

# 二零零七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)

## 2007 Report of Salaries and Employee Benefits Statistics Managerial and Professional Employees (Excluding Top Management)

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				頁數 Page
<b>I.</b>	<b>緒言</b>	<b>Introduction</b>		1
<b>II.</b>	<b>結果摘要</b>	<b>Summary of results</b>		2
<b>III.</b>	<b>統計表</b>	<b>Tables</b>		
表一(甲)	二零零七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 2007	5
表一(乙)	二零零七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 2007	5
表二(甲)	二零零七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 2007	6
表二(乙)	二零零七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 2007	6
表三	一九九七年至二零零七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, 1997 - 2007	7
表四	一九九七年至二零零七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, 1997 - 2007	8
表五(甲)	二零零七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 2007	9
表五(乙)	二零零七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 2007	13
表六	二零零七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 2007	17
表七	二零零七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 2007	23
表八	二零零七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 2007	27

IV. 圖表		Charts		
圖一	一九九七年至二零零七年名義薪金指數(甲)及(乙)的按年變動率	Chart 1	Year-on-year rates of change of Nominal Salary Indices (A) and (B), 1997 - 2007	29
圖二	一九九七年至二零零七年實質薪金指數(甲)及(乙)的按年變動率	Chart 2	Year-on-year rates of change of Real Salary Indices (A) and (B), 1997 - 2007	30
圖三	二零零七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 2007	31
圖四	二零零七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 2007	33
圖五	二零零七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 2007	36
圖七	二零零七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 2007	38
圖七	二零零七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 2007	41
圖八	二零零七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 2007	45

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		頁數 Page
<b>V.</b>	<b>統計調查的方法</b>	<b>Survey Methodology</b>
1.	統計調查的範圍	Coverage of the survey 46
2.	統計方法	Survey method 47
3.	樣本設計及估計方法	Sample design and estimation method 48
<b>附錄</b>	<b>APPENDICES</b>	
附錄一	統計調查所包括的行業列表	Appendix I List of industries covered 51
附錄二	統計調查所包括的職業列表	Appendix II List of occupations covered 53
<b>獲取政府統計處刊物及其他統計產品的方法</b>	<b>Means of Obtaining Publications and Other Statistical Products of the Census and Statistics Department</b>	62

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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 二零零七年的薪金指數(甲)是將二零零七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)只量度在二零零六年和二零零七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 2007 is compiled by comparing the average salary rates of individual occupations in June 2007 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 2006 and 2007. 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264間獲選中參與二零零七年統計調查的公司中，共有192間公司成功被訪。本報告的統計數字是根據這192間公司內9026位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** 二零零七年六月的整體名義薪金指數(甲)為124.3，與二零零六年六月比較，增加3.4%。

**2.1.2** 二零零七年六月的整體名義薪金指數(乙)為153.8，與二零零六年六月比較，增加4.9%。

**2.1.3** 二零零七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)。

**2.1.4** 在統計調查所涵蓋的所有行業的名義薪金指數(甲)均錄得升幅。二零零七年六月的名義薪金指數與二零零六年六月比較，金融及保險業的升幅最大，上升4.0%。

**1.6** Of the 264 companies selected for the 2007 survey, 192 were successfully enumerated. The statistics compiled in this report are based on the information collected from these 192 companies, involving 9 026 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 2007 was 124.3 representing an increase of 3.4% when compared with that for June 2006.

**2.1.2** The overall Nominal Salary Index (B) for June 2007 was 153.8, showing an increase of 4.9% when compared with that for June 2006.

**2.1.3** The Nominal Salary Index (A) and Nominal Salary Index (B) for June 2007 for selected major economic sectors are shown in Table 1a and Table 1b respectively.

**2.1.4** All selected industries record an increased in the Nominal Salary Index (A). The financial institutions and insurance sector had the largest rate of increase, at 4.0% in nominal terms for June 2007 as compared with that for June 2006.

## 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。

2.2.2 二零零七年六月的整體實質薪金指數(甲)為120.1,與二零零六年六月比較,增加1.5%。

2.2.3 二零零七年六月的整體實質薪金指數(乙)為148.6,與二零零六年六月比較,增加3.0%。

2.2.4 二零零七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 一九九七至二零零七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0.7%及1.5%。

2.3.2 一九九七至二零零七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2.5%及3.3%。

2.3.3 一九九七至二零零七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 二零零七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 調查結果顯示所有職業組別的名義薪金指數(甲)均錄得升幅,其中「其他管理組別」錄得最大升幅,上升4.6%。(有關職業組別的分類,請參閱附錄II。)

## 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 The overall Real Salary Index (A) for June 2007 was 120.1 representing an increase of 1.5% when compared with that for June 2006.

2.2.3 The overall Real Salary Index (B) for June 2007 was 148.6, an increase of 3.0% when compared with that for June 2006.

2.2.4 The Real Salary Index (A) and Real Salary Index (B) for June 2007 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 1997 to 2007 are given in Table 3. The average annual increases for Nominal and Real Salary Indices (A) for the same period were 0.7% and 1.5% respectively.

2.3.2 The Nominal and Real Salary indices (B) for 1997 to 2007 are given in Table 4. The average annual increases for Nominal and Real Salary Indices (B) for the same period were 2.5% and 3.3% respectively.

2.3.3 The rates of year-on-year changes of Nominal and Real Salary Indices (A) and (B) for 1997 to 2007 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 2007 by occupational group and by occupation are shown in Table 5a and Table 5b.

2.4.2 The survey found that all occupational groups recorded an increase in Nominal Salary Index (A), within which, 'Management, others' had the greatest increase of 4.6%. (For classification of occupational group, please refer to Appendix II.)

**2.4.3** 至於在名義薪金指數(乙)方面，所有行業均錄得升幅。其中「銀行及保險管理」錄得最大升幅，上升6.9%。

**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7%，而享有某類住屋津貼的則佔20%。調查結果亦顯示這些僱員中，其中54%和69%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。

**2.4.3** As for Nominal Salary Index (B), all occupational groups recorded an increase. Among them, 'Banking and insurance management' had the largest increase of 6.9%.

**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, 7% of them were entitled to 22 days or more of annual leave and 20% to housing benefits of some kind. It was also found that 54% and 69% 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) 二零零七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 2007**

(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		二零零七年六月與二零零六年 六月比較的增減百分率 Percentage change June 2007 over June 2006
	二零零六年六月 June 2006	二零零七年六月 June 2007	
製造業、電力及燃氣業 Manufacturing, electricity and gas	114.8	115.9	+1.0
樓宇建築、建造及有關行業 Building and construction and related trades	102.3	105.2	+2.8
批發、零售及進出口貿易業 Wholesale, retail and import/export trades	122.0	126.8	+3.9
運輸、倉庫及通訊業 Transport, storage and communications	118.8	121.4	+2.1
金融及保險業 Financial institutions and insurance	130.3	135.5	+4.0
以上全部行業類別 All sectors above	120.2	124.3	+3.4

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.

**表一(乙) 二零零七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 2007**

(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		二零零七年六月與二零零六年 六月比較的增減百分率 Percentage change June 2007 over June 2006
	二零零六年六月 June 2006	二零零七年六月 June 2007	
製造業、電力及燃氣業 Manufacturing, electricity and gas	138.3	142.2	+2.9
樓宇建築、建造及有關行業 Building and construction and related trades	137.7	144.3	+4.8
批發、零售及進出口貿易業 Wholesale, retail and import/export trades	143.6	150.3	+4.7
運輸、倉庫及通訊業 Transport, storage and communications	154.3	160.0	+3.7
金融及保險業 Financial institutions and insurance	155.7	165.6	+6.4
以上全部行業類別 All sectors above	146.6	153.8	+4.9

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) 二零零七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 2007**

(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		二零零七年六月與二零零六年 六月比較的增減百分率 Percentage change June 2007 over June 2006
	二零零六年六月 June 2006	二零零七年六月 June 2007	
製造業、電力及燃氣業 Manufacturing, electricity and gas	112.9	112.0	-0.9
樓宇建築、建造及有關行業 Building and construction and related trades	100.7	101.6	+0.9
批發、零售及進出口貿易業 Wholesale, retail and import/export trades	120.1	122.5	+2.0
運輸、倉庫及通訊業 Transport, storage and communications	117.0	117.3	+0.3
金融及保險業 Financial institutions and insurance	128.2	130.9	+2.1
以上全部行業類別 All sectors above	118.3	120.1	+1.5

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) 實質薪金指數是以名義薪金指數扣除以二零零四至零五年為基期的丙類消費物價指數而計算出來。

The Real Salary Indices are derived by deflating the Nominal Salary Indices by the 2004/05-based CPI(C).

**表二(乙) 二零零七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 2007**

(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		二零零七年六月與二零零六年 六月比較的增減百分率 Percentage change June 2007 over June 2006
	二零零六年六月 June 2006	二零零七年六月 June 2007	
製造業、電力及燃氣業 Manufacturing, electricity and gas	136.1	137.4	+1.0
樓宇建築、建造及有關行業 Building and construction and related trades	135.5	139.4	+2.8
批發、零售及進出口貿易業 Wholesale, retail and import/export trades	141.3	145.3	+2.8
運輸、倉庫及通訊業 Transport, storage and communications	151.9	154.6	+1.8
金融及保險業 Financial institutions and insurance	153.2	160.0	+4.4
以上全部行業類別 All sectors above	144.3	148.6	+3.0

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) 實質薪金指數是以名義薪金指數扣除以二零零四至零五年為基期的丙類消費物價指數而計算出來。

The Real Salary Indices are derived by deflating the Nominal Salary Indices by the 2004/05-based CPI(C).

**表三 一九九七年至二零零七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, 1997 - 2007**

(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	114.0	+0.4	+6.4
二零零一年六月 June 2001	122.9	116.5	+0.9	+2.2
二零零二年六月 June 2002	119.0	116.1	-3.2	-0.4
二零零三年六月 June 2003	117.3	118.8	-1.5	+2.3
二零零四年六月 June 2004	116.9	118.8	-0.3	#
二零零五年六月 June 2005	117.3	118.4	+0.4	-0.4
二零零六年六月 June 2006	120.2	118.3	+2.4	-0.1
二零零七年六月 June 2007	124.3	120.1	+3.4	+1.5

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) 實質薪金指數是以名義薪金指數扣除以二零零四至零五年為基期的丙類消費物價指數而計算出來。  
 The Real Salary Indices are derived by deflating the Nominal Salary Indices by the 2004/05-based CPI(C).

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

**表四 一九九七年至二零零七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, 1997 - 2007**

(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	124.6	+2.4	+8.6
二零零一年六月 June 2001	137.2	130.0	+3.0	+4.3
二零零二年六月 June 2002	136.7	133.4	-0.3	+2.6
二零零三年六月 June 2003	136.3	138.1	-0.3	+3.5
二零零四年六月 June 2004	138.4	140.6	+1.5	+1.9
二零零五年六月 June 2005	141.3	142.6	+2.1	+1.4
二零零六年六月 June 2006	146.6	144.3	+3.7	+1.2
二零零七年六月 June 2007	153.8	148.6	+4.9	+3.0

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) 實質薪金指數是以名義薪金指數扣除以二零零四至零五年為基期的丙類消費物價指數而計算出來。

The Real Salary Indices are derived by deflating the Nominal Salary Indices by the 2004/05-based CPI(C).

表五(甲) 二零零七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 2007**

(一九九五年六月 = 100)  
 (June 1995 = 100)

職業組別／職業 Occupational group/Occupation	指數 Indices		二零零七年六月與二零零六年 六月比較的增減百分率 Percentage change June 2007 over June 2006
	二零零六年六月 June 2006	二零零七年六月 June 2007	
<b>一般管理</b> <b>General management</b>	129.7	134.4	+3.7
行政部經理／公司行政秘書／ 辦事處經理 Administration Manager/ Company Secretary/ Office Manager	127.0	129.4	+1.9
行政主任 Administrative Officer/ Executive Officer	134.4	145.3	+8.0
客戶服務經理 Customer Services Manager	126.3	133.2	+5.5
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	134.7	139.9	+3.9
公共關係經理 Public Relations Manager	121.6	128.5	+5.7
培訓經理 Training Manager	123.2	128.0	+3.9
<b>財務管理</b> <b>Financial management</b>	117.2	118.0	+0.7
會計師 Accountant	106.9	111.9	+4.7
財務部經理／會計部經理 Financial Manager/ Accounting Manager	118.5	118.3	-0.2
內部核數師 Internal Auditor	122.0	123.9	+1.5
<b>生產管理</b> <b>Production management</b>	95.2	98.6	+3.5
採購部經理／物料管理經理 Merchandising/Purchasing Manager/Material Control Manager	103.3	117.1	+13.4

表五(甲) 二零零七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 2007 --- 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		二零零七年六月與二零零六年 六月比較的增減百分率 Percentage change June 2007 over June 2006
	二零零六年六月 June 2006	二零零七年六月 June 2007	
<b>工程及其他技術支援人員</b> <b>Engineering and other</b> <b>technical support personnel</b>	109.2	112.3	+2.8
建築師 Architect	116.8	119.3	+2.1
屋宇裝備工程師 Building Services Engineer	113.0	110.2	-2.4
土木工程師 Civil Engineer	94.4	99.5	+5.4
電機工程師 Electrical Engineer	103.0	104.7	+1.7
電子／電訊工程師 Electronics/Telecommunication Engineer	147.1	148.9	+1.2
工程經理 Engineering Manager	109.7	107.2	-2.3
資訊科技經理／電腦經理 I.T./Computer Manager	115.9	121.2	+4.6
機械工程師 Mechanical Engineer	105.2	107.0	+1.6
生產／工業工程師／顧問 Production/Industrial Engineer/Consultant	177.0	174.4	-1.5
工程計劃經理 Project Manager	110.1	109.2	-0.9
工料測量師 Quantity Surveyor	99.5	100.8	+1.3
安全主任 Safety Officer	96.0	97.3	+1.3
結構工程師 Structural Engineer	95.8	103.8	+8.4

表五(甲) 二零零七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 2007 --- 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		二零零七年六月與二零零六年 六月比較的增減百分率 Percentage change June 2007 over June 2006
	二零零六年六月 June 2006	二零零七年六月 June 2007	
<b>銀行及保險管理</b> <b>Banking and insurance</b> <b>management</b>	129.3	134.7	+4.2
票據經理 Bills Manager	136.8	140.9	+3.0
分行(總務)經理 Branch (Full Services) Manager	121.5	127.6	+5.0
業務拓展部經理 Business Development Manager	124.4	129.7	+4.3
機構銀行經理 Corporate Banking Manager	124.0	133.3	+7.5
信用卡服務經理 Credit Card Services Manager	142.7	132.3	-7.3
貸款／放款經理 Credit/Loan Manager	121.9	121.8	-0.1
外匯部經理／總交易主任／ 庫務經理 Foreign Exchange Manager/ Chief Dealer/Treasury Manager	152.8	163.0	+6.7
外匯及拆放市場交易員 FX and MM Dealer	127.8	132.4	+3.7
投資經理／信託經理／ 基金管理人 Investment Manager/Trust Manager/Fund Administrator	148.7	165.6	+11.4

表五(甲) 二零零七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 2007 --- 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		二零零七年六月與二零零六年 六月比較的增減百分率 Percentage change June 2007 over June 2006
	二零零六年六月 June 2006	二零零七年六月 June 2007	
<b>市場及採購管理</b> <b>Marketing and purchasing management</b>	120.4	125.5	+4.3
部門經理／地區經理 Department Manager/ Regional/Area Manager	122.1	129.3	+5.8
市場研究經理 Marketing Research Manager	84.6	85.6	+1.2
市場推廣(營業部)經理／ 銷售部經理／產品推廣經理 Marketing/Sales/Product Manager	122.0	126.2	+3.5
商品部經理 Merchandising/Purchasing Manager	139.5	152.4	+9.3
商店經理 Store Manager	102.4	103.6	+1.2
貨倉部經理 Warehouse Manager	106.6	110.7	+3.9
<b>其他管理組別</b> <b>Management, others</b>	119.9	125.5	+4.6
出口／入口部經理／船務部經理 Import/Export Manager/ Shipping Manager	122.8	135.0	+9.9
維修部經理 Maintenance Manager	123.7	125.5	+1.5
貨運部經理 Operation/Traffic Manager	114.3	115.9	+1.3
客運部經理 Passenger Traffic Manager	131.9	132.4	+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。

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

表五(乙) 二零零七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 2007**

(一九九五年六月 = 100)  
 (June 1995 = 100)

職業組別／職業 Occupational group/Occupation	指數 Indices		二零零七年六月與二零零六年 六月比較的增減百分率 Percentage change June 2007 over June 2006
	二零零六年六月 June 2006	二零零七年六月 June 2007	
<b>一般管理</b> <b>General management</b>	146.0	150.7	+3.2
行政部經理／公司行政秘書／ 辦事處經理 Administration Manager/ Company Secretary/ Office Manager	137.3	138.6	+1.0
行政主任 Administrative Officer/ Executive Officer	138.5	146.9	+6.0
客戶服務經理 Customer Services Manager	170.8	178.9	+4.8
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	153.9	160.2	+4.1
公共關係經理 Public Relations Manager	141.3	151.9	+7.5
培訓經理 Training Manager	171.8	183.1	+6.5
<b>財務管理</b> <b>Financial management</b>	153.0	162.6	+6.3
會計師 Accountant	151.8	161.7	+6.5
財務部經理／會計部經理 Financial Manager/ Accounting Manager	152.8	161.6	+5.7
內部核數師 Internal Auditor	155.2	169.5	+9.2
<b>生產管理</b> <b>Production management</b>	139.7	142.1	+1.7
採購部經理／物料管理經理 Merchandising/Purchasing Manager/Material Control Manager	139.3	144.2	+3.5

表五(乙) 二零零七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 2007 --- cont'd.**

職業組別／職業 Occupational group/Occupation	指數 Indices		二零零七年六月與二零零六年 六月比較的增減百分率 Percentage change June 2007 over June 2006
	二零零六年六月 June 2006	二零零七年六月 June 2007	
<b>工程及其他技術支援人員</b> <b>Engineering and other</b> <b>technical support personnel</b>	140.2	146.3	+4.3
建築師 Architect	148.9	166.6	+11.9
屋宇裝備工程師 Building Services Engineer	131.2	134.6	+2.6
土木工程師 Civil Engineer	129.1	136.1	+5.4
電機工程師 Electrical Engineer	134.2	137.6	+2.5
電子／電訊工程師 Electronics/Telecommunication Engineer	157.7	161.5	+2.4
工程經理 Engineering Manager	143.3	151.6	+5.8
資訊科技經理／電腦經理 I.T./Computer Manager	145.1	149.9	+3.4
機械工程師 Mechanical Engineer	144.9	146.2	+0.9
生產／工業工程師／顧問 Production/ Industrial Engineer/ Consultant	158.7	167.0	+5.2
工程計劃經理 Project Manager	122.5	125.8	+2.7
工料測量師 Quantity Surveyor	151.2	157.0	+3.9
安全主任 Safety Officer	136.0	139.5	+2.5
結構工程師 Structural Engineer	143.2	152.0	+6.1

表五(乙) 二零零七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 2007 --- cont'd.**

職業組別／職業 Occupational group/Occupation	指數 Indices		二零零七年六月與二零零六年 六月比較的增減百分率 Percentage change June 2007 over June 2006
	二零零六年六月 June 2006	二零零七年六月 June 2007	
<b>銀行及保險管理</b> <b>Banking and insurance</b> <b>management</b>	151.9	162.3	+6.9
票據經理 Bills Manager	143.3	150.0	+4.7
分行(總務)經理 Branch (Full Services) Manager	141.1	148.7	+5.4
業務拓展部經理 Business Development Manager	162.3	187.8	+15.7
機構銀行經理 Corporate Banking Manager	154.7	169.4	+9.5
信用卡服務經理 Credit Card Services Manager	166.6	174.0	+4.4
貸款／放款經理 Credit/Loan Manager	166.7	175.8	+5.5
外匯部經理／總交易主任／ 庫務經理 Foreign Exchange Manager/ Chief Dealer/Treasury Manager	178.2	193.2	+8.4
外匯及拆放市場交易員 FX and MM Dealer	160.3	169.5	+5.8
投資經理／信託經理／ 基金管理人 Investment Manager/Trust Manager/Fund Administrator	182.2	201.7	+10.7

表五(乙) 二零零七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 2007 --- 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		二零零七年六月與二零零六年 六月比較的增減百分率 Percentage change June 2007 over June 2006
	二零零六年六月 June 2006	二零零七年六月 June 2007	
<b>市場及採購管理</b> <b>Marketing and purchasing management</b>	147.4	154.4	+4.8
部門經理／地區經理 Department Manager/ Regional/Area Manager	162.5	172.5	+6.1
市場研究經理 Marketing Research Manager	135.3	136.3	+0.7
市場推廣(營業部)經理／ 銷售部經理／產品推廣經理 Marketing/Sales/Product Manager	145.2	151.7	+4.4
商品部經理 Merchandising/Purchasing Manager	168.2	177.3	+5.4
商店經理 Store Manager	126.8	132.6	+4.6
貨倉部經理 Warehouse Manager	129.0	135.1	+4.7
<b>其他管理組別</b> <b>Management, others</b>	144.7	151.6	+4.8
出口／入口部經理／船務部經理 Import/Export Manager/ Shipping Manager	146.9	157.1	+7.0
維修部經理 Maintenance Manager	139.7	142.7	+2.1
貨運部經理 Operation/Traffic Manager	145.2	151.0	+4.0
客運部經理 Passenger Traffic Manager	136.2	137.7	+1.1

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 二零零七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 2007**

	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	38,800	22,900	39,000	45,700
電機工程師 Electrical Engineer	49,400	43,200	48,400	52,500
電子工程師 Electronics Engineer	33,200	17,200	19,100	49,600
財務部經理 / 會計部經理 Financial Manager/ Accounting Manager	40,800	24,400	34,000	51,900
資訊科技經理 / 電腦經理 I.T./Computer Manager	49,000	27,300	54,000	66,100
維修部經理 Maintenance Manager	44,000	21,700	46,300	59,300
市場推廣(營業部)經理 / 銷售部經理 / 產品推廣經理 Marketing/Sales/Product Manager	40,700	28,700	34,500	45,000
機械工程師 Mechanical Engineer	46,600	39,100	48,500	51,100
採購部經理 / 物料管理經理 Merchandising/Purchasing Manager/Material Control Manager	47,100	32,900	38,900	64,600
生產部經理 Production Manager	37,800	27,200	32,100	41,800
生產 / 工業工程師 / 顧問 Production/Industrial Engineer/Consultant	17,700	15,000	16,400	16,900
<b>樓宇建築、建造及有關行業</b> <b>Building and construction and related trades</b>				
會計師 Accountant	31,600	24,300	30,200	33,300
建築師 Architect	49,800	36,300	49,400	60,800

表六 二零零七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 2007 --- cont'd.

	平均數	下四分位數	中位數	上四分位數
行業類別 / 職業 Sector/Occupation	Average	Lower quartile	Median	Upper quartile
<b>樓宇建築、建造及有關行業 (續)</b> <b>Building and construction and related trades (cont'd.)</b>				
屋宇裝備工程師 Building Services Engineer	34,100	22,500	30,000	42,900
土木工程師 Civil Engineer	34,400	32,300	32,900	33,600
電機工程師 Electrical Engineer	46,100	27,400	37,600	53,400
財務部經理 / 會計部經理 Financial Manager/ Accounting Manager	44,300	28,700	47,000	52,100
資訊科技經理 / 電腦經理 I.T./Computer Manager	42,100	24,900	37,200	54,900
機械工程師 Mechanical Engineer	39,000	29,700	37,900	50,500
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	39,400	27,600	46,100	47,200
工程計劃經理 Project Manager	49,400	39,400	48,300	57,100
工料測量師 Quantity Surveyor	31,700	24,200	28,900	35,800
安全主任 Safety Officer	30,500	25,100	29,200	34,300
結構工程師 Structural Engineer	25,900	15,900	25,000	32,100
<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	29,500	20,200	31,200	36,500
行政部經理 / 公司行政秘書 / 辦事處經理 Administration Manager/ Company Secretary/ Office Manager	41,200	31,500	41,200	47,500
客戶服務經理 Customer Services Manager	31,700	26,400	31,800	36,900
部門經理 / 地區經理 Department Manager/ Regional/Area Manager	40,100	22,900	39,300	48,700

表六 二零零七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 2007 --- cont'd.

	平均數	下四分位數	中位數	上四分位數
行業類別 / 職業 Sector/Occupation	Average	Lower quartile	Median	Upper quartile
<b>批發、零售及進出口貿易業 (續)</b> <b>Wholesale, retail and import/ export trades (cont'd.)</b>				
財務部經理 / 會計部經理 Financial Manager/ Accounting Manager	36,000	27,500	29,800	41,800
出口 / 入口部經理 / 船務部經理 Import/Export Manager/ Shipping Manager	32,600	29,300	31,300	34,800
資訊科技經理 / 電腦經理 I.T./Computer Manager	38,100	30,300	38,700	42,800
市場推廣(營業部)經理 / 銷售部經理 / 產品推廣經理 Marketing/Sales/Product Manager	31,300	25,600	29,700	35,300
商品部經理 Merchandising/ Purchasing Manager	34,600	30,400	34,900	38,200
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	31,600	24,000	28,800	35,500
商店經理 Store Manager	23,200	19,600	22,000	24,600
貨倉部經理 Warehouse Manager	25,500	21,700	26,600	28,600
<b>運輸、倉庫及通訊業</b> <b>Transport, storage and communications</b>				
會計師 Accountant	30,100	22,300	28,300	33,300
行政部經理 / 公司行政秘書 / 辦事處經理 Administration Manager/ Company Secretary/ Office Manager	38,000	23,800	37,600	44,300
行政主任 Administrative Officer/ Executive Officer	27,400	17,800	24,500	31,700
客戶服務經理 Customer Services Manager	31,100	22,900	27,000	36,500

表六 二零零七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 2007 --- cont'd.

	平均數	下四分位數	中位數	上四分位數
行業類別 / 職業 Sector/Occupation	Average	Lower quartile	Median	Upper quartile
<b>運輸、倉庫及通訊業 (續)</b> <b>Transport, storage and communications (cont'd.)</b>				
部門經理 / 地區經理 Department Manager/ Regional/Area Manager	38,600	23,100	33,300	46,400
電機工程師 Electrical Engineer	33,400	27,100	30,600	33,100
電子 / 電訊工程師 Electronics/Telecommunication Engineer	41,400	29,700	38,500	51,300
工程經理 Engineering Manager	48,100	38,500	43,900	55,600
財務部經理 / 會計部經理 Financial Manager/ Accounting Manager	43,500	28,100	43,000	51,800
資訊科技經理 / 電腦經理 I.T./Computer Manager	41,500	29,600	38,900	48,600
維修部經理 Maintenance Manager	39,700	20,300	34,700	60,000
市場推廣(營業部)經理 / 銷售部經理 / 產品推廣經理 Marketing/Sales/Product Manager	36,700	24,600	33,100	46,000
貨運部經理 Operation/Traffic Manager	28,800	21,500	26,100	32,200
客運部經理 Passenger Traffic Manager	40,000	23,800	31,400	43,400
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	26,000	31,900	44,500
公共關係經理 Public Relations Manager	45,000	36,900	44,600	45,900
培訓經理 Training Manager	40,300	32,500	33,900	41,700
貨倉部經理 Warehouse Manager	27,300	22,100	25,300	30,600

元  
\$

表六 二零零七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 2007 --- 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</b> <b>Financial institutions and insurance</b>				
會計師 Accountant	36,800	31,000	36,400	46,700
行政部經理 / 公司行政秘書 / 辦事處經理 Administration Manager/ Company Secretary/ Office Manager	32,700	21,300	29,800	37,900
行政主任 Administrative Officer/ Executive Officer	25,800	17,500	24,900	30,400
票據經理 Bills Manager	36,900	28,300	33,500	47,500
分行(總務)經理 Branch (Full Services) Manager	40,200	33,400	38,900	46,500
業務拓展部經理 Business Development Manager	41,000	27,300	38,600	52,300
機構銀行經理 Corporate Banking Manager	50,400	45,100	49,200	52,800
信用卡服務經理 Credit Card Services Manager	40,100	31,000	37,200	44,500
貸款 / 放款經理 Credit/Loan Manager	42,500	30,500	37,500	45,900
客戶服務經理 Customer Services Manager	29,000	23,700	26,800	32,800
財務部經理 / 會計部經理 Financial Manager/ Accounting Manager	50,200	37,000	46,900	60,200
外匯部經理 / 總交易主任 / 庫務經理 Foreign Exchange Manager/ Chief Dealer/Treasury Manager	91,000	61,000	71,300	110,200

表六 二零零七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 2007 --- cont'd.

	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>金融及保險業 (續)</b> <b>Financial institutions and insurance (cont'd.)</b>				
外匯及拆放市場交易員 FX and MM Dealer	40,300	34,700	38,500	46,200
資訊科技經理 / 電腦經理 I.T./Computer Manager	43,700	32,000	39,400	50,700
內部核數師 Internal Auditor	47,500	35,500	42,300	56,500
投資經理 / 信託經理 / 基金管理人 Investment Manager/Trust Manager/Fund Administrator	59,600	35,700	45,600	67,100
市場研究經理 Marketing Research Manager	33,900	21,300	35,000	41,400
市場推廣(營業部)經理 / 銷售部經理 / 產品推廣經理 Marketing/Sales/Product Manager	40,400	34,300	37,800	48,200
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	42,900	32,100	40,000	52,800
公共關係經理 Public Relations Manager	38,100	30,400	36,800	48,100
培訓經理 Training Manager	40,700	35,000	39,100	45,100

註釋: \* 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: 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 二零零七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 2007

%

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	37
十五日至廿一日 15 - 21 days	56
廿二日至廿八日 22 - 28 days	7
廿八日以上 over 28 days	*
<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	1
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	4
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	10
其他房屋福利 Other housing benefits	4
上述各項組合 Combination of above	0
無房屋福利 No housing benefits	80
<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	6
僱員須要供款 contributory on the part of employee	90
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	1
只享有退休基金福利 Retirement fund only	2
上述各項組合 Combination of above	1
無此項計劃 No such scheme	* <sup>④</sup>

表七 二零零七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 2007 --- 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	*
只享有醫療保險福利 Medical insurance only	23
上述各項組合 - 包括醫療保險 Combination of above - include medical insurance	71
上述各項組合 - 不包括醫療保險 Combination of above - not include medical insurance	*
無此項計劃 No such scheme	4
<b>醫療福利</b>	
<b>Medical benefits</b>	
只透過醫療保險計劃提供福利 Medical benefits by means of medical insurance plan only	66
只透過公司醫生 / 實報實銷提供福利 Medical benefits by means of reimbursement/company doctor only	
只可領回全部醫療費用 full reimbursement of medical expenses only	0
只可領回部分醫療費用 partial reimbursement of medical expenses only	1
只由公司 / 商行提供醫生 - 免費診症 free company/firm doctors only	0
只由公司 / 商行提供醫生 - 津貼診症 subsidized company/firm doctors only	0
只享有牙醫福利 dental benefits only	1
只享有住院福利 hospitalization benefits only	*
上述各項組合 combination of above	8
醫療保險計劃暨公司醫生 / 實報實銷提供福利 Include medical insurance plan and reimbursement/company doctor	20
無醫療福利 No medical benefits	3
<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	5

表七 二零零七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 2007 --- 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	1
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	1
無此項福利 No such benefits	97
<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	69
無 No	31
<b>其他福利</b> <b>Other benefits</b>	
子女教育津貼 Education allowance for children	
有 Yes	1
無 No	99
合約額外酬金 Contract gratuity	
有 Yes	*
無 No	100
海外旅費 (不包括公幹費用) Overseas passage (exclude business trips)	
有 Yes	5
無 No	95

表七 二零零七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 2007 --- 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	54
無 No	46
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	30
無 No	70
長期服務獎金 Long service award	
有 Yes	45
無 No	55
其他 Others	
有 Yes	16
無 No	84

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，享有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.

@ 這些通常是從香港以外聘回來的僱員，並在香港以外地方參加了公積金、長俸或退休金計劃。因此本地僱主可獲豁免提供有關退休福利給此類僱員。

These are usually expatriate employees who are members of a provident, pension or retirement scheme of a place outside Hong Kong, thus the Hong Kong employers are exempted from providing such retirement benefits to these employees.

表八 二零零七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 2007

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	56	36	8	0
樓宇建築、建造及有關行業 Building and construction and related trades	58	39	4	0
批發、零售及進出口貿易業 Wholesale, retail and import/export trades	46	48	5	1
運輸、倉庫及通訊業 Transport, storage and communications	49	47	3	2
金融及保險業 Financial institutions and insurance	33	59	8	0
以上全部行業類別 All sectors above	46	48	5	1

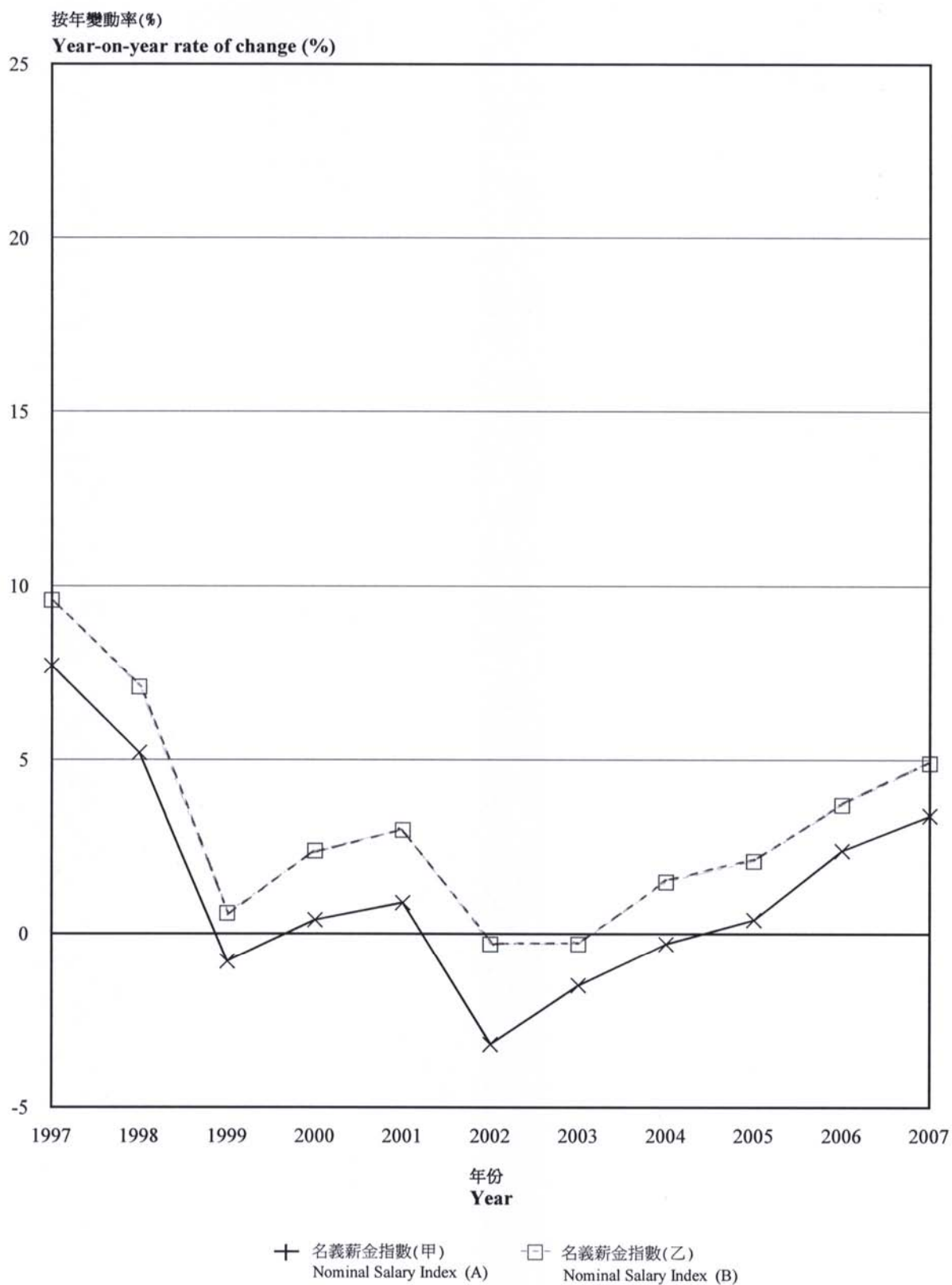
註釋： \*\* 所有百分比以最接近的百分點顯示。由於進位關係，享有固定發放年終額外款項的僱員百分比之和可能不等於100。  
 Note: All percentages are given to the nearest percentage point. The sum of percentages for each item may not add up to 100 due to rounding.

統計圖

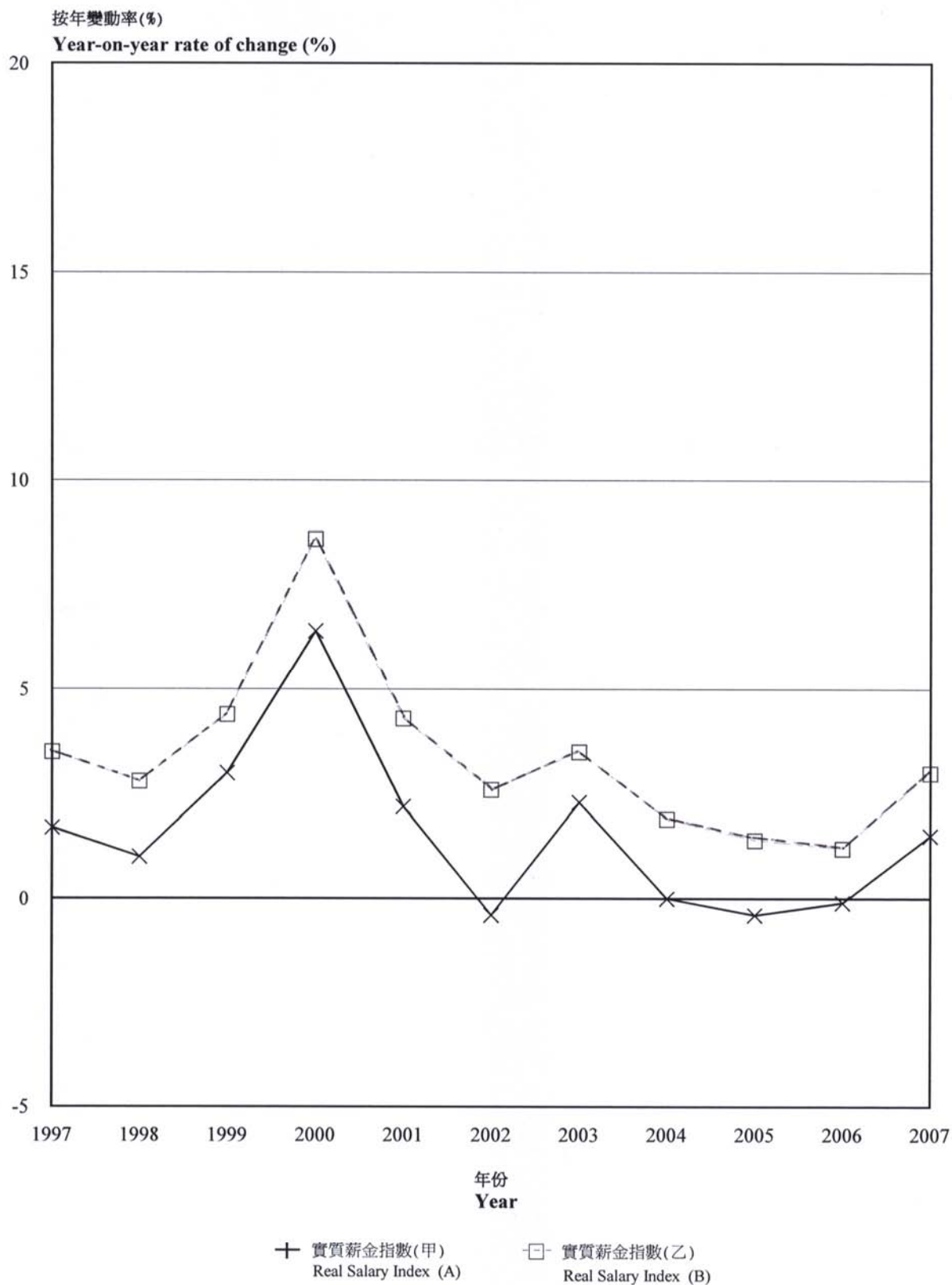
Charts

圖一 一九九七年至二零零七年薪金名義指數(甲)及(乙)的按年變動率

Chart 1 Year-on-Year Rates of Change in Nominal Salary Indices (A) and (B), 1997 - 2007



圖二 一九九七年至二零零七年實質薪金指數(甲)及(乙)的按年變動率  
**Chart 2 Year-on-Year Rates of Change in Real Salary Indices (A) and (B), 1997 - 2007**

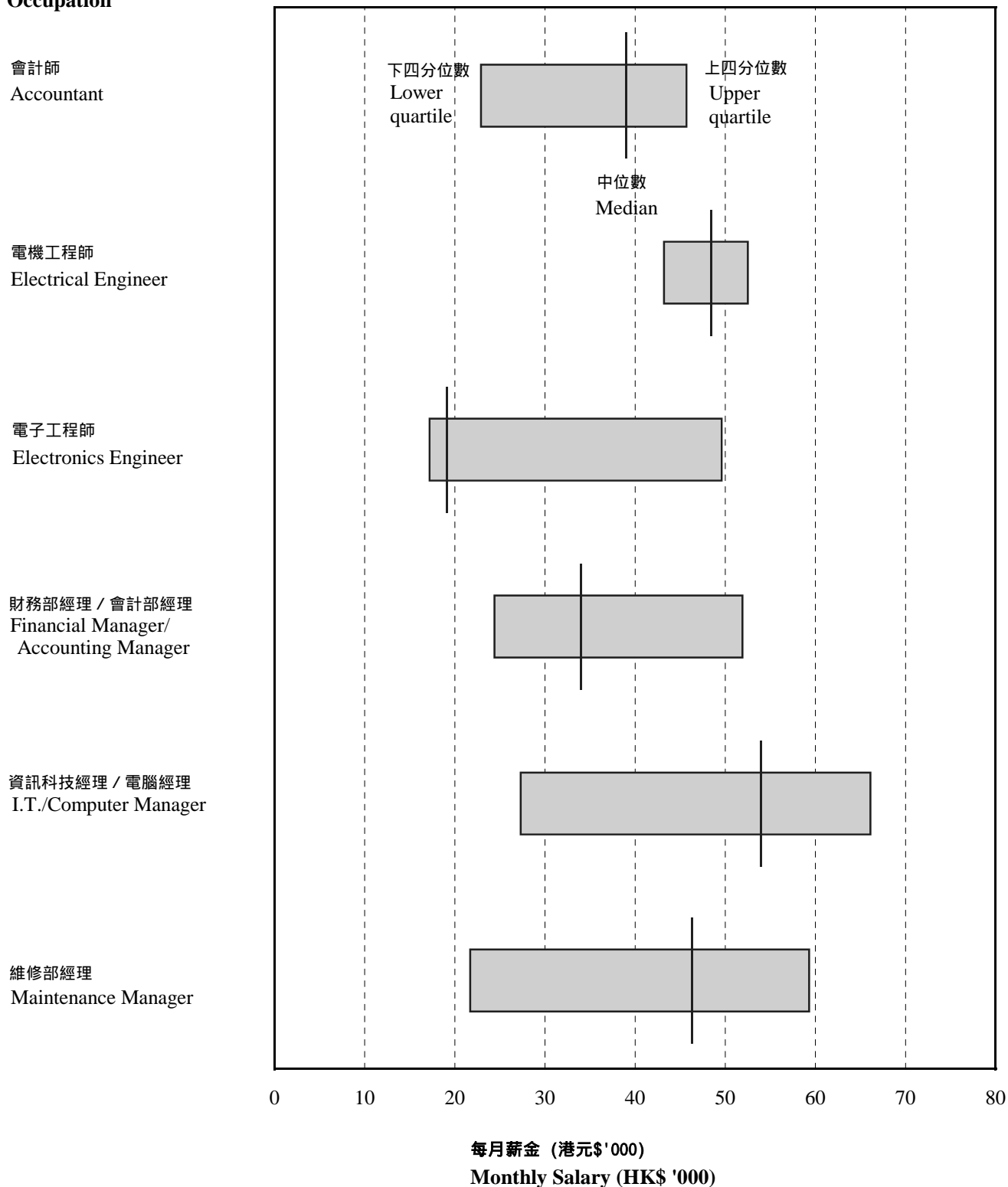


圖三 二零零七年六月經理級與專業僱員的薪金範圍 - 製造業、電力及燃氣業

Chart 3 Salary Ranges of Managerial and Professional Employees - Manufacturing, Electricity and Gas, June 2007

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.

圖三 二零零七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 2007 --- cont'd.

職業

Occupation

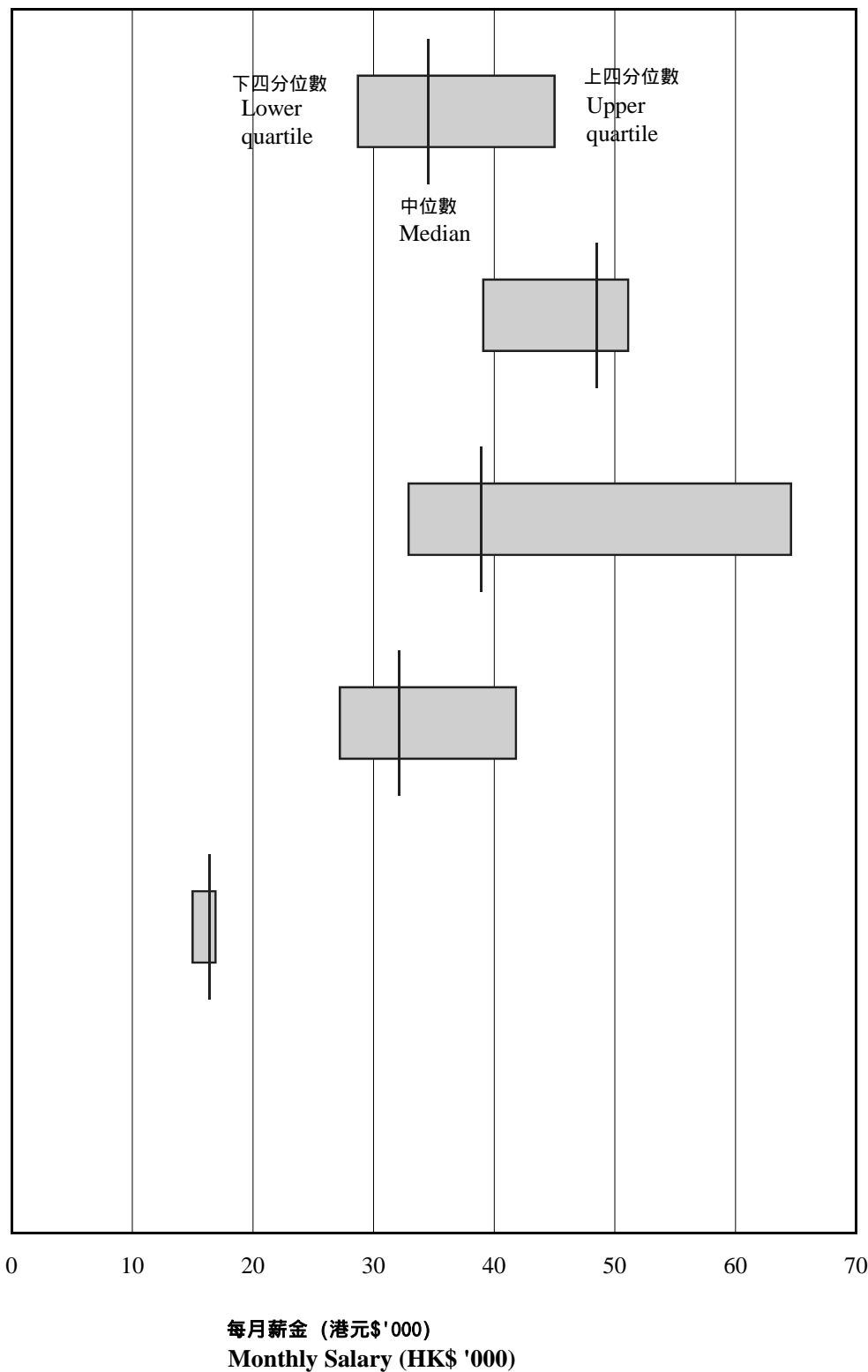
市場推廣(營業部)經理 / 銷售部經理 / 產品推廣經理  
Marketing/Sales/Product Manager

機械工程師  
Mechanical Engineer

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

生產部經理  
Production Manager

生產 / 工業工程師 / 顧問  
Production/Industrial Engineer/Consultant



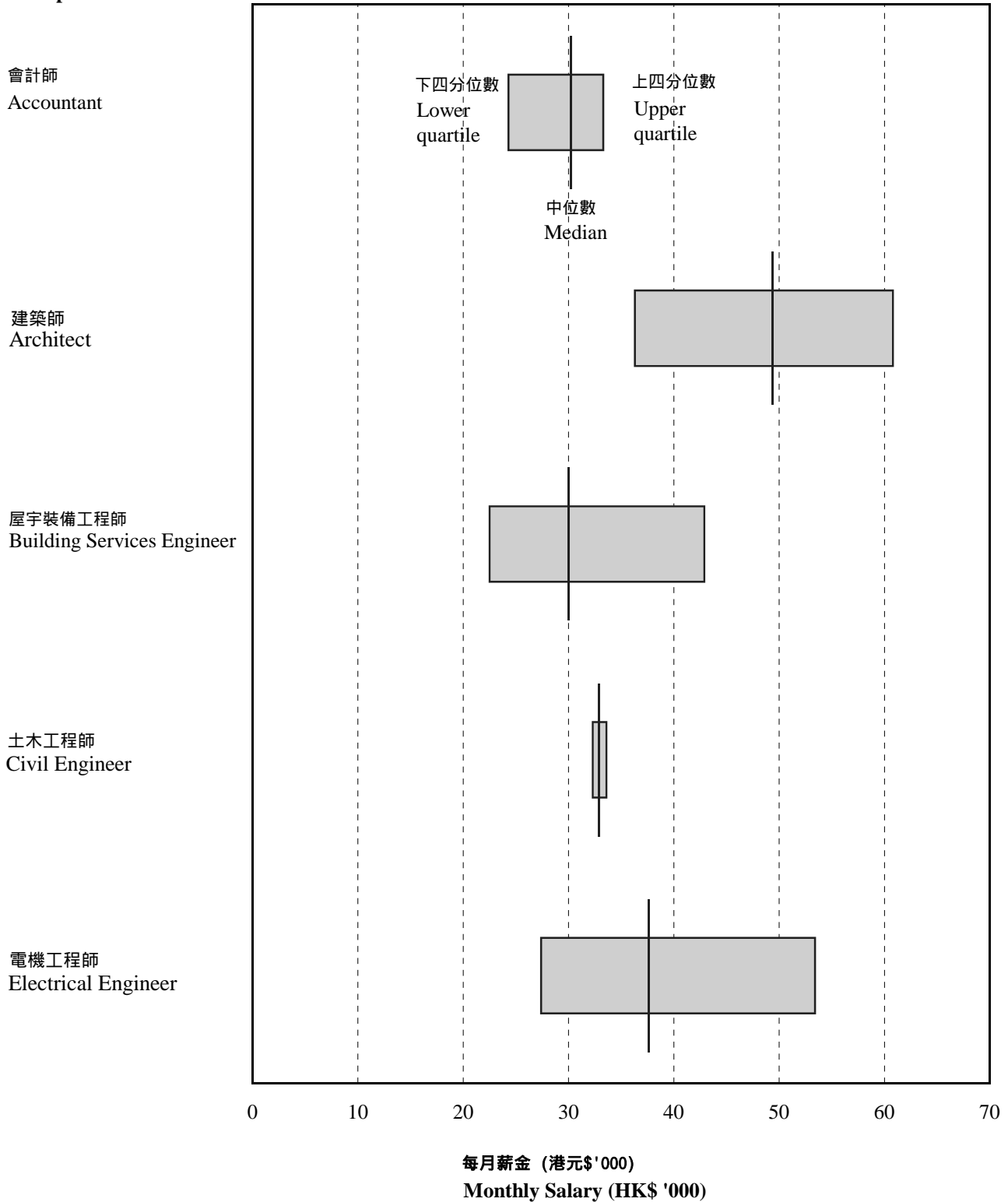
註釋：有關中位數及四分位數的定義請參閱本報告第5.3.6段。

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

圖四 二零零七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 2007

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。

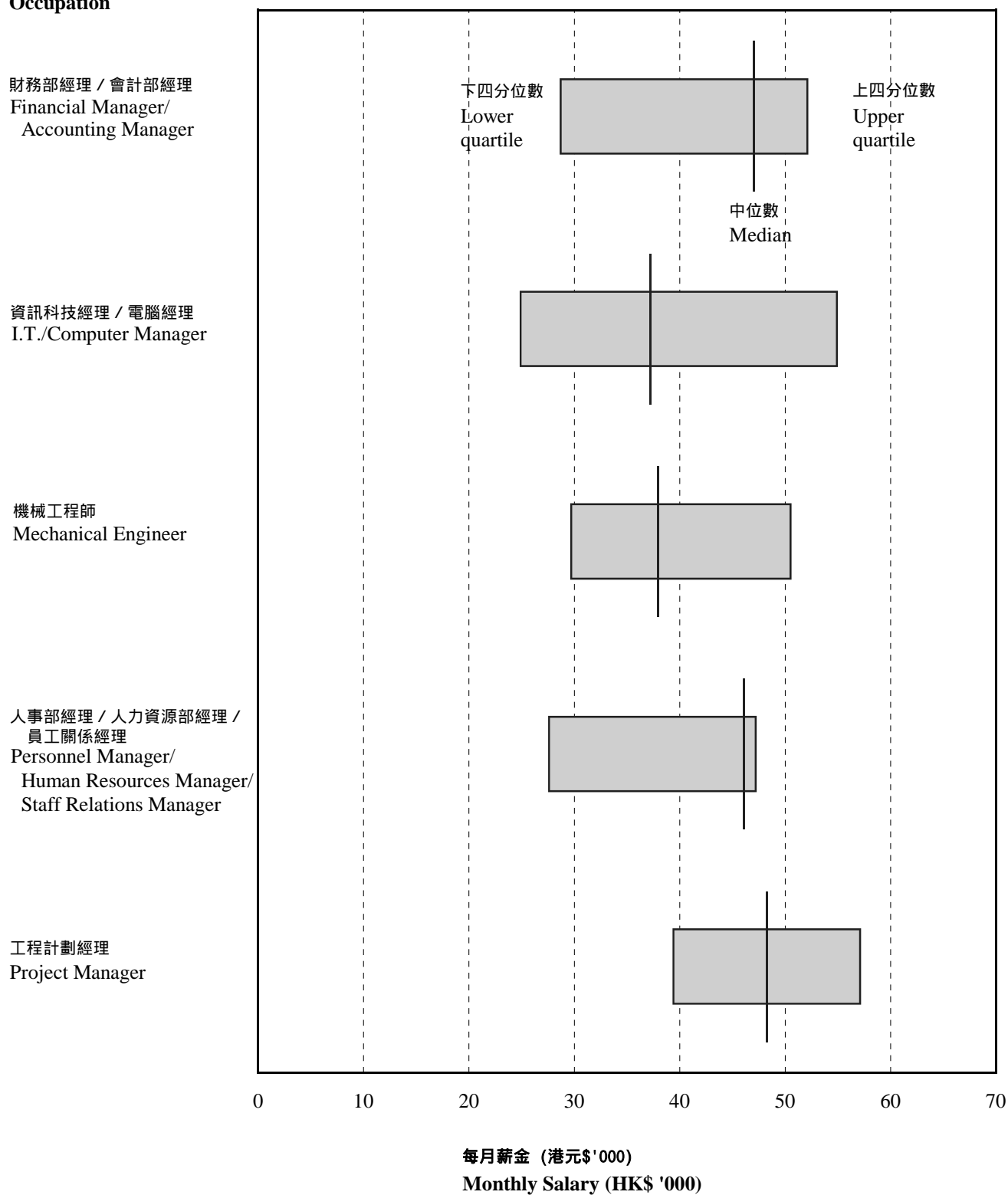
Note: For definition of median and quartile salaries, please refer to paragraph 5.3.6 of this report.

圖四 二零零七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 2007 --- 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。

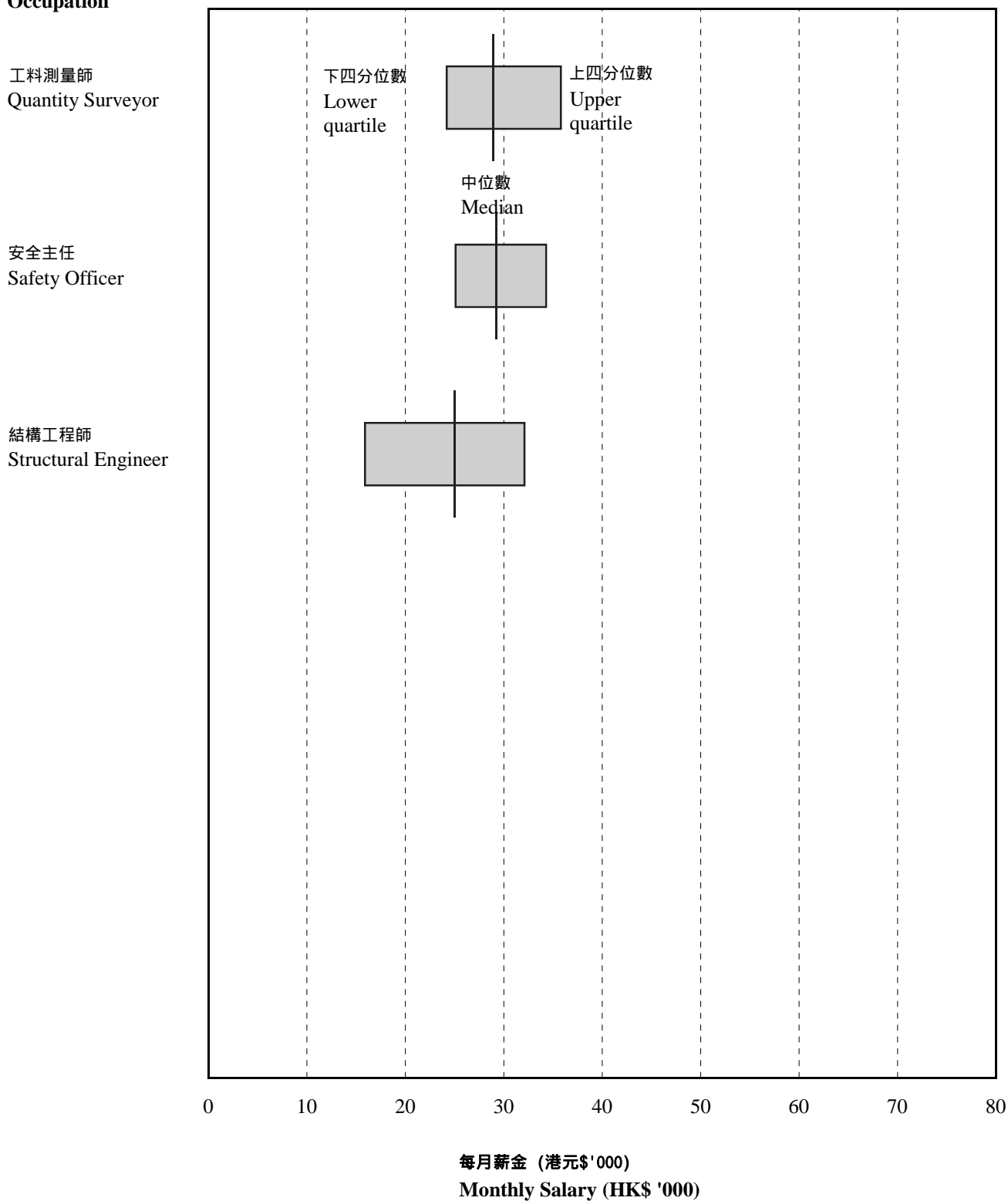
Note: For definition of median and quartile salaries, please refer to paragraph 5.3.6 of this report.

圖四 二零零七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 2007 --- 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。

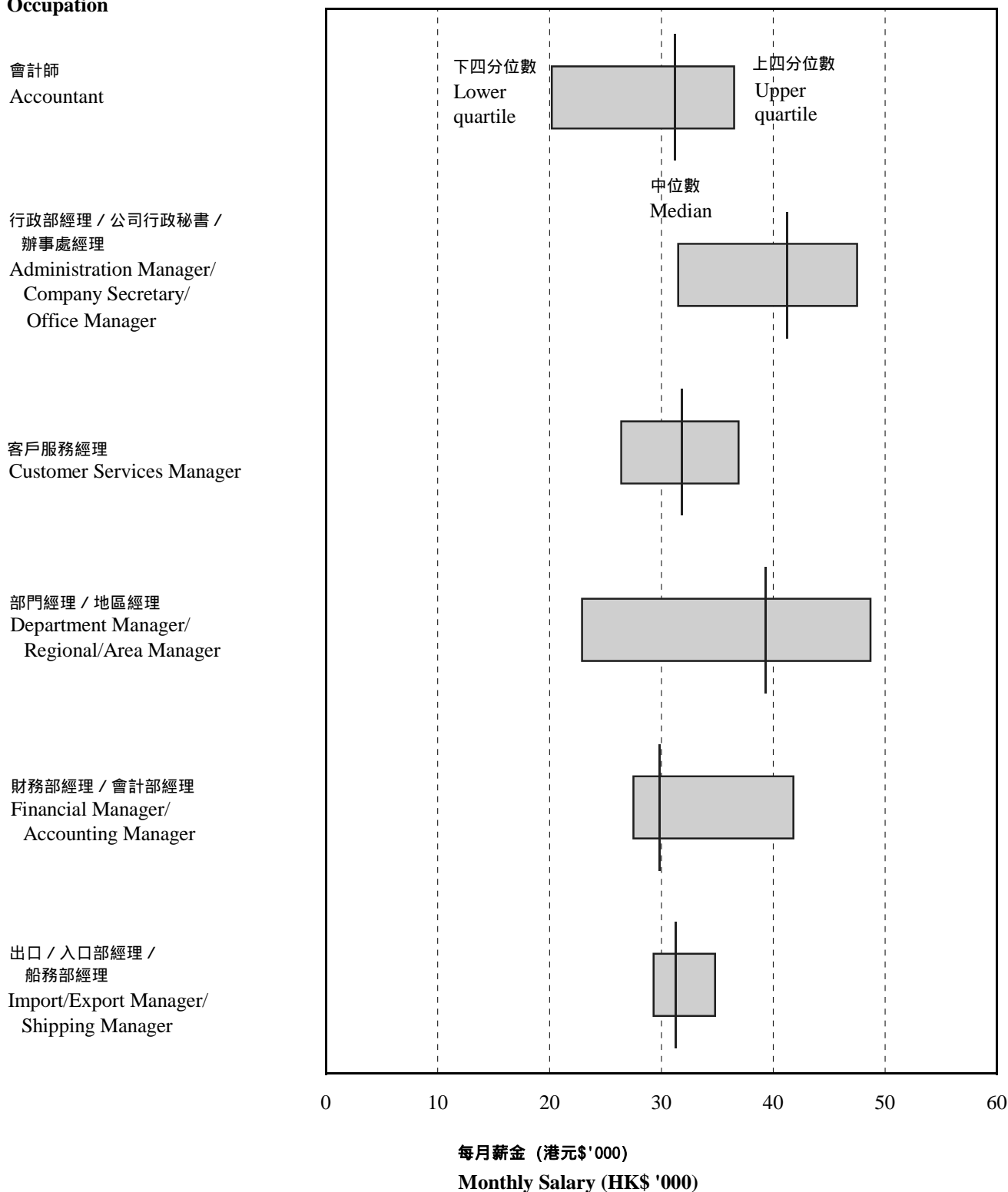
Note: For definition of median and quartile salaries, please refer to paragraph 5.3.6 of this report.

圖五 二零零七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 2007

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。

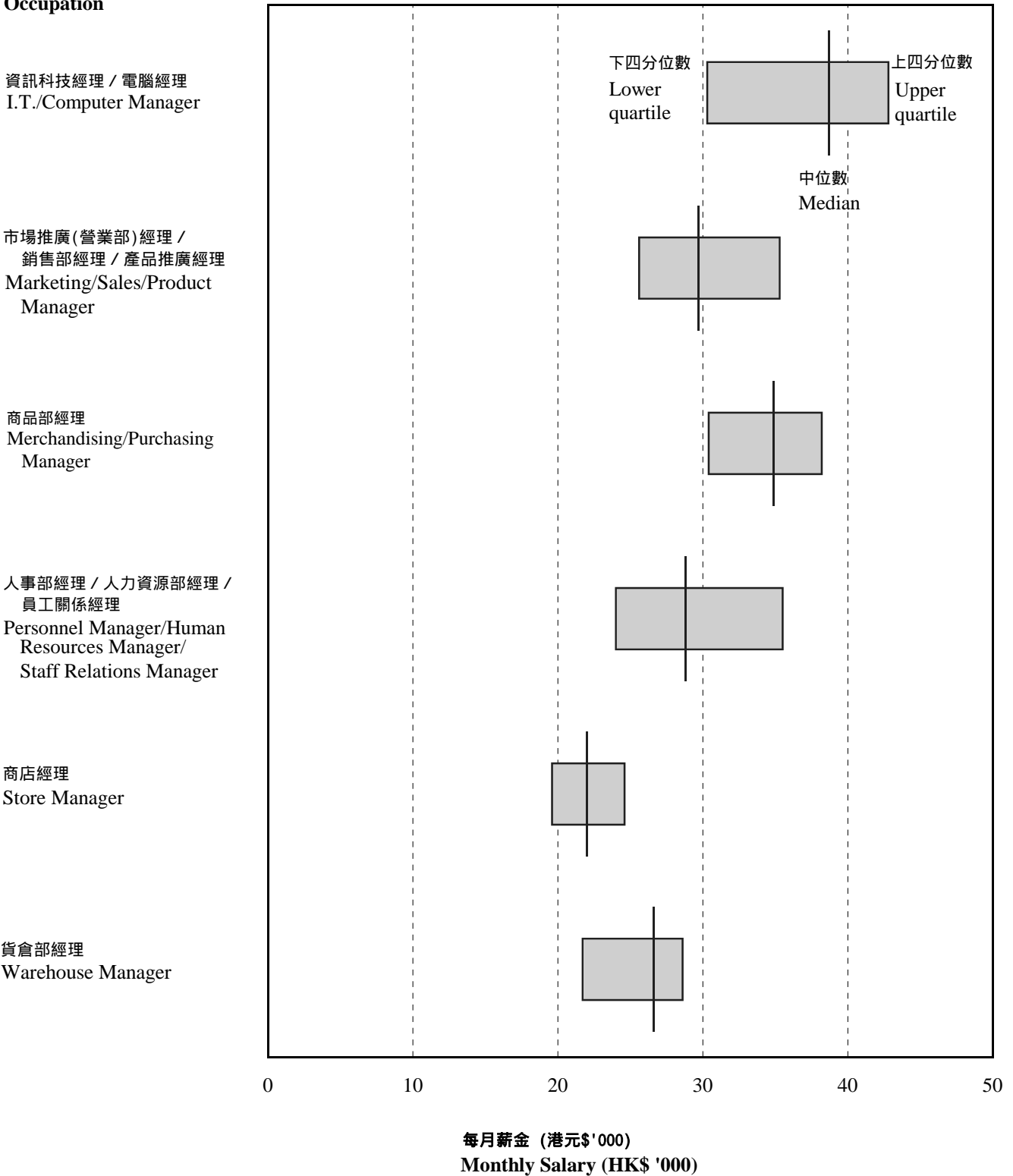
Note: For definition of median and quartile salaries, please refer to paragraph 5.3.6 of this report.

圖五 二零零七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 2007 --- 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。

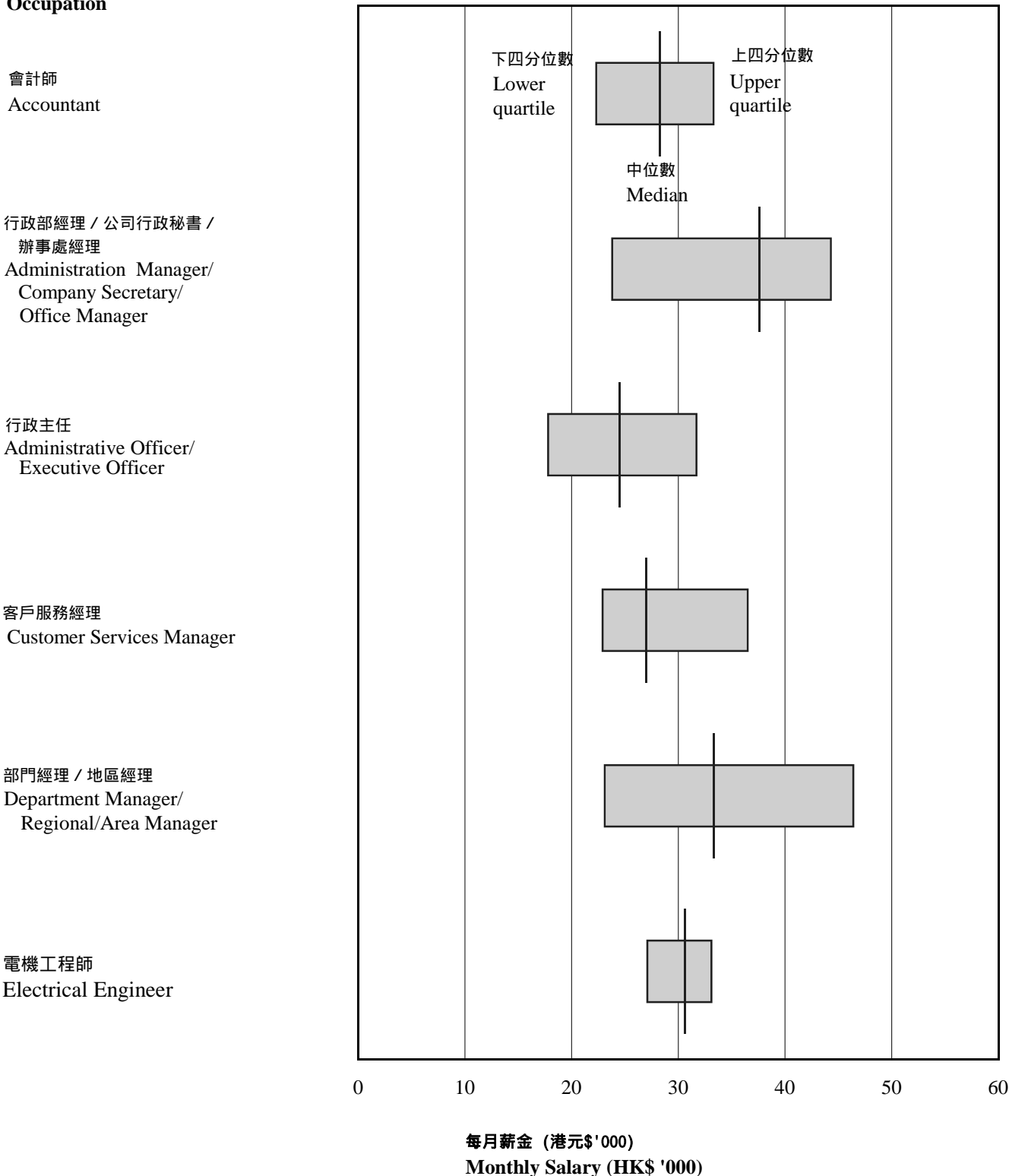
Note: For definition of median and quartile salaries, please refer to paragraph 5.3.6 of this report.

圖六 二零零七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 2007

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 二零零七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 2007 --- cont'd.

職業

Occupation

電子 / 電訊工程師  
Electronics/  
Telecommunication  
Engineer

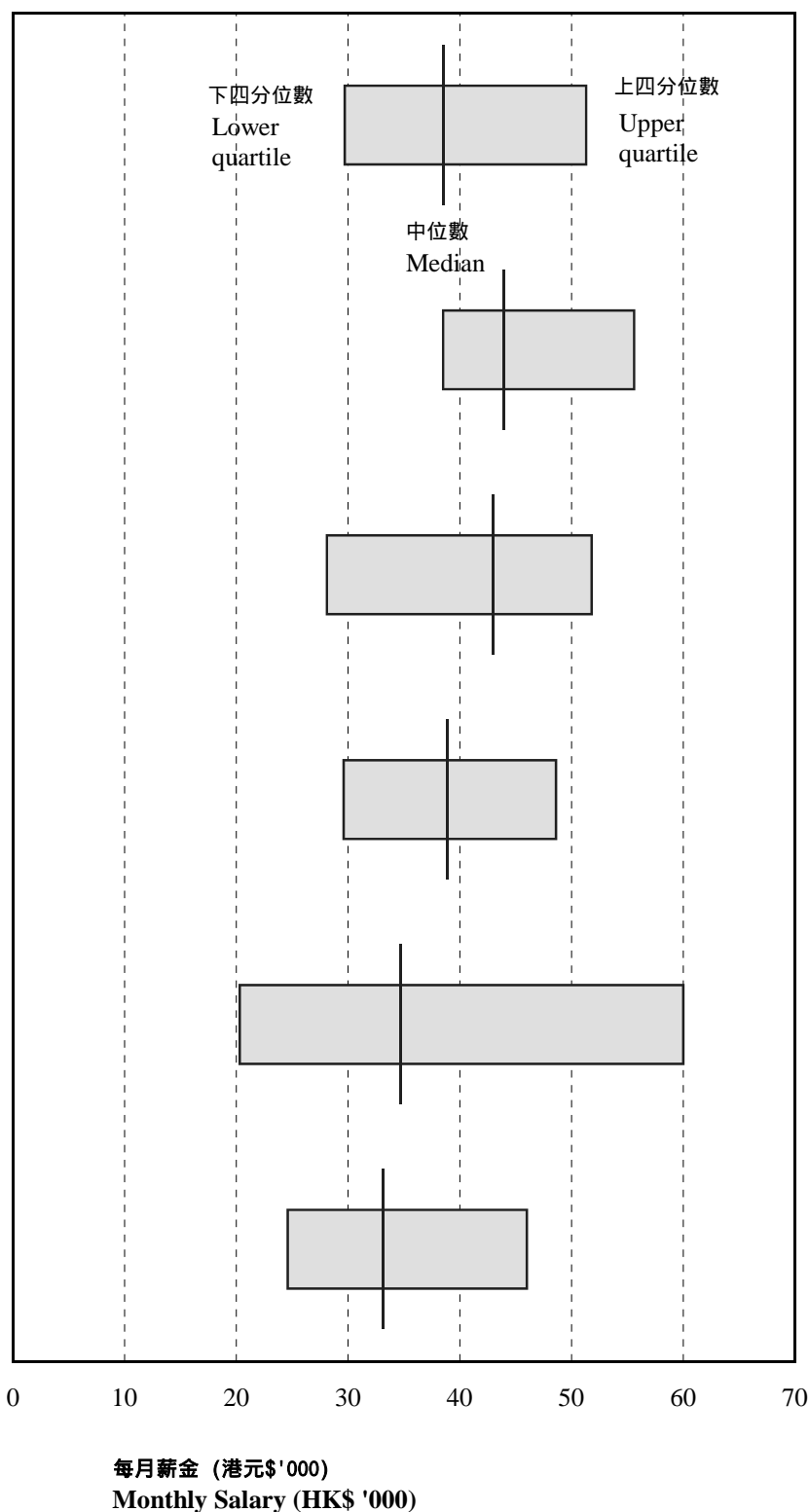
工程經理  
Engineering Manager

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

資訊科技經理 / 電腦經理  
I.T./Computer Manager

維修部經理  
Maintenance Manager

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

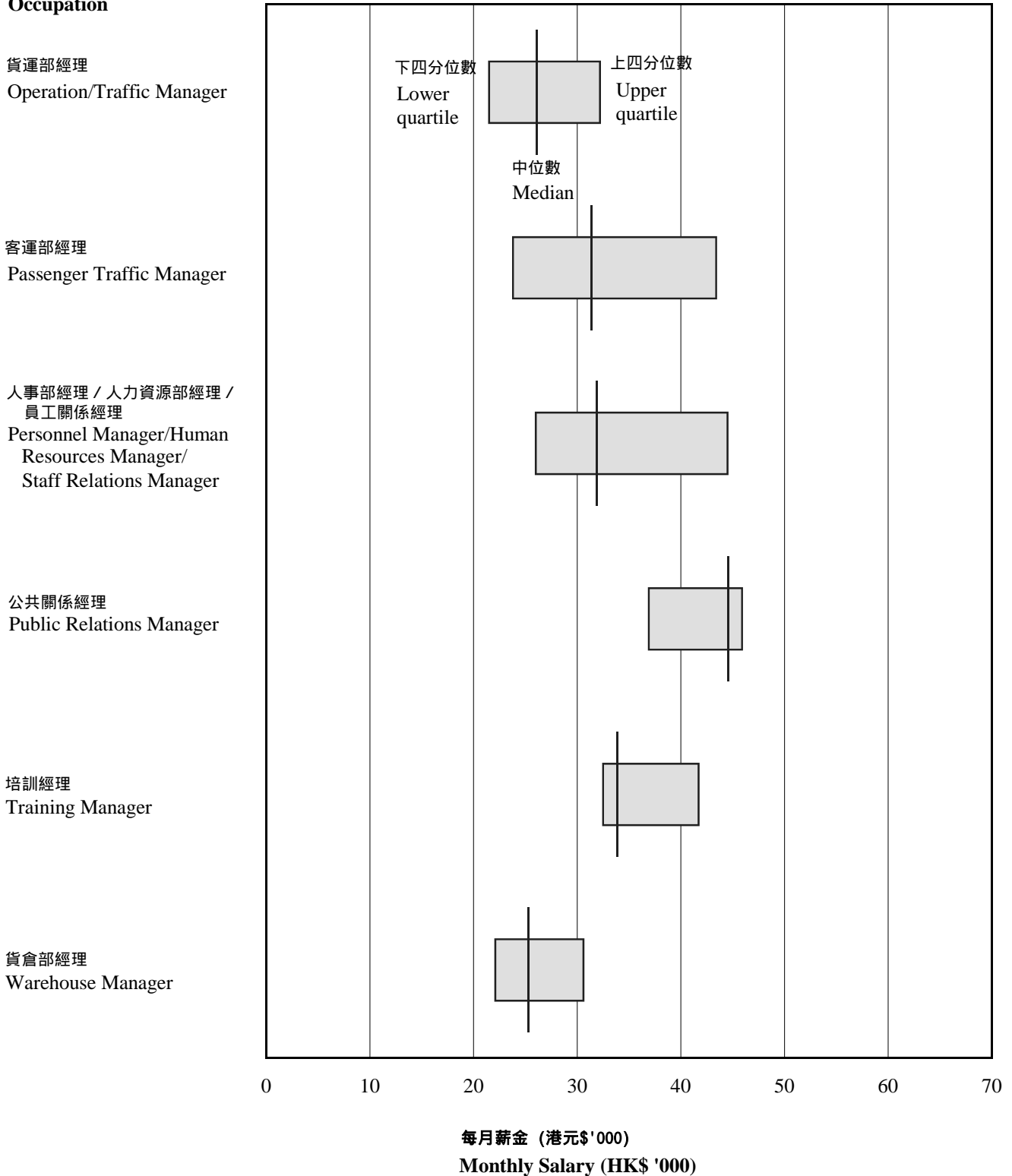
Note: For definition of median and quartile salaries, please refer to paragraph 5.3.6 of this report.

圖六 二零零七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 2007 --- 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.

圖七 二零零七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 2007

職業

Occupation

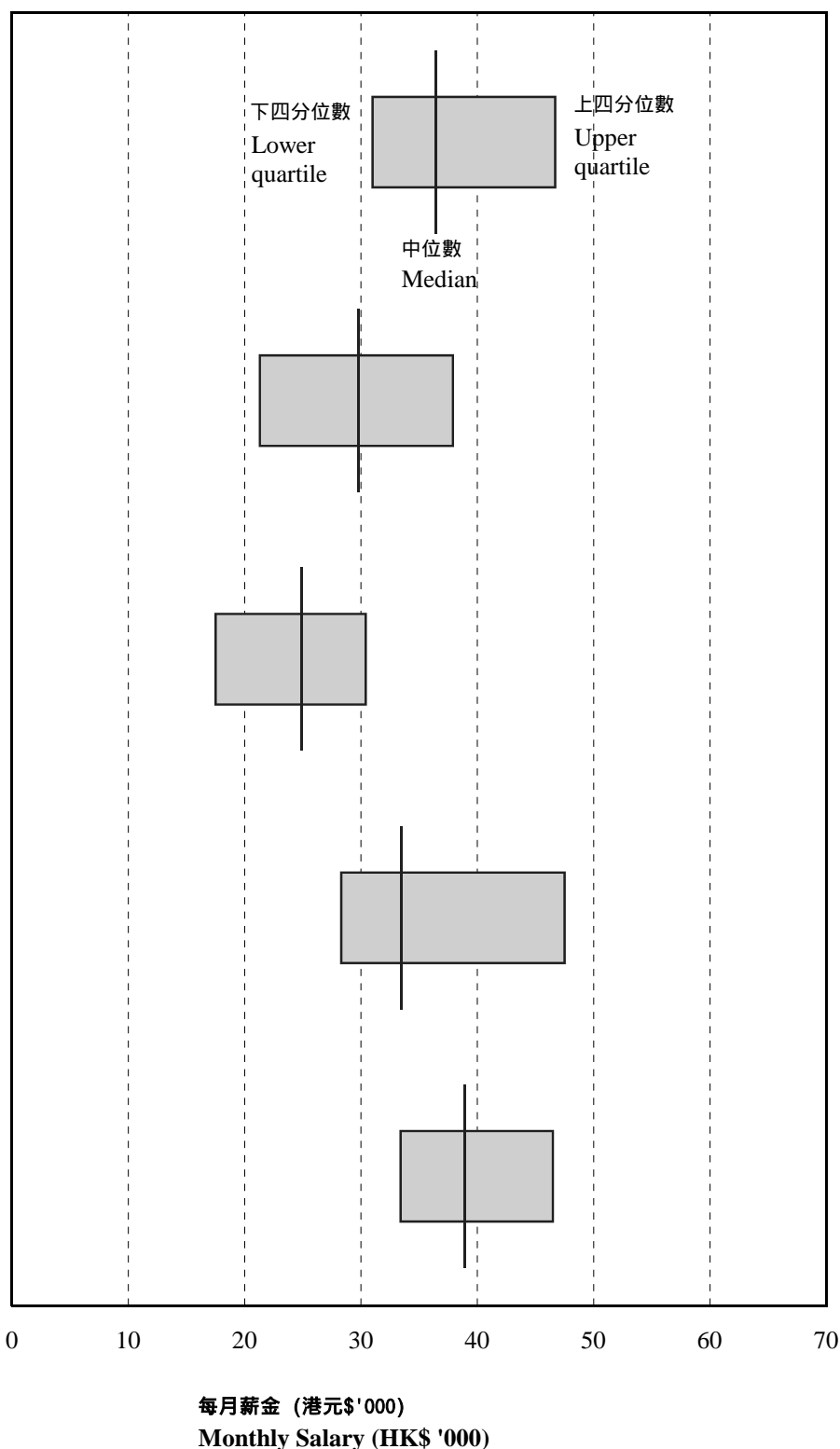
會計師  
Accountant

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

行政主任  
Administrative Officer/  
Executive Officer

票據經理  
Bills Manager

分行(總務)經理  
Branch (Full Services)  
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。

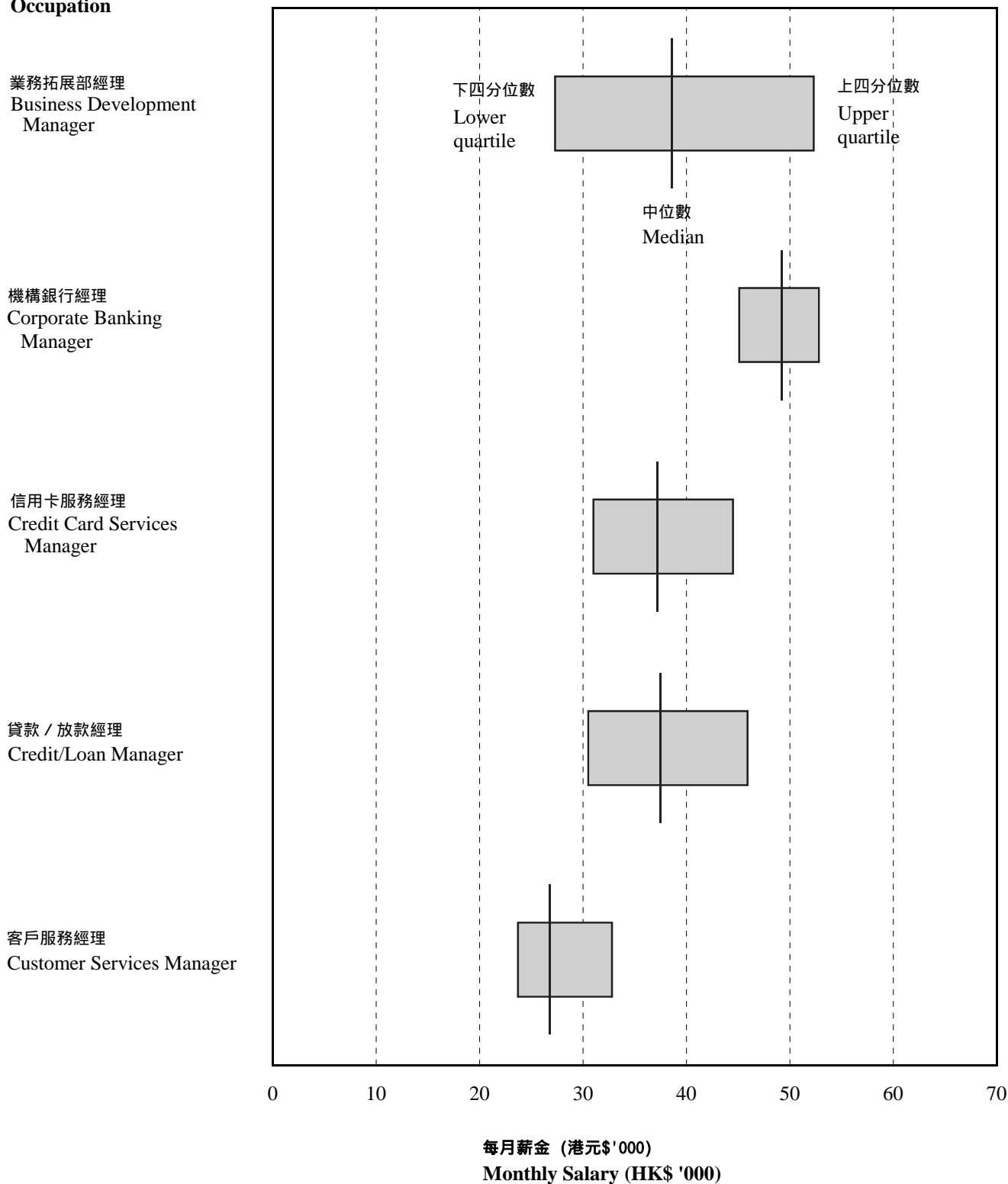
Note: For definition of median and quartile salaries, please refer to paragraph 5.3.6 of this report.

圖七 二零零七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 2007 --- 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。

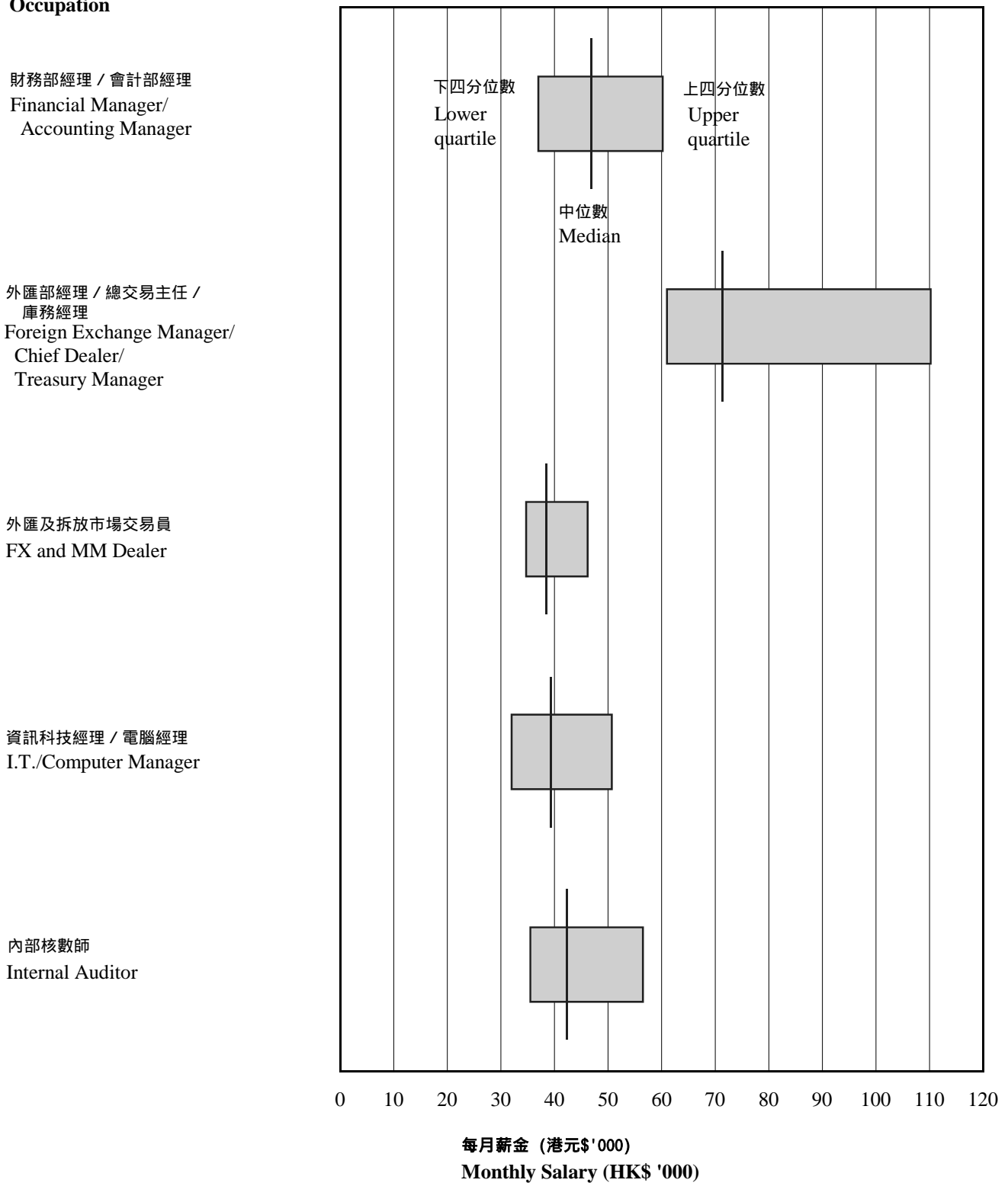
Note: For definition of median and quartile salaries, please refer to paragraph 5.3.6 of this report.

圖七 二零零七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 2007 --- 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.

圖七 二零零七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 2007 --- cont'd.

職業

Occupation

投資經理 / 信託經理 / 基金管理人

Investment Manager/  
Trust Manager/  
Fund Administrator

市場研究經理

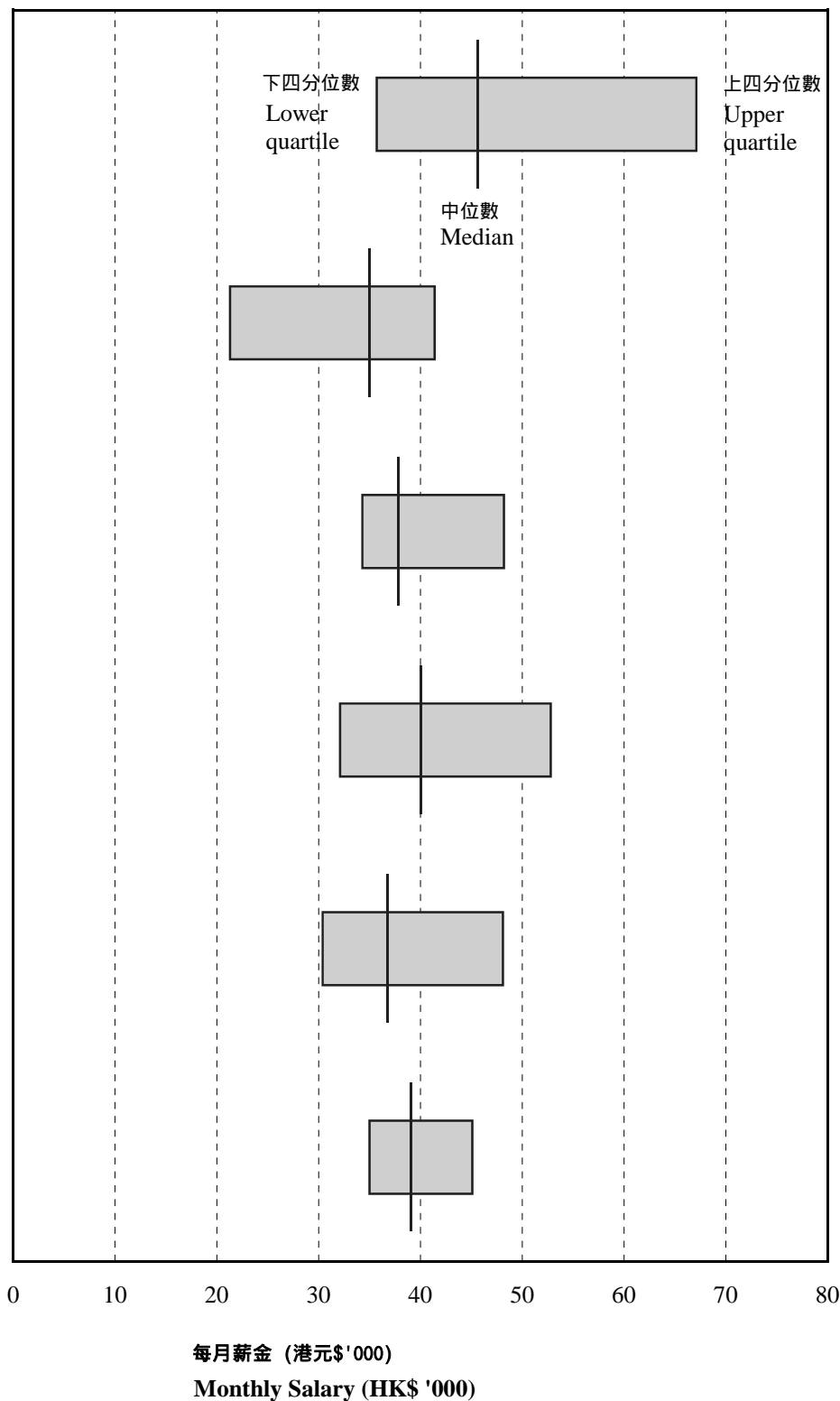
Marketing Research  
Manager

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



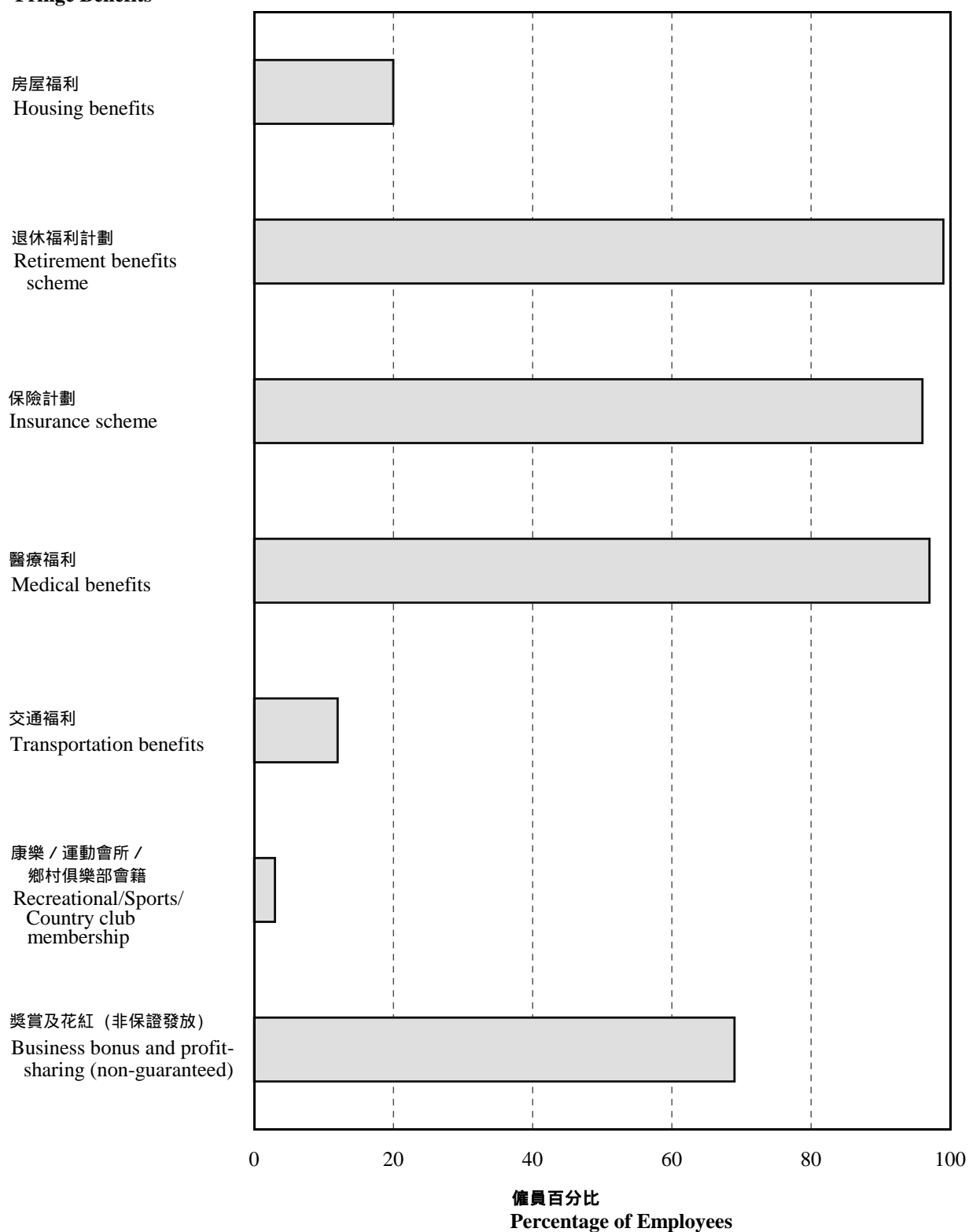
註釋：有關中位數及四分位數的定義請參閱本報告第 5.3.6 段。

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

圖八 二零零七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 2007

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二零零六年六月及二零零七年六月的薪金率。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 2006 and June 2007 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。二零零七年共有264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)是計算二零零六年六月至二零零七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二零零六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)只量度二零零六年及二零零七年留任同一公司及同一職位的僱員薪金水平與二零零六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 264 companies were surveyed in the 2007 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 2006 and June 2007 with the related index for June 2006. On the other hand, the Salary Index (B) measures the changes in salary rates over June 2006 only for those who remained in the same occupation and in the same company in both 2006 and 2007. 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

**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。

**5.3.5 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。

**5.3.6 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%。

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** 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 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 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
電訊業 Telecommunications	732	200
其他通訊服務(電訊服務除外) Miscellaneous communications services (excl. telecommunications services)	733	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 CPA，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. CPA, 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 CPA，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. CPA, 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 CPA，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. CPA, ACCA, ACMA, etc.</p>
<b>生產管理</b> <b>Production Management</b>	
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為適當物料；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	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。  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.

工程及其他技術支援人員  
Engineering and Other Technical Support Personnel

建築師 Architect	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。  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.
屋宇裝備工程師 Building Services Engineer	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。  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 5.12.1975.
土木工程師 Civil Engineer	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。  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 5.12.1975.

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 5.12.1975.</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 5.12.1975.</p>
工程經理 Engineering Manager	<p>策劃、安排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 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
資訊科技經理 / 電腦經理 I.T./Computer 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>職位包括：首席資訊主任、系統經理、通訊 / 網絡經理、技術支援 / 軟件工程 / 資料庫管理經理、客戶工程 / 服務支援經理、資訊中心 / 電腦服務經理、資訊科技管理顧問</p> <p>Administers, controls and schedules the utilization of personnel resources and equipment of the 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> <p>Occupations covered : Chief information officer; Systems manager; Communications/ networking manager; Technical support/ software engineering/ database management manager; Customer engineering/services support manager; Data centre/computer services manager; IT management consultant</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 Discipline) elected after 5.12.1975.</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. Implements 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 5.12.1975.</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>

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
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。 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>
安全主任 Safety Officer	<p>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。</p> <p>Organizes, directs and implements specified accident prevention programmes and procedures. Supervises safety supervisors.</p> <p>Professional qualification - Registered with Labour Department, Hong Kong Government or equivalent professional qualification.</p>
結構工程師 Structural Engineer	<p>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。</p> <p>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.</p> <p>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 5.12.1975.</p>
<b>銀行及保險管理</b> <b>Banking and Insurance Management</b>	
精算師 Actuary	<p>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。</p> <p>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.</p> <p>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.</p>
票據經理 Bills Manager	<p>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。</p> <p>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.</p>
分行(總務)經理 Branch (Full Services) Manager	<p>督導、監察及簡化分行的日常事務及櫃檯服務。</p> <p>Directs, supervises and streamlines branch routine operations and counter service.</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
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；答覆顧客查詢；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.
索償經理 Claims Manager	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。 Works in close liaison with other professionals like loss adjusters, average adjusters, surveyors and lawyers, to investigate and approve claims filed under an insurance policy or determine 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.
期貨 / 黃金 / 證券交易員 Commodity Futures/Bullion/ Securities Trader	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。 Buys and sells commodity futures, gold bullion, stocks and bonds and other securities on behalf of customers. Analyses and advices customers on market conditions.
機構銀行經理 Corporate Banking Manager	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。 Plans, develops and conducts marketing activities to cultivate and build up project financing and syndicated business. Manages lending activities of corporate customers.
信用卡服務經理 Credit Card Services Manager	管理及向客戶推廣所提供一切有關信用卡的服務；發展及計劃新業務。 Directs and promotes various kinds of credit card services to customers. Develops and plans for the introduction of new services.
貸款 / 放款經理 Credit/Loan Manager	評估貸款申請；管制貸款文件；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。 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.
外匯及拆放市場交易員 FX and MM Dealer	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。 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.

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
外匯部經理 / 總交易主任 / 庫務經理 Foreign Exchange Manager/ Chief Dealer/Treasury Manager	<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 / 信託經理 / 基金管理人 Investment Manager/ Trust Manager/ Fund Administrator	<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>
分保保險經理 Reinsurance Manager	<p>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。</p> <p>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.</p>
核保經理 Underwriting Manager	<p>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。</p> <p>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.</p>
<p><b>市場及採購管理</b> <b>Marketing and Purchasing Management</b></p>	
部門經理 / 地區經理 Department Manager/ Regional/Area Manager	<p>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。</p> <p>To be responsible for the formulation of sales policies of a specific kind of products or services; or of a particular region.</p>
市場研究經理 Marketing Research Manager	<p>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。</p> <p>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.</p>
市場推廣(營業部)經理 / 銷售部經理 / 產品推廣經理 Marketing/Sales/Product Manager	<p>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。</p> <p>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.</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
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.
<b>其他管理組別</b> <b>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.

## 獲取政府統計處刊物及其他統計產品的方法

### Means of Obtaining Publications and Other Statistical Products of the Census and Statistics Department

#### 網站

用戶可以在政府統計處網站 ([www.censtatd.gov.hk/products\\_and\\_services/products/publications/index\\_tc.jsp](http://www.censtatd.gov.hk/products_and_services/products/publications/index_tc.jsp)) 免費下載統計刊物。

政府統計處刊物的印刷版於政府新聞處的政府書店 ([www.bookstore.gov.hk](http://www.bookstore.gov.hk)) 網站有售。

#### 郵購服務

本處大部分的刊物均附有郵購表格，供訂購或按期訂閱刊物的印刷版。請填妥郵購表格，連同所需費用和郵費的支票或匯票寄回辦理。郵購表格亦可在政府統計處網站下載 ([www.censtatd.gov.hk/products\\_and\\_services/other\\_services/provision\\_of\\_stat/mail\\_ordering\\_of\\_publications/index\\_tc.jsp](http://www.censtatd.gov.hk/products_and_services/other_services/provision_of_stat/mail_ordering_of_publications/index_tc.jsp))。

#### 銷售中心

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該組並設有閱讀區，讓使用者翻閱陳列的統計處各類的刊物。閱讀區也備有統計處編製的宣傳／教育單張和小冊子，歡迎索閱。

#### Website

Users may download statistical publications free of charge from the website of the Census and Statistics Department ([www.censtatd.gov.hk/products\\_and\\_services/products/publications/index.jsp](http://www.censtatd.gov.hk/products_and_services/products/publications/index.jsp)).

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#### Sales Centre

Print versions of publications and CD-ROM products are available for purchase and collection on the spot at the Publications Unit of the Census and Statistics Department at the following address:

19/F Wanchai Tower  
12 Harbour Road, Wan Chai, Hong Kong.

Tel.: (852) 2582 3025  
Fax: (852) 2827 1708

The Unit also provides a reading area where users may browse through various publications of the Department on display. Publicity/educational leaflets and pamphlets of the Department are also available for collection.