vi) transportation benefits;
- (vii) recreational/sports/country club membership;
- (viii) business bonus and profit-sharing (other than guaranteed year-end extra pay); and
- (ix) other benefits.

**5.2.2 Method of data collection** Data were collected by personal interview. A letter together with a set of explanatory notes and job specifications was sent to each of the sampled companies. An appointment was then made after which an officer of the department called on the company to give assistance in job matching and completing the questionnaire.

**5.2.3 Survey reference period** The data collected from the survey refer to the position as at June of each year.

### 5.3 樣本設計及估計方法

**5.3.1 樣本設計** 在一九九六年，從選定主要經濟行業類別隨機抽選出一個全新樣本以取替在一九八四年隨機抽選的固定樣本。統計調查只包括那些僱員人數達到一定數目的公司。統計處在顧及各行業特徵後，訂出各選定行業中列入統計調查範圍的機構單位人數下限，詳情請參閱附錄一。此外，為使新近成立及首次符合統計範圍的公司亦包括在這項統計調查內，更抽選補充樣本，作為統計對象。二零零零年共有227間公司參與這項統計調查。

**5.3.2 薪金指數** 是一個基期加權的連鎖指數，以一九九五年六月的薪金率設定為100，用以量度在不受到職業及行業結構轉變影響的情況下，薪金率的純變動情況。薪金指數(甲)是計算一九九九年六月至二零零零年六月期間中層經理級及專業僱員的平均薪金水平增減變幅與一九九九年六月的有關指數連鎖變動而編製而成。另一方面，薪金指數(乙)只量度一九九九年及二零零零年留任同一公司及同一職位的僱員薪金水平與一九九九年六月的相比的變動情況。實質薪金指數(甲)是從名義薪金指數(甲)扣除丙類消費物價指數的影響後編製而成，而實質薪金指數(乙)亦以同一方法編製而成。

**5.3.3 拼接不同基期的薪金指數數列** 由一九九六年六月開始，薪金指數的基期由一九八三年六月重訂為一九九五年六月。如須就某一指定職業(或經濟行業類別)的舊薪金指數數列(即一九八三年六月 = 100)和新薪金指數數列(即一九九五年六月 = 100)作比較，可使用拼接法。計算方法是首先根據該職業(或經濟行業類別)的新舊兩組薪金指數系列在重疊期(即一九九五年六月)的數字，計算出一個轉換因子，然後將某指定年份以舊基期為根據的指數乘以轉換因子，便可轉換成為以新基期為根據的指數。

### 5.3 Sample design and estimation method

**5.3.1 Sample design** In 1996, a fresh panel sample were randomly selected from the selected major economic sectors to replace the panel sample drawn in 1984. Only those companies with a certain employment size were included in the survey. The minimum size limits of the companies covered are determined having regard to the characteristics of individual industries and are shown at Appendix I. Supplementary samples were drawn in each round of the survey to take into account companies which were newly established or fell into the scope of the survey for the first time. A total of 227 companies were surveyed in the 2000 survey.

**5.3.2 The salary index** The salary indices are base-weighted chained indices with June 1995 taken as 100. They are designed to measure pure changes in salary rates unaffected by changes in occupational and industrial structures. The Salary Index (A) is compiled by chaining the changes in average salary levels of middle managerial and professional employees between June 1999 and June 2000 with the related index for June 1999. On the other hand, the Salary Index (B) measures the changes in salary rates over June 1999 only for those who remained in the same occupation and in the same company in both 1999 and 2000. The Real Salary Index (A) is obtained by deflating the Nominal Salary Index (A) by the Consumer Price Index (C). The Real Salary Index (B) is also obtained in a similar way.

**5.3.3 Linking salary index series of different base periods** As from June 1996, the salary indices have been rebased from June 1983 to June 1995. If one wishes to compare salary indices of the old series (i.e. June 1983 = 100) and those of the new series (i.e. June 1995 = 100) for a particular occupation (or economic sector), a splicing method can be used. First, a conversion factor is to be derived for that occupation (or economic sector) based on the indices for the overlapping period of June 1995 in both index series. Then, the index for a particular year with the old base period can be converted to the new base period by multiplying the index by the conversion factor.

下表說明一九九四年六月會計師的名義薪金指數(甲)及(乙)，由以舊基期為根據的指數轉換為以新基期為根據的指數的計算方法。

名義薪金指數 Nominal Salary Index	一九九四年六月 June 1994 (一九八三年六月=100) (June 1983 = 100) (1)	一九九五年六月 June 1995 (一九八三年六月=100) (June 1983 = 100) (2)	一九九五年六月 June 1995 (一九九五年六月=100) (June 1995 = 100) (3)	轉換因子 Conversion factor (3)/(2)	一九九四年六月 June 1994 (一九九五年六月=100) (June 1995 = 100) (1) x (3)/(2)
指數(甲) Index (A)	319.6	354.0	100	100/354.0	90.3
指數(乙) Index (B)	464.2	528.6	100	100/528.6	87.8

The following illustrates how the Nominal Salary Indices (A) and (B) for Accountant for June 1994 can be converted from the old base period to the new base period.

**5.3.4** 以上方法適用於其他職業(或經濟行業類別)新舊兩組薪金指數數列的比較。然而，自一九九六年開始，統計資料由一個全新固定樣本搜集所得(請參閱5.3.1段)。所以，有部分經濟行業類別的新舊兩組指數數列在行業分類及職業統計調查範圍上並不相同。因此，在進行比較不同基期的指數時，應多加留意。

**5.3.4** The above method can be applied in comparing the salary indices of the new and old series for other occupations (or economic sectors). However, it should be noted that with effect from 1996, information from a fresh panel sample (please see paragraph 5.3.1) was collected and the industrial and occupational coverage of some economic sectors are different between the two index series. Comparison between these two index series should be taken with caution.

**5.3.5** 平均薪金率 在估算特定行業中特定職業的平均每月薪金率時，必須估計該職業類別的僱員薪金總額及該類別的僱員總數。計算估計的薪金總額與估計的僱員總數比率，便可得出估算平均薪金率。由於樣本結構改變或職員人事變動，薪金的絕對水平變動可能與薪金指數的變動有所差異。因此，薪金指數應視為薪金率變動的指標。

**5.3.5** Average salary rate To estimate the average monthly salary rate of a particular occupation in a particular sector, it is necessary to estimate the total salary bill for that category of employees and the total number of employees in that category. The estimated average salary rate is given by the ratio of the estimated total salary bill to the estimated total number of employees. Because of changes in sample composition and staff movement, the movement of the absolute level of salaries may differ from the movement of salary indices. Thus, the salary indices should be used as indicator of changes of salary rates.

**5.3.6** 薪金中位數與薪金四分位數 在編製薪金中位數及四分位數時，是採用個別僱員的薪金率。薪金中位數的定義是薪金高於該數值的僱員人數佔五成，而薪金低於該數值的僱員人數亦佔五成。薪金下四分位數是指薪金低於該數值的僱員人數佔25%，而薪金高於該數值的僱員人數佔75%。薪金上四分位數是指薪金低於該數值的僱員人數佔75%，而薪金高於該數值的僱員人數佔25%。

**5.3.6** Median and quartiles of salaries In compiling the median and quartiles, salary rates of individual employees are used. Median salary is defined as the salary rate such that half of the employees covered earn less than this amount and half of them earn more. The lower quartile salary is the salary rate such that 25% of the employees covered earn less than this amount and 75% of them earn more, while the upper quartile salary is the salary rate such that 75% of the employees covered earn less than this amount and 25% earn more.

**5.3.7 附帶福利** 大部分公司通常在支付僱員基本薪金外，亦給予僱員享有各種不同附帶福利，藉以提高工作表現及減少僱員流失。附帶福利在現今的薪酬架構中，佔了一個相當重要的項目。當中常見的附帶福利包括醫療福利，保險計劃，有薪假期及長俸福利計劃等。有關僱員各種附帶福利的統計數字，以在統計調查所包括的公司內享有這些福利的僱員所佔百分率顯示出來。以幣值計算的附帶福利的統計數字不包括在本報告內，原因是搜集這些資料有不少實際困難。

**5.3.7 Fringe benefits** Apart from paying basic salaries to their employees, most companies usually offer various kinds of fringe benefits to them to enhance work effort and reduce turnover. Fringe benefits nowadays constitute an important element of pay package in many companies. Some of the common fringe benefits are medical benefits, insurance programs, paid vacation, pension plan and so forth. Statistics of specific kinds of fringe benefits of the companies covered by the survey are expressed in terms of the percentage of employees who were entitled to them. The fringe benefits in money terms are not given in the report as there are practical difficulties in doing so.

統計調查所包括的行業列表  
List of industries covered

主要經濟行業類別 Major Economic Sector	香港標準行業 分類編碼 Hong Kong Standard Industrial Classification codes	規模下限 (以就業人數計)# Minimum size limit (in terms of number of persons engaged)
<b>製造業、電力及燃氣業</b> <b>Manufacturing, electricity and gas</b>		
服裝製品業(鞋類除外) Manufacture of wearing apparel, except footwear	320-322	100
紡織製品業 Manufacture of textiles	325-329	100
機械、儀器、家庭電器及零件製造業 Manufacture of electrical machinery, apparatus, appliances and supplies	382-387	200
電力及燃氣業 Electricity and gas	411	200
<b>樓宇建築、建造及有關行業</b> <b>Building and construction and related trades</b>		
地盤開拓及地基工程 Pre-erection work	511	50
建築物上蓋建造及土木工程 Architectural and civil engineering work	521	100
地產發展 Real estate developer	8311, 8313	20
與建造及地產有關的工程、建築及技術服務 Engineering, architectural and technical services related to construction and real estate	8334	50
<b>批發、零售及進出口貿易業</b> <b>Wholesale, retail and import/export trades</b>		
批發業 Wholesale	611-612	50
零售業 Retail	621	100
進出口貿易業 Import/export	631-632	50
<b>運輸、倉庫及通訊業</b> <b>Transport, storage and communications</b>		
陸路運輸業 Land transport	711-713	500
海上運輸業 Water transport	714-716	100

統計調查所包括的行業列表  
List of industries covered

主要經濟行業類別 Major Economic Sector	香港標準行業 分類編碼 Hong Kong Standard Industrial Classification codes	規模下限 (以就業人數計)# Minimum size limit (in terms of number of persons engaged)
<b>運輸、倉庫及通訊業 (續)</b> <b>Transport, storage and communications (cont'd.)</b>		
空運業 Air transport	717	200
其他與運輸有關的服務業 Services allied to transport	718	50
倉庫業 Storage	721	50
通訊業 Communications	731	200
<b>金融及保險業</b> <b>Financial institutions and insurance</b>		
金融業 Financial institutions	811-819	100
保險業 Insurance	821	100
投資及控股公司 Investment and holding companies	812201	20

註釋：# 參照本報告第 5.1.4 段。  
Note: See paragraph 5.1.4 of this report.

統計調查所包括的職業列表  
List of occupations covered

職位名稱 Job Title	工作說明及資格 Job Description and Qualification
<b>一般管理</b> <b>General Management</b>	
行政部經理／公司行政秘書／ 辦事處經理 Administration Manager/ Company Secretary/Office Manager	指導及監督公司／商行的營業及行政工作；發展、修訂及執行行政政策；為經營效率訂立整體標準。 Directs and supervises the operating and administrative activities of the company/firm. Develops, modifies and implements administrative policies. Sets overall standards on operating efficiency.
行政主任 Administrative Officer/ Executive Officer	根據指示執行內部行政的政策，並就執行政策時遇到的事宜作出決定。 Puts into effect, according to instructions, policies concerning internal administration. Makes decisions on matters arising from the implementation of instructions.
客戶服務經理 Customer Services Manager	管理一切與客戶有關的工作；統籌客戶支援、銷售及售後服務；處理客戶投訴事宜。 Manages all customer relations work, coordinates supporting and sales/after sales services to customers, handles customers' complaints.
人事部經理／人力資源部經理／ 員工關係經理 Personnel Manager/ Human Resources Manager/ Staff Relations Manager	制定及維持人事政策；執行有關工作，例如招聘及訓練員工、發展人力、評價員工的表現、協調勞資雙方關係、照顧僱員福利及安全。 Develops and maintains personnel policies. Administers related activities such as recruiting and training of employees, manpower development and performance appraisal of employees, harmonisation of relationship between company/firm employees and taking care of employees' welfare and safety.
公共關係經理 Public Relations Manager	統籌公共關係活動及程序；為公眾提供資料；籌辦及發展推廣公司／商行形像的展覽及拓展活動；代表公司／商行與傳播界接觸。 Coordinates public relations activities and programmes. Provides information to public. Organizes and develops exhibitions and promotion campaigns in respect of company's/firm's image. Represents the company/firm in dealing with publicity media.
培訓經理 Training Manager	發展、統籌及管理員工的訓練、熟習環境及教育計劃以協助其職業發展；與部門主管磋商，確定僱員訓練的需要，並決定訓練活動的實際效用。 Develops, coordinates and administers training, orientation and education programmes for career development of employees. Consults with department heads to identify employees' training needs. Determines the effectiveness of the training activities.
<b>財務管理</b> <b>Financial Management</b>	
會計師 Accountant	策劃及督導會計部人員的工作；監管公司／商行的會計事項，包括策劃及管理會計制度、編製財政報告、預算及查閱報稅表。 專業資格：持有專業會計師資格或同等資格，如 AHKSA, ACCA, ACMA 等。 Organizes and supervises the work of accounting staff. Oversees the company's/firm's accounting matters including the planning and administering of accounting system, the preparation of financial reports and budgets and the reviewing of tax returns. Professional qualification - Possesses a professional qualification in accountancy or equivalent, e.g. AHKSA, ACCA, ACMA, etc.

統計調查所包括的職業列表  
List of occupations covered

職位名稱 Job Title	工作說明及資格 Job Description and Qualification
財務部經理／會計部經理 Financial Manager/ Accounting Manager	<p>設立及維持會計制度；管理會計部，統籌所有有關會計的事務，以便可對公司／商行的財政狀況作出整體觀察；設立分類帳，以應付監管當局的需要；制定財政政策，並督導會計部人員。</p> <p>專業資格：持有專業會計師資格或同等資格，如 AHKSA，ACCA，ACMA 等。</p> <p>Establishes and maintains accounting systems. Takes charge of accounting section/department. Coordinates all related activities to provide an overview of the financial position of the company/firm. Establishes general ledger accounts to meet the requirements of regulatory authorities. Develops financial policies and supervises accounting personnel in the execution of the undertaking.</p> <p>Professional qualification - Possesses a professional qualification in accountancy or equivalent, e.g. AHKSA, ACCA, ACMA, etc.</p>
內部核數師 Internal Auditor	<p>計劃、指導及監督機構的核數功能；評估核數制度，以保障所有資產不被濫用，並確保妥為編製財政報告；發現不正當的行為時提出報告及／或建議改善方法。</p> <p>專業資格：持有專業會計師或核數師資格或同等資格，如 AHKSA，ACCA，ACMA 等。</p> <p>Plans, directs and supervises audit functions of an organization. Evaluates audit system to safeguard all financial assets against misuse and ensure the proper preparation of financial reports. Provides reports on irregularities and suggests procedures for improvements.</p> <p>Professional qualification - Possesses a professional qualification in accountancy or auditing or equivalent, e.g. AHKSA, ACCA, ACMA, etc.</p>
<p><b>生產管理</b> <b>Production Management</b></p>	
工廠經理／廠長 Factory Manager/ Plant/Mills Manager	<p>負責工廠的整體運作；決定產品規格以及工廠的全面生產進度；規定及維持成本標準；監督工廠之生產及品質控制。</p> <p>Takes charge of the overall operation of the production plant/mill. Determines product specifications and production schedules of the plant. Sets and maintains cost standards. Supervises production and quality control activities.</p>
採購部經理／ 物料管理經理 Merchandising/ Purchasing Manager/ Material Control Manager	<p>負責維持足夠存量生產物料；與生產部人員聯絡，確保所訂購及購買的適當物料；策劃、安排及控制購買生產物料及辦公室必需品；與本地、海外供應商及承包商保持聯繫並負責存料預算。</p> <p>To be responsible for the maintenance of adequate stock of production materials. Liaises with production personnel to ensure that proper kinds of materials are being ordered and purchased. Plans, organises and controls the purchase of materials for production and office supplies. Keeps contact with local and overseas suppliers and takes charge of store budgeting.</p>
產品設計經理 Product Design Manager	<p>指導、統籌及督導所有與產品設計有關的工作；與生產部商討以切合僱客的要求。</p> <p>Directs, coordinates and supervises all activities concerning product design. Confers with production departments to meet the requirements of clients.</p>
生產部經理 Production Manager	<p>策劃、指導、安排及控制公司／商行的生產工作；負責整體生產計劃，確保能保持指定的質量、效率及經濟標準；參與制訂生產政策。</p> <p>Plans, directs, organizes and controls production activities of the company/firm. Takes charge of the overall production programmes to ensure the maintenance of specified standards of quality, efficiency and economy. Participates in formulating production policies.</p>

統計調查所包括的職業列表  
List of occupations covered

職位名稱 Job Title	工作說明及資格 Job Description and Qualification
品質管制部經理/工程師 Quality Control/Assurance Manager/ Engineer	<p>釐定品質控制標準；策劃、安排、指導及控制生產方面各階段的品質控制工作程序，以確保入廠的原料及製成的產品符合既定標準及規格；研究品質檢查方法及建議品質改良方法。 專業資格：持有大學工程學位及最少三年實地工作經驗或同等專業資格。</p> <p>Sets standards on quality control and/or assurance requirements. Plans, organizes, directs and controls quality control procedures in all stages of production to ensure that incoming materials and final products comply with the required standards and specifications. Evaluates methods of investigation and recommends possible improvements of products and services. Professional qualification - Possesses a university degree in engineering or related field with at least 3 years' experience in the field and/or an equivalent professional qualification.</p>
<p>工程及其他技術支援人員 Engineering and other Technical Support Personnel</p>	
建築師 Architect	<p>與客戶磋商，確定所需建築物的類型及款式，並對費用、設計、物料、工程進度等有關事宜提供意見；依據法例及建築款式，設計建築物及使其結構與裝飾互相配合；繪製草圖及比例模型、詳細圖則及說明，供建築人員使用；視察建築工程。 專業資格：持有大學建築學位及最少有三年實地工作經驗及/或同等專業資格，如香港建築師學會正式會員。</p> <p>Consults clients to ascertain type and style of super-structure required. Gives advice on cost, design, materials, work schedules and other relevant activities. Ensures that structural and ornamental features comply with local regulations and architectural styles; prepares drawings, scale models and detailed plans and specifications for use by builders; and inspects construction work. Professional qualification - Possesses a university degree in architecture with at least 3 years' experience in the field and/or an equivalent professional qualification, e.g. Corporate Membership of the Hong Kong Institute of Architects.</p>
屋宇裝備工程師 Building Services Engineer	<p>負責設計及監督屋宇裝備的安裝。 專業資格：持有大學屋宇裝備工程學位及最少有三年實地工作經驗及/或同等專業資格，如於 1975 年 12 月 5 日後獲選為香港工程師學會的正式會員。</p> <p>Designs and supervises the installation of building services in buildings. Professional qualification - Possesses a university degree in building services engineering with at least 3 years' experience in the field and/or an equivalent professional qualification, e.g. Corporate Membership of the Hong Kong Institution of Engineers elected after 5.12.75.</p>
土木工程師 Civil Engineer	<p>研究橋樑、水壩、船塢、道路、天橋、機場、鐵路及廢物處理系統、工業及其他大型建築物結構的設計；策劃、安排及監督其建築工程及保養與維修工作。 專業資格：持有大學土木/結構工程學位及最少有三年實地工作經驗及/或同等專業資格，如於 1975 年 12 月 5 日後獲選為香港工程師學會(土木工程組)的正式會員。</p> <p>Carries out research on designs of structures such as bridges, dams, docks, roads, flyovers, airports, railways, waste disposal systems and industrial or other large buildings. Plans, organizes and supervises their construction, maintenance and repairs works. Professional qualification - Possesses a university degree in civil/structural engineering with at least 3 years' experience in the field and/or an equivalent professional qualification, e.g. Corporate Membership of the Hong Kong Institution of Engineers (Civil Discipline) elected after 5.12.75.</p>

統計調查所包括的職業列表  
List of occupations covered

職位名稱 Job Title	工作說明及資格 Job Description and Qualification
電機工程師 Electrical Engineer	<p>進行與電機工程問題有關的研究工作，設計電機系統及設備，並就其用途、發展、建造、裝置、操作、保養及維修等方面提供意見。</p> <p>專業資格：持有大學電機工程學位及最少有三年實地工作經驗及／或同等專業資格，如於1975年12月5日後獲選為香港工程師學會(電機工程組)的正式會員。</p> <p>Carries out research on electrical engineering problems and designs electrical systems and equipment. Gives advice on their use, development, construction, installation, operation, maintenance and repairs.</p> <p>Professional qualification - Possesses a university degree in electrical engineering with at least 3 years' experience in the field and/or an equivalent professional qualification, e.g. Corporate Membership of the Hong Kong Institution of Engineers (Electrical Discipline) elected after 5.12.75.</p>
電子／電訊工程師 Electronics/Telecommunication Engineer	<p>探討電子／電訊工程問題；設計電子系統及設備，對其用途、發展、建造、裝置、操作、保養及維修提供意見。</p> <p>專業資格：持有大學電子工程學位及最少有三年實地工作經驗／或同等專業資格，如於1975年12月5日後獲選為香港工程師學會(電子工程組)的正式會員。</p> <p>Carries out research on electronics/telecommunication engineering problems and designs electronics systems and equipment. Gives advice on their use, development, construction, installation, operation, maintenance and repairs.</p> <p>Professional qualification - Possesses a university degree in electronics engineering with at least 3 years' experience in the field and/or an equivalent professional qualification, e.g. Corporate Membership of the Hong Kong Institution of Engineers (Electronics Discipline) elected after 5.12.75.</p>
工程經理 Engineering Manager	<p>策劃、監督及控制各種與工程有關的工作，以確保能有效率地使用機械、電動機器及／或器材；研究及建議添置新機器及／或器材，以提高生產力。</p> <p>專業資格：持有大學工程學位及最少有五年實地工作經驗及／或同等專業資格。</p> <p>Plans, organizes and controls engineering activities to ensure efficient utilization of mechanical and electrical machines and/or equipment. Carries out studies and recommends on the installation of new machines and/or an equipment to improve productivity.</p> <p>Professional qualification - Possesses a university degree in engineering with at least 5 years' experience in the field and/or an equivalent professional qualification.</p>
產業測量師／一般測量師(估價師) Estate Surveyor/ General Surveyor (valuer)	<p>策劃及協調屋宇及土地各類工程(包括保養)；負責土地及屋宇的管理、租賃及有關的公司內外行政；評估各類物業的價值，供買、賣、出租、投資、申報差餉及物業稅之用、統籌物業發展、並以專業身份仲裁物業或土地糾紛。</p> <p>專業資格：持有大學測量學位及最少有三年實地工作經驗及／或同等專業資格，如持牌測量師。</p> <p>Plans and coordinates all types of works (including maintenance) relating to buildings and land. Deals with the public and/or private administration, on management and leasing of land and buildings. Values different types of real properties for purchase, sale, letting, investment, rating and taxation. Coordinates activities for development of properties and may also act as a professional adjudicator in case of dispute on land and property valuation matters.</p> <p>Professional qualification - Possesses a university degree in surveying with at least 3 years' experience in the field and/or an equivalent professional qualification, e.g. Chartered Surveyors (RICS).</p>

統計調查所包括的職業列表  
List of occupations covered

職位名稱 Job Title	工作說明及資格 Job Description and Qualification
資訊系統管理部經理/ 資訊科技服務部經理/ 電子資料處理部經理 M.I.S. Manager/ I.T. Services Manager/ E.D.P. Manager	<p>管理、控制及編表以盡量利用人力資源及電子資料處理系統設備；確保提供準確、有效率與及時的電腦服務；分析日後對資料處理服務的需求，對電腦系統的保養與發展及購買電腦設備提供意見。</p> <p>Administers, controls and schedules the utilization of personnel resources and equipment of EDP system. Ensures the accuracy, efficiency and timeliness of computer services. Analyses potential needs of data processing services and makes recommendations on maintenance and development of computer systems and the requisition of computer equipment.</p>
機械工程師 Mechanical Engineer	<p>就機械設計方面進行研究，並對機械設備的操作功能提供意見；策劃及監督該等設備的發展、建造、裝置、操作、保養及維修。</p> <p>專業資格：持有大學機械工程學位及最少有三年實地工作經驗及／或同等專業資格，如於1975年12月5日後獲選為香港工程師學會(機械工程組)的正式會員。</p> <p>Carries out research on designs of plants and equipment and gives advice on their mechanical functioning. Plans for and supervises on their development, construction, installation, operation, maintenance and repairs.</p> <p>Professional qualification - Possesses a university degree in mechanical engineering with at least 3 years' experience in the field and/or an equivalent professional qualification, e.g. Corporate Membership of the Hong Kong Institution of Engineers (Mechanical Engineer) elected after 5.12.75.</p>
生產／工業工程師／顧問 Production/Industrial Engineer/ Consultant	<p>進行有關工業設計方面的研究；就可供改善的地方提供意見，以便增加效率及生產力；負責推行有關措施及工程工作，並提供意見；確保在生產方面能夠有效率地運用設備、物料及人手。</p> <p>專業資格：持有大學工程學位及最少有三年實地工作經驗及／或同等專業資格，如於1975年12月5日後獲選為香港工程師學會的正式會員。</p> <p>Carries out research and gives advice on designs and methods of engineering work. Gives advice on where and how efficiency and productivity can be improved. Implement approved plans. Ensures the efficient use of equipment, material and personnel in production.</p> <p>Professional qualification - Possesses a university degree in engineering with at least 3 years' experience in the field and/or an equivalent professional qualification, e.g. Corporate Membership of the Hong Kong Institution of Engineers elected after 5.12.75.</p>
工程計劃經理 Project Manager	<p>策劃、籌辦及管理建築計劃；與建築師、工程師、工料測量師、其他專業人士及承建商協議調配有關建造工程的工作，並就財務事宜進行洽商。</p> <p>專業資格：持有大學與建造及建築有關的學位及最少有五年實地工作經驗及／或同等專業資格。</p> <p>Plans, organizes and manages building and construction projects. Coordinates with architects, engineers, surveyors, contractors and other professionals. Undertakes financial negotiations.</p> <p>Professional qualification - Possesses a university degree in building and construction related subjects with at least 5 years' experience in the field and/or an equivalent professional qualification.</p>
工料測量師 Quantity Surveyor	<p>評估建築工程所需建築物料、工人的數量及成本，並填報工程數量單據；擬備合約細則及負責處理投標文件。</p> <p>專業資格：持有大學工料測量學位及最少有三年實地工作經驗及／或同等專業資格，如持牌測量師。</p> <p>Estimates the quantities and costs of labour and building materials required for the execution of construction projects. Prepares bills of quantities, contract specifications and takes charge of tendering document.</p> <p>Professional qualification - Possesses a university degree in quantity surveying with at least 3 years' experience in the field and/or an equivalent professional qualification, e.g. Chartered Surveyors.</p>

統計調查所包括的職業列表  
List of occupations covered

職位名稱 Job Title	工作說明及資格 Job Description and Qualification
安全主任 Safety Officer	策劃、安排及執行防止工業意外的計劃及措施；監督安全督導員。 專業資格：於香港政府勞工處註冊或同等專業資格。 Organizes, directs and implements specified accident prevention programmes and procedures. Supervises safety supervisors. Professional qualification - Registered with Labour Department, Hong Kong Government or equivalent professional qualification.
結構工程師 Structural Engineer	負責的工作與土木工程師大致相同，但特別專長於大型工／商／住宅建築物、公共建築物及其他公共設施的結構設計、維修及保養。 專業資格：持有大學結構／土木工程學位及最少有三年實地工作經驗及／或同等專業資格，如於1975年12月5日後獲選為香港工程師學會(結構工程或土木工程組)的正式會員。 Performs tasks similar to those of civil engineers but specialises in structural design, erection maintenance and repairs of large industrial, commercial, public and residential building, and other civil construction works. Professional qualification - Possesses a university degree in structural/civil engineering with at least 3 years' experience in the field and/or an equivalent professional qualification, e.g. Corporate Membership of the Hong Kong Institution of Engineers (Structural Engineering or Civil Engineering Discipline) elected after 5.12.75.
<b>銀行及保險管理 Banking and Insurance Management</b>	
精算師 Actuary	進行保險精算研究；督導所需的評估及報告的編製。協助管理層制訂關於保險業務方針。 專業資格：持有專業精算師資格或同等資格，如SA, IA等。 Carries out actuarial studies. Supervises the preparation of actuarial valuations and reports as required. Assists management in the formulation of policies related to insurance matters. Professional qualification - Possesses a professional qualification in actuarial studies or equivalent, e.g. Fellow of the Society of Actuary (SA), Fellow of the Institute of Actuary (IA), etc.
票據經理 Bills Manager	管理及監察有關國際貿易的金融事宜，包括信用狀、保證書、收款、匯款及匯票事務；就問題票據的處理，向管理階層提供意見與專業知識；與客戶、銀行及有關方面聯絡，確保依時處理單據。 Administers and oversees activities of international transactions including letters of credit, letters of guarantee, collections, remittances and drafts transactions. Advises management on discrepant and problem bills and provides technical bills knowledge. Liaises with customers, banks and other parties to ensure timely processing of bills documents.
分行(總務)經理 Branch (Full Services) Manager	督導、監察及簡化分行的日常事務及櫃檯服務。 Directs, supervises and streamlines branch routine operations and counter service.
業務拓展部經理 Business Development Manager	促進現行的貿易貸款、商業放款、存款及其他銀行服務及爭取與發展新業務；進行貸款分析及提供商業發展意見。 Promotes, solicits and develops existing and new business in respects of trade financing, commercial loans, deposits and other banking services. Conducts credit analysis and makes recommendations on business development.
現金控制經理／ 總出納主任 Cash Control Manager/ Chief Cashier	管理、監察及控制儲蓄與來往存款部的業務；就存款帳戶特殊情況向管理階層提供意見；答覆僱客查詢；調查及處理問題。 Administers, supervises and controls activities of the current and savings account sections. Gives advice to management on irregular behaviour of customers accounts. Attends to enquiries from customers. Investigates and settles problems.

統計調查所包括的職業列表  
List of occupations covered

職位名稱 Job Title	工作說明及資格 Job Description and Qualification
索償經理 Claims Manager	<p>與其他專業人士，如賠款理算師、海損理算師、查勘員及律師等密切聯絡，調查及批准根據保單提出的賠償要求，或決定公司／商行在此方面的責任；監察與索償者間的談判協議，並於需要時建議訴訟行動；監督及訓練屬下職員；整存及分析索償統計數字。</p> <p>Works in close liaison with other professionals like loss adjusters, average adjusters, surveyors and lawyers, investigates and approves claims field under an insurance policy or determines the company's/firm's liability in claims. Oversees negotiations of settlement with claimants and recommends litigation when necessary. Supervises and trains supporting staff. Keeps and analyses claims statistics.</p>
期貨／黃金／證券交易員 Commodity Futures/Bullion/ Securities Trader	<p>以最優價格，或按客戶指定的價格買賣期貨或黃金。向客戶分析有關市場情況及提出建議。</p> <p>Buys and sells commodity futures, gold bullion, stocks and bonds and other securities on behalf of customers. Analyses and advises customers on market conditions.</p>
機構銀行經理 Corporate Banking Manager	<p>策劃、拓展及負責市場推廣活動，以開拓及建立融資計劃及集團放款業務；管理機構客戶的放款工作。</p> <p>Plans, develops and conducts marketing activities to cultivate and build up project financing and syndicated business. Manages lending activities of corporate customers.</p>
信用卡服務經理 Credit Card Services Manager	<p>管理及向客戶推廣所提供一切有關信用卡的服務；發展及計劃業務。</p> <p>Directs and promotes various kinds of credit card services to customers. Develops and plans for the introduction of new services.</p>
貸款／放款經理 Credit/Loan Manager	<p>評估貸款申請；監管貸款文件；授權或建議屬下批准貸款，檢討日後續期或額外貸款的申請。</p> <p>Evaluates and assesses credit applications through credit analysis. Controls and regulates loan commitment documentations. Authorises or makes recommendations on credit approvals and reviews their subsequent renewals or request for additional credit facilities.</p>
外匯及拆放市場交易員 FX and MM Dealer	<p>進行外匯及拆放市場交易；拓展公司／商行的外匯及拆放市場業務；促進與其他交易員和經紀的關係；研究及分析所得的資料，向公司／商行及客戶報告轉變中的市場情況，及提供最新外匯買賣價位及利率。</p> <p>Conducts dealings in foreign exchange and money markets. Develops the company's/firm's foreign exchange and money market business. Promotes relationship with other dealers and brokers. Researches and analyses all available data to keep the company/firm and customers informed of changing market conditions and provides quotations on up-to-the-minute prices and rates.</p>
外匯部經理／ 總交易主任 Foreign Exchange Manager/ Chief Dealer	<p>管理及監察外匯交易；負責處理存款、當日期貨及期貨買賣、金融交易；為客戶及管理階層提供有關外匯的專業知識及有關規例；提供外匯買賣價的報價；管理本地貨幣／外匯資金，並通知管理階層有關情況。</p> <p>Administers and oversees activities of foreign exchange. Engages in full range of deposit, spot and forward and money market dealings. Provides technical knowledge on foreign exchange rules and regulations to customers and management. Provides quotations on exchange prices. Administers local/foreign currency funding and advises management on their positions.</p>
投資經理 Investment Manager	<p>為個別客戶設立及管理投資文件；為客戶及公司管理階層提供專業意見。</p> <p>Develops and manages investment portfolios for individual customers. Provides investment advisory services to customers and management.</p>

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職位名稱 Job Title	工作說明及資格 Job Description and Qualification
分保保險經理 Reinsurance Manager	與核保經理及索償經理緊密聯絡，制訂公司／商行分保政策；決定公司／商行的自留額及監管分保條約；評估及接受其他公司分保。 Works closely with the underwriting and claims manager to formulate company's/firm's reinsurance policy. Determines company's/firm's retention and monitors reinsurance treaties. Evaluates and accepts reinsurance from ceding companies.
核保經理 Underwriting Manager	向管理部門負責，制訂及執行公司／商行的一般保險，或某一類保險，如意外保險、火險或水險的政策；檢討投保申請及有關資料；評估所涉及的風險及決定保費及承保範圍；為職員提供專業協助及訓練。 To be responsible to the general management for formulating and implementing the company's/firm's general underwriting policy or one type of specialized insurance such as accident, fire or marine. Reviews insurance applications and supporting materials. Evaluates risks involved and determines premiums and extent of cover. Gives technical support to and trains supporting staff.
<b>市場及採購管理 Marketing and Purchasing Management</b>	
部門經理／地區經理 Department Manager/ Regional/Area Manager	負責某類貨品或服務的銷售及釐訂一切有關的政策；或根據銷售地區劃分職責。 To be responsible for the formulating of sales policies of a specific kind of products or services; or of a particular region.
市場研究經理 Marketing Research Manager	策劃、進行及統籌各項市場研究計劃；監督資料搜集、製表及分析等工作；協助市場研究人員分析及使用市場研究資料；探悉市場走勢及展望未來的需求；亦可能參與制訂市場推廣政策。 Plans, conducts, coordinates and controls market research projects. Supervises the collection, tabulation and analysis of data. Assists marketing personnel in utilizing and interpreting marketing information. Establishes market trends and makes forecast on demand. May participate in formulating marketing policies.
市場推廣(營業部)經理／銷售部經理／ 產品推廣經理 Marketing/Sales/Product Manager	負責市場推廣、宣傳及拓展公司／商行的產品及服務；估計市場的潛質；策劃、安排及控制營業工作；參與制訂營業政策及策略，及對公司／商行的產品進行市場研究。 To be responsible for the marketing, advertising and promoting of the company's/firm's products and services. Assesses market potentials. Plans, organizes and controls sales activities, participates in formulating sales policy and also conducts research on company's/firm's products.
商品部經理 Merchandising/Purchasing Manager	根據供求需要，策劃、安排及控制出售商品的購買及存貨。 Plans, organizes and controls the purchasing and stocking of commodities for sale according to supply and demand situation.
商店經理 Store Manager	負責經營及管理分支百貨商店、超級市場或連鎖零售商店。 Takes charge of the overall operation and management of a branch department store, supermarket or chain retail store in specified district/area.
貨倉部經理 Warehouse Manager	策劃倉內貨物調動、貨物接收、檢驗及儲存；代表內部的船務及市場部門與運輸承辦商及驗貨員聯絡，以確保貨物得到適當處理。 Plans for inward cargo movements schedule, receipt, inspection and storage of cargo. Liaises with transport contractors and surveyors on behalf of internal shipping and marketing departments to ensure proper handling of cargo.

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職位名稱 Job Title	工作說明及資格 Job Description and Qualification
<b>其他管理組別 Management, Others</b>	
出口／入口部經理／船務部經理 Import/Export Manager/ Shipping Manager	管理公司／商行的入口及／或出口部／科；與顧客、代理、分銷商、保險及航運公司聯絡；確保能備妥及在指定時間內提交各出／入口及有關文件。 Takes charge of the import and/or export division/section of the company/firm. Liaises with customers, agents, distributors, insurers and shipping companies to ensure proper preparation and timely submission of import/export and relevant documents.
維修部經理 Maintenance Manager	安排定期維修廠房、機器及器材；保存維修記錄(如零件更換及價格)；確保所有廠房、機器及器材均維修妥當及符合視察的規例；研究、建議及執行措施，令物料及器材得以有效率、安全及經濟地使用。 Plans for the regular maintenance of plants, machinery and equipment. Upkeeps repair schedules with regard to parts being replaced, cost, etc. Ensures proper maintenance of all plants, machinery and equipment so as to meet inspection regulations. Carries out studies and gives advice on how to promote efficient, safe and economic utilization of materials and equipment. Implements approved utilization plans.
貨運部經理 Operation/Traffic Manager	策劃及監督貨物運輸服務，如貨物的分配及船期／飛機行程、班次等，管理貨箱及散貨。 Plans and directs activities on providing carrier services such as cargo allocation/allotment and vessel/flight movements. Controls the handling of containers and break-bulk cargo.
客運部經理 Passenger Traffic Manager	策劃、安排及控制與陸路、鐵路、航空或水上交通有關的事務，確保能快速處理客運；可能要參與訂立客運費用；或須計劃客運服務的拓展及與主要客戶磋商。 Plans, organizes and controls activities involving road, rail, air or water transport to ensure efficient handling of passenger traffic. May participate in fixing passenger rate structures. Plans for development of passenger services and negotiates with major users.



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