

2020 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)

2020 Report of Salaries and
Employee Benefits Statistics -
Managerial and Professional Employees
(Excluding Top Management)



香港特別行政區 政府統計處
Census and Statistics Department
Hong Kong Special Administrative Region



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2020 Report of Salaries and Employee Benefits Statistics - Managerial and Professional Employees (Excluding Top Management)

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			頁數 Page
I.	緒言	Introduction	1
II.	結果摘要	Summary of Results	3
III.	統計表	Tables	
表 1(甲)	2020年6月按選定的行業主類分析的名義薪金指數（甲）	Table 1a Nominal Salary Indices (A) analysed by selected industry section for June 2020	5
表 1(乙)	2020年6月按選定的行業主類分析的名義薪金指數（乙）	Table 1b Nominal Salary Indices (B) analysed by selected industry section for June 2020	5
表 2(甲)	2020年6月按選定的行業主類分析的實質薪金指數（甲）	Table 2a Real Salary Indices (A) analysed by selected industry section for June 2020	6
表 2(乙)	2020年6月按選定的行業主類分析的實質薪金指數（乙）	Table 2b Real Salary Indices (B) analysed by selected industry section for June 2020	6
表 3	2015 - 2020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, 2015 - 2020	7
表 4	2015 - 2020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, 2015 - 2020	8
表 5(甲)	2020年6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 2020	9
表 5(乙)	2020年6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 2020	13
表 6	2020年6月按選定的行業主類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 selected industry section by occupation for June 2020	17
表 7	2020年6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 2020	22
表 8	2020年6月享有保證發放的年終花紅／酬金的僱員百分比	Table 8 Percentage of employees entitled to guaranteed year-end bonus/payment for June 2020	26

IV. 統計圖		Charts		
圖 1	2011 - 2020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), 2011 - 2020	27
圖 2	2011 - 2020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), 2011 - 2020	27
圖 3	2020年6月經理級與專業僱員的薪金範圍 — 製造、電力及燃氣供應	Chart 3	Salary ranges of managerial and professional employees - Manufacturing, electricity and gas supply, June 2020	28
圖 4	2020年6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, construction and related trades, June 2020	29
圖 5	2020年6月經理級與專業僱員的薪金範圍 — 進出口貿易、批發及零售	Chart 5	Salary ranges of managerial and professional employees - Import/export, wholesale and retail trades, June 2020	31
圖 6	2020年6月經理級與專業僱員的薪金範圍 — 運輸、倉庫、通訊及旅行代理	Chart 6	Salary ranges of managerial and professional employees - Transportation, storage, communications and travel agencies, June 2020	33
圖 7	2020年6月經理級與專業僱員的薪金範圍 — 金融及保險	Chart 7	Salary ranges of managerial and professional employees - Financing and insurance, June 2020	36
圖 8	2020年6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 2020	40

		頁數 Page
V.	統計調查的方法	Survey Methodology
1.	統計調查的範圍	Coverage of the survey 41
2.	統計方法	Survey method 42
3.	樣本設計及估計方法	Sample design and estimation method 43
4.	薪金指數的後向估計數列	Backcasted series of salary indices 45
附錄	Appendices	
附錄 I	統計調查所包括的行業列表	Appendix I List of industries covered 46
附錄 II	統計調查所包括的職業列表	Appendix II List of occupations covered 48
獲取政府統計處刊物的方法	Means of Obtaining Publications of the Census and Statistics Department	57

I. 緒言

1.1 政府統計處自1984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，有關的工資統計數字已從「勞工收入統計調查」取得。

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 2020年的薪金指數（甲）是將2020年6月個別職位的平均薪金率與現時薪金指數數列基年（即1995年6月）的薪金率作比較。這是量度薪金率變動情況較全面的方法，除量度連續兩年均任職同一職位及同一公司的僱員的平均薪金變動外，亦包括僱員流動因素，例如因轉調其他職位及公司而出現的變動。

1.4 薪金指數（乙）只量度在2019年6月和2020年6月內均任職同一職位及同一公司的人士的平均薪金率變動。因此只說明因一般薪金調整、工作表現良好和年資增加所導致的薪金變動。薪金指數（乙）的增長率通常比薪金指數（甲）為高，因為後者包括新招聘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的購買力的變動情況。

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 data on their salary. As for lower level employees, wage statistics 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. the Salary Index (A) and the Salary Index (B).

1.3 The Salary Index (A) for 2020 is compiled by comparing the average salary rates of individual occupations in June 2020 with those in the base year (i.e. June 1995) for the current salary index series. It is a comprehensive measure of changes in average salary rates, as it takes into account not only changes in salaries for those employees who remained in the same occupation and in the same company in two consecutive years, but also changes in salaries resulting from labour mobility such as movements across occupations and companies.

1.4 The Salary Index (B) measures the changes in the average salary rates for only those employees who remained in the same occupation and in the same company in both June 2019 and June 2020. It therefore only accounts for salary changes brought about by general salary adjustment, meritorious performance 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 the amount of salaries earned.

I. 緒言（續）

1.6 約有270間獲抽選參與2020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II。

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，應小心闡釋不同選定的行業主類內個別職業薪金率的詳細統計數字。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V部第5.3.3及5.3.4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。

1.9 「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」所涵蓋的行業以「香港標準行業分類」作為分類依歸。政府統計處在2008年10月推行新的「香港標準行業分類2.0版」後，本統計調查已作出改變，自2009年開始採用「香港標準行業分類2.0版」，以取代「香港標準行業分類1.1版」，劃分受訪機構單位的所屬行業。所有薪金指數、薪金率及附帶福利統計數字亦同時採用「香港標準行業分類2.0版」編製。以「香港標準行業分類2.0版」編製的一系列薪金指數已作出後向估計至2004年。有關細節可參考本報告第V部第5.4段。

I. Introduction (cont'd)

1.6 About 270 companies selected for the 2020 survey, 216 were successfully enumerated. The statistics compiled in this report are based on the information collected from these 216 companies. The occupations covered in the survey and the corresponding job descriptions are shown in 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 selected industry sections 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 5.3.3 and 5.3.4 in Part V of the report.

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

1.9 Industries covered in the Survey of Salaries and Employee Benefits - Managerial and Professional Employees (Excluding Top Management) are classified according to the "Hong Kong Standard Industrial Classification (HSIC)". Upon implementation of the new Hong Kong Standard Industrial Classification Version 2.0 (HSIC V2.0) by the Census and Statistics Department in October 2008, the Survey of Salaries and Employee Benefits - Managerial and Professional Employees (Excluding Top Management) has been enhanced to adopt HSIC V2.0, in place of HSIC V1.1, in classifying the industries of surveyed establishments. All the salary indices, salary rates and fringe benefits statistics from 2009 onwards are compiled based on HSIC V2.0. The series of salary indices under HSIC V2.0 have also been backcasted to 2004. Readers may refer to paragraph 5.4 in Part V of this report for more details.

II. 結果摘要

2.1 名義薪金指數（甲）及（乙）

2.1.1 2020年6月的整體名義薪金指數（甲）為190.9，與2019年6月比較，上升1.1%。

2.1.2 2020年6月的整體名義薪金指數（乙）為277.0，與2019年6月比較，上升2.8%。

2.1.3 2020年6月按選定行業主類分析的名義薪金指數（甲）及名義薪金指數（乙）分別載列於表1（甲）及表1（乙）。

2.1.4 統計調查涵蓋的所有選定行業主類的名義薪金指數（甲）均錄得升幅。2020年6月的名義薪金指數與2019年6月比較，樓宇建築、建造及有關行業和金融及保險的升幅最大，均為1.6%。

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出來。

2.2.2 2020年6月的整體實質薪金指數（甲）為129.5，與2019年6月比較，上升0.3%。

2.2.3 2020年6月的整體實質薪金指數（乙）為187.9，與2019年6月比較，上升2.0%。

2.2.4 2020年6月按選定行業主類分析的實質薪金指數（甲）及實質薪金指數（乙）分別載列於表2（甲）及表2（乙）。

2.3 2015 - 2020年薪金指數（甲）及（乙）的變動情況

2.3.1 2015至2020年期間的名義及實質薪金指數（甲）載列於表3。在這段期間內，名義及實質薪金指數（甲）的平均按年變動幅度分別為3.2%及1.2%。

II. Summary of Results

2.1 Nominal Salary Indices (A) and (B)

2.1.1 The overall Nominal Salary Index (A) for June 2020 was 190.9, representing an increase of 1.1% when compared with June 2019.

2.1.2 The overall Nominal Salary Index (B) for June 2020 was 277.0, representing an increase of 2.8% when compared with June 2019.

2.1.3 The Nominal Salary Index (A) and the Nominal Salary Index (B) for June 2020 for selected industry sections are shown in Table 1a and Table 1b respectively.

2.1.4 All selected industry sections covered by the survey recorded increases in the Nominal Salary Index (A). The building, construction and related trades; and financing and insurance had the largest rate of increase, both at 1.6% in nominal terms for June 2020 as compared with June 2019.

2.2 Real Salary Indices (A) and (B)

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

2.2.2 The overall Real Salary Index (A) for June 2020, at 129.5, increased by 0.3% when compared with June 2019.

2.2.3 The overall Real Salary Index (B) for June 2020, at 187.9, increased by 2.0% when compared with June 2019.

2.2.4 The Real Salary Index (A) and the Real Salary Index (B) for June 2020 for selected industry sections are shown in Table 2a and Table 2b respectively.

2.3 Changes of Salary Indices (A) and (B), 2015 - 2020

2.3.1 The Nominal and Real Salary Indices (A) for 2015 to 2020 are given in Table 3. The average annual changes for the Nominal and Real Salary Indices (A) during this period were 3.2% and 1.2% respectively.

II. 結果摘要（續）

2.3.2 2015至2020年期間的名義及實質薪金指數（乙）載列於表4。在這段期間內，名義及實質薪金指數（乙）的平均按年升幅分別為4.5%及2.5%。

2.3.3 2011至2020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1及圖2。

2.4 按職業分析的薪金水平及名義薪金指數

2.4.1 2020年6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5（甲）及表5（乙）。

2.4.2 調查結果顯示大部分職業組別的名義薪金指數（甲）均錄得按年升幅，其中「一般管理」錄得最大升幅，為1.9%。另一方面，「市場及採購管理」則錄得0.2%的輕微跌幅。（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，所有職業組別皆錄得按年升幅。「工程及其他技術支援人員」升幅最大，為3.5%。

2.4.4 按職業及按選定行業主類分析的平均薪金率載列於表6及圖3 - 7。

2.5 附帶福利

2.5.1 中層經理級及專業僱員中，享有22天或以上有薪年假的佔21%，而享有不同形式房屋福利的則佔21%。調查結果亦顯示38%和70%的僱員分別享有保證發放的年終花紅／酬金及花紅獎賞。

2.5.2 享有各類附帶福利的僱員百分率的詳細統計數字載列於表7、表8及圖8。

II. Summary of Results (cont'd)

2.3.2 The Nominal and Real Salary Indices (B) for 2015 to 2020 are given in Table 4. The average annual increases for the Nominal and Real Salary Indices (B) during this period were 4.5% and 2.5% respectively.

2.3.3 The rates of year-on-year changes of the Nominal and Real Salary Indices (A) and (B) for 2011 to 2020 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 2020 by occupational group and by occupation are shown in Table 5a and Table 5b.

2.4.2 The survey found that most occupational groups recorded year-on-year increases in the Nominal Salary Index (A), within which 'general management' had the greatest increase of 1.9%. On the other hand, the 'marketing and purchasing management' recorded a mild decrease of 0.2% (For classification of occupational group, please refer to Appendix II.)

2.4.3 As for the Nominal Salary Index (B), all occupational groups recorded year-on-year increases. The 'engineering and other technical support personnel' had the largest increase of 3.5%.

2.4.4 The average salary rates analysed by occupation and by selected industry section are shown in Table 6 and Charts 3 - 7.

2.5 Fringe benefits

2.5.1 Among the middle-level managerial and professional employees, 21% of them were entitled to 22 days or more of paid annual leave and 21% to housing benefits of some kind. It was also found that 38% and 70% of the employees were entitled to guaranteed year-end bonus/payment 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.

III. 統計表

III. Tables

表 1(甲) 2020年6月按選定的行業主類分析的名義薪金指數 (甲)
Table 1a Nominal Salary Indices (A) analysed by selected industry section for June 2020

(1995年6月 = 100)
 (June 1995 = 100)

選定的行業主類 Selected industry section	指數 Indices		2020年6月與2019年6月 比較的增減百分率 Percentage change June 2020 over June 2019
	2019年6月 June 2019	2020年6月 June 2020	
製造、電力及燃氣供應 Manufacturing, electricity and gas supply	160.5	162.3	+1.1
樓宇建築、建造及有關行業 Building, construction and related trades	189.5	192.6	+1.6
進出口貿易、批發及零售 Import/export, wholesale and retail trades	186.0	187.2	+0.7
運輸、倉庫、通訊及旅行代理 Transportation, storage, communications and travel agencies	176.6	177.9	+0.8
金融及保險 Financing and insurance	205.0	208.3	+1.6
所有選定行業主類 All selected industry sections	188.9	190.9	+1.1

註釋： 所有增減百分率按兩個小數點位的指數計算出來。

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

表 1(乙) 2020年6月按選定的行業主類分析的名義薪金指數 (乙)
Table 1b Nominal Salary Indices (B) analysed by selected industry section for June 2020

(1995年6月 = 100)
 (June 1995 = 100)

選定的行業主類 Selected industry section	指數 Indices		2020年6月與2019年6月 比較的增減百分率 Percentage change June 2020 over June 2019
	2019年6月 June 2019	2020年6月 June 2020	
製造、電力及燃氣供應 Manufacturing, electricity and gas supply	225.5	233.7	+3.7
樓宇建築、建造及有關行業 Building, construction and related trades	303.7	314.6	+3.6
進出口貿易、批發及零售 Import/export, wholesale and retail trades	248.6	253.4	+1.9
運輸、倉庫、通訊及旅行代理 Transportation, storage, communications and travel agencies	273.4	279.7	+2.3
金融及保險 Financing and insurance	288.1	298.4	+3.6
所有選定行業主類 All selected industry sections	269.5	277.0	+2.8

註釋： 所有增減百分率按兩個小數點位的指數計算出來。

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

表 2(甲) 2020年6月按選定的行業主類分析的實質薪金指數 (甲)
Table 2a Real Salary Indices (A) analysed by selected industry section for June 2020

(1995年6月 = 100)
(June 1995 = 100)

選定的行業主類 Selected industry section	指數 Indices		2020年6月與2019年6月 比較的增減百分率 Percentage change June 2020 over June 2019
	2019年6月 June 2019	2020年6月 June 2020	
製造、電力及燃氣供應 Manufacturing, electricity and gas supply	109.7	110.1	+0.4
樓宇建築、建造及有關行業 Building, construction and related trades	129.5	130.6	+0.8
進出口貿易、批發及零售 Import/export, wholesale and retail trades	127.1	127.0	-0.1
運輸、倉庫、通訊及旅行代理 Transportation, storage, communications and travel agencies	120.7	120.7	#
金融及保險 Financing and insurance	140.1	141.3	+0.8
所有選定行業主類 All selected industry sections	129.1	129.5	+0.3

註釋： (1) 所有增減百分率按兩個小數點位的指數計算出來。

(2) 實質薪金指數 (甲) 是從名義薪金指數 (甲) 扣除以 2014/15 年為基期的丙類消費物價指數的變動而得出。

變動在 ±0.05% 內。

Notes: (1) All percentage changes are calculated from indices rounded to 2 decimal places.

(2) The Real Salary Index (A) is obtained by deflating the Nominal Salary Index (A) by the 2014/15-based Consumer Price Index (C).

Change within ±0.05%.

表 2(乙) 2020年6月按選定的行業主類分析的實質薪金指數 (乙)
Table 2b Real Salary Indices (B) analysed by selected industry section for June 2020

(1995年6月 = 100)
(June 1995 = 100)

選定的行業主類 Selected industry section	指數 Indices		2020年6月與2019年6月 比較的增減百分率 Percentage change June 2020 over June 2019
	2019年6月 June 2019	2020年6月 June 2020	
製造、電力及燃氣供應 Manufacturing, electricity and gas supply	154.1	158.6	+2.9
樓宇建築、建造及有關行業 Building, construction and related trades	207.6	213.4	+2.8
進出口貿易、批發及零售 Import/export, wholesale and retail trades	169.9	171.9	+1.2
運輸、倉庫、通訊及旅行代理 Transportation, storage, communications and travel agencies	186.9	189.7	+1.5
金融及保險 Financing and insurance	197.0	202.4	+2.8
所有選定行業主類 All selected industry sections	184.2	187.9	+2.0

註釋： (1) 所有增減百分率按兩個小數點位的指數計算出來。

(2) 實質薪金指數 (乙) 是從名義薪金指數 (乙) 扣除以 2014/15 為基期的丙類消費物價指數的變動而得出。

Notes: (1) All percentage changes are calculated from indices rounded to 2 decimal places.

(2) The Real Salary Index (B) is obtained by deflating the Nominal Salary Index (B) by the 2014/15-based Consumer Price Index (C).

表 3 2015 - 2020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, 2015 - 2020

(1995年6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
2015年6月 June 2015	163.3	122.2	+4.8	+2.8
2016年6月 June 2016	169.8	124.2	+4.0	+1.7
2017年6月 June 2017	176.6	126.9	+4.0	+2.2
2018年6月 June 2018	182.7	128.5	+3.5	+1.2
2019年6月 June 2019	188.9	129.1	+3.4	+0.5
2020年6月 June 2020	190.9	129.5	+1.1	+0.3

註釋： (1) 所有增減百分率按兩個小數點位的指數計算出來。

(2) 實質薪金指數(甲)是從名義薪金指數(甲)扣除以2014/15年為基期的丙類消費物價指數的變動而得出。

Notes: (1) All percentage changes are calculated from indices rounded to 2 decimal places.

(2) The Real Salary Index (A) is obtained by deflating the Nominal Salary Index (A) by the 2014/15-based Consumer Price Index (C).

表 4 2015 - 2020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, 2015 - 2020

(1995年6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
2015年6月 June 2015	222.5	166.4	+5.7	+3.8
2016年6月 June 2016	234.1	171.3	+5.2	+2.9
2017年6月 June 2017	245.6	176.6	+4.9	+3.1
2018年6月 June 2018	257.5	181.1	+4.8	+2.6
2019年6月 June 2019	269.5	184.2	+4.7	+1.7
2020年6月 June 2020	277.0	187.9	+2.8	+2.0

註釋： (1) 所有增減百分率按兩個小數點位的指數計算出來。

(2) 實質薪金指數(乙)是從名義薪金指數(乙)扣除以 2014/15 年為基期的丙類消費物價指數的變動而得出。

Notes: (1) All percentage changes are calculated from indices rounded to 2 decimal places.

(2) The Real Salary Index (B) is obtained by deflating the Nominal Salary Index (B) by the 2014/15-based Consumer Price Index (C).

表 5(甲) 2020年6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 2020

職業組別／職業 Occupational group/occupation	(1995年6月 = 100) (June 1995 = 100)		2020年6月與2019年6月 比較的增減百分率 Percentage change June 2020 over June 2019
	2019年6月 June 2019	指數 Indices 2020年6月 June 2020	
一般管理 General management	195.8	199.4	+1.9
行政部經理／公司行政秘書／ 辦事處經理 Administration Manager/ Company Secretary/ Office Manager	192.1	196.3	+2.2
行政主任 Administrative Officer/ Executive Officer	203.3	202.3	-0.5
客戶服務經理 Customer Services Manager	208.8	212.3	+1.7
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	194.4	198.9	+2.3
公共關係經理 Public Relations Manager	213.9	222.9	+4.2
培訓經理 Training Manager	180.3	180.3	#
財務管理 Financial management	173.2	176.1	+1.7
會計師 Accountant	160.4	162.8	+1.5
財務部經理／會計部經理 Financial Manager/ Accounting Manager	178.3	180.9	+1.4
生產管理 Production management	124.5	126.6	+1.8

表 5(甲) 2020年6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 2020 --- cont'd

職業組別／職業 Occupational group/occupation	(1995年6月 = 100) (June 1995 = 100)		2020年6月與2019年6月 比較的增減百分率 Percentage change June 2020 over June 2019
	指數 Indices		
	2019年6月 June 2019	2020年6月 June 2020	
工程及其他技術支援人員 Engineering and other technical support personnel	193.5	196.8	+1.7
屋宇裝備工程師 Building Services Engineer	207.5	210.4	+1.4
電子／電訊工程師 Electronics/Telecommunication Engineer	212.1	219.5	+3.5
資訊科技經理／電腦經理 I.T./Computer Manager	201.4	205.8	+2.2
機械工程師 Mechanical Engineer	190.2	193.2	+1.6
工程計劃經理 Project Manager	174.9	178.0	+1.8
安全主任 Safety Officer	163.6	166.5	+1.7
結構工程師 Structural Engineer	174.5	177.9	+1.9

表 5(甲) 2020年6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 2020 --- cont'd

職業組別／職業 Occupational group/occupation	(1995年6月 = 100) (June 1995 = 100)		2020年6月與2019年6月 比較的增減百分率 Percentage change June 2020 over June 2019
	指數 Indices		
	2019年6月 June 2019	2020年6月 June 2020	
銀行及保險管理 Banking and insurance management	204.5	207.5	+1.5
票據經理 Bills Manager	208.2	212.1	+1.9
分行（總務）經理 Branch (Full Services) Manager	197.2	199.5	+1.2
業務拓展部經理 Business Development Manager	190.7	193.3	+1.4
機構銀行經理 Corporate Banking Manager	221.0	219.9	-0.5
貸款／放款經理 Credit/Loan Manager	194.1	197.6	+1.8
外匯及拆放市場交易員 FX and MM Dealer	219.2	213.7	-2.5

表 5(甲) 2020年6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 2020 --- cont'd

職業組別／職業 Occupational group/occupation	(1995年6月 = 100) (June 1995 = 100)		2020年6月與2019年6月 比較的增減百分率 Percentage change June 2020 over June 2019
	2019年6月 June 2019	指數 Indices 2020年6月 June 2020	
市場及採購管理 Marketing and purchasing management	183.5	183.1	-0.2
部門經理／地區經理 Department Manager/ Regional/Area Manager	192.6	192.9	+0.1
市場研究經理 Marketing Research Manager	125.5	131.5	+4.8
市場推廣（營業部）經理／ 銷售部經理／產品推廣經理 Marketing/Sales/Product Manager	186.5	186.8	+0.2
商品部經理 Merchandising/Purchasing Manager	217.6	215.8	-0.8
貨倉部經理 Warehouse Manager	179.6	180.1	+0.3
其他管理組別 Management, others	172.6	173.7	+0.6
維修部經理 Maintenance Manager	172.8	173.7	+0.6
貨運部經理 Operation/Traffic Manager	157.7	160.9	+2.0

註釋： 所有增減百分率按兩個小數點位的指數計算出來。

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

變動在 ±0.05% 內。

Change within ±0.05%.

表 5(乙) 2020年6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 2020

職業組別／職業 Occupational group/occupation	(1995年6月 = 100) (June 1995 = 100)		2020年6月與2019年6月 比較的增減百分率 Percentage change June 2020 over June 2019
	2019年6月 June 2019	指數 Indices 2020年6月 June 2020	
一般管理 General management	249.0	257.0	+3.2
行政部經理／公司行政秘書／ 辦事處經理 Administration Manager/ Company Secretary/ Office Manager	224.3	231.9	+3.4
行政主任 Administrative Officer/ Executive Officer	239.3	245.9	+2.8
客戶服務經理 Customer Services Manager	294.7	304.3	+3.3
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	273.3	280.1	+2.5
公共關係經理 Public Relations Manager	264.6	280.8	+6.1
培訓經理 Training Manager	304.0	320.2	+5.3
財務管理 Financial management	259.8	268.4	+3.3
會計師 Accountant	256.3	266.7	+4.0
財務部經理／會計部經理 Financial Manager/ Accounting Manager	260.3	267.6	+2.8
生產管理 Production management	205.1	211.9	+3.3

表 5(乙) 2020年6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 2020 --- cont'd

職業組別／職業 Occupational group/occupation	(1995年6月 = 100) (June 1995 = 100)		2020年6月與2019年6月 比較的增減百分率 Percentage change June 2020 over June 2019
	2019年6月 June 2019	指數 Indices 2020年6月 June 2020	
工程及其他技術支援人員 Engineering and other technical support personnel	288.0	298.1	+3.5
屋宇裝備工程師 Building Services Engineer	285.2	295.6	+3.6
電子／電訊工程師 Electronics/Telecommunication Engineer	266.4	277.3	+4.1
資訊科技經理／電腦經理 I.T./Computer Manager	262.9	270.9	+3.1
機械工程師 Mechanical Engineer	302.9	309.1	+2.0
工程計劃經理 Project Manager	243.4	248.8	+2.2
安全主任 Safety Officer	275.8	281.6	+2.1
結構工程師 Structural Engineer	364.9	384.8	+5.4

表 5(乙) 2020年6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 2020 --- cont'd

職業組別／職業 Occupational group/occupation	(1995年6月 = 100) (June 1995 = 100)		2020年6月與2019年6月 比較的增減百分率 Percentage change June 2020 over June 2019
	2019年6月 June 2019	指數 Indices 2020年6月 June 2020	
銀行及保險管理 Banking and insurance management	283.6	293.2	+3.4
票據經理 Bills Manager	244.8	253.6	+3.6
分行（總務）經理 Branch (Full Services) Manager	256.7	266.5	+3.8
業務拓展部經理 Business Development Manager	348.9	360.5	+3.3
機構銀行經理 Corporate Banking Manager	329.5	338.8	+2.8
貸款／放款經理 Credit/Loan Manager	322.2	337.2	+4.7
外匯及拆放市場交易員 FX and MM Dealer	284.2	278.4	-2.0

表 5(乙) 2020年6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 2020 --- cont'd

職業組別／職業 Occupational group/occupation	(1995年6月 = 100) (June 1995 = 100)		2020年6月與2019年6月 比較的增減百分率 Percentage change June 2020 over June 2019
	2019年6月 June 2019	指數 Indices 2020年6月 June 2020	
市場及採購管理 Marketing and purchasing management	267.3	271.4	+1.5
部門經理／地區經理 Department Manager/ Regional/Area Manager	342.1	347.0	+1.4
市場研究經理 Marketing Research Manager	256.3	269.3	+5.1
市場推廣（營業部）經理／ 銷售部經理／產品推廣經理 Marketing/Sales/Product Manager	253.5	259.3	+2.3
商品部經理 Merchandising/Purchasing Manager	287.8	294.1	+2.2
貨倉部經理 Warehouse Manager	234.3	236.9	+1.1
其他管理組別 Management, others	245.1	250.2	+2.1
維修部經理 Maintenance Manager	239.9	245.1	+2.2
貨運部經理 Operation/Traffic Manager	261.0	267.3	+2.4

註釋： 所有增減百分率按兩個小數點位的指數計算出來。

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

表 6 2020年6月按選定的行業主類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 selected industry section by occupation for June 2020

	平均數	下四分位數	中位數	上四分位數
選定的行業主類／職業	Average	Lower quartile	Median	Upper quartile
Selected industry section/occupation				
製造、電力及燃氣供應				
Manufacturing, electricity and gas supply				
財務部經理／會計部經理	91,900	73,800	84,200	98,000
Financial Manager/ Accounting Manager				
市場推廣（營業部）經理／ 銷售部經理／產品推廣經理	66,200	51,000	64,400	80,900
Marketing/Sales/Product Manager				
樓宇建築、建造及有關行業				
Building, construction and related trades				
會計師	48,200	32,200	39,600	74,100
Accountant				
屋宇裝備工程師	48,000	38,200	45,800	57,000
Building Services Engineer				
人事部經理／人力資源部經理／ 員工關係經理	58,600	46,500	55,100	67,900
Personnel Manager/Human Resources Manager/ Staff Relations Manager				
工程計劃經理	78,200	63,300	77,600	91,700
Project Manager				
安全主任	51,600	39,500	50,900	58,900
Safety Officer				
結構工程師	56,300	46,100	55,100	63,200
Structural Engineer				

元
\$

表 6 2020年6月按選定的行業主類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 selected industry section by occupation for June 2020 --- cont'd

	平均數 Average	下四分位數 Lower quartile	中位數 Median	上四分位數 Upper quartile
選定的行業主類／職業 Selected industry section/occupation				
進出口貿易、批發及零售 Import/export, wholesale and retail trades				
行政部經理／公司行政秘書／ 辦事處經理 Administration Manager/ Company Secretary/ Office Manager	52,900	40,500	49,600	62,900
財務部經理／會計部經理 Financial Manager/ Accounting Manager	60,900	46,100	63,000	74,100
資訊科技經理／電腦經理 I.T./Computer Manager	53,600	43,100	53,400	64,600
市場推廣（營業部）經理／ 銷售部經理／產品推廣經理 Marketing/Sales/Product Manager	50,600	36,400	43,800	61,800
商品部經理 Merchandising/Purchasing Manager	45,800	36,200	45,000	52,800
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	42,800	32,400	39,500	51,700

元
\$

表 6 2020年6月按選定的行業主類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 selected industry section by occupation for June 2020 --- cont'd

	平均數	下四分位數	中位數	上四分位數
選定的行業主類／職業 Selected industry section/occupation	Average	Lower quartile	Median	Upper quartile
元 \$				
運輸、倉庫、通訊及旅行代理				
Transportation, storage, communications and travel agencies				
會計師 Accountant	49,100	38,000	43,400	66,400
行政部經理／公司行政秘書／ 辦事處經理 Administration Manager/ Company Secretary/ Office Manager	55,100	36,400	46,500	69,800
客戶服務經理 Customer Services Manager	50,500	36,900	40,000	64,900
財務部經理／會計部經理 Financial Manager/ Accounting Manager	65,000	44,500	60,300	79,100
資訊科技經理／電腦經理 I.T./Computer Manager	66,400	54,500	70,400	77,500
維修部經理 Maintenance Manager	60,100	37,100	54,300	77,400
市場推廣（營業部）經理／ 銷售部經理／產品推廣經理 Marketing/Sales/Product Manager	52,600	34,300	46,400	71,000
貨運部經理 Operation/Traffic Manager	45,900	31,900	40,300	52,900

表 6 2020年6月按選定的行業主類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 selected industry section by occupation for June 2020 --- cont'd

	元 \$			
選定的行業主類／職業 Selected industry section/occupation	平均數 Average	下四分位數 Lower quartile	中位數 Median	上四分位數 Upper quartile
金融及保險				
Financing and insurance				
會計師 Accountant	58,600	49,000	54,300	57,700
行政部經理／公司行政秘書／ 辦事處經理 Administration Manager/ Company Secretary/ Office Manager	62,200	42,200	64,200	75,600
票據經理 Bills Manager	51,100	40,500	50,000	58,500
分行（總務）經理 Branch (Full Services) Manager	59,200	43,700	60,600	79,700
業務拓展部經理 Business Development Manager	64,600	46,200	61,800	76,000
機構銀行經理 Corporate Banking Manager	76,300	55,200	74,500	91,800
貸款／放款經理 Credit/Loan Manager	58,200	40,900	57,100	73,600
客戶服務經理 Customer Services Manager	42,900	30,900	42,900	50,800

表 6 2020年6月按選定的行業主類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 selected industry section by occupation for June 2020 --- cont'd

	元 \$			
選定的行業主類／職業 Selected industry section/occupation	平均數 Average	下四分位數 Lower quartile	中位數 Median	上四分位數 Upper quartile
金融及保險（續） Financing and insurance (cont'd)				
財務部經理／會計部經理 Financial Manager/ Accounting Manager	65,700	49,900	65,200	81,200
外匯及拆放市場交易員 FX and MM Dealer	65,100	52,400	57,600	64,700
資訊科技經理／電腦經理 I.T./Computer Manager	57,600	46,100	55,200	67,500
市場推廣（營業部）經理／ 銷售部經理／產品推廣經理 Marketing/Sales/Product Manager	63,400	46,100	58,000	77,400
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	60,000	50,000	58,400	70,300
公共關係經理 Public Relations Manager	61,800	51,500	60,300	80,300
培訓經理 Training Manager	62,300	48,100	60,800	80,200

註釋： & 薪金率的定義，請參閱本報告 5.2.1 段。請注意，花紅獎賞、附帶福利和其他實物津貼，均不包括在薪金率的定義內。

Note: & For definition of salary rate, please refer to paragraph 5.2.1 of the report. Please note that profit-sharing bonus, fringe benefits and other payments in kind are not included in the definition of salary rate.

表 7 2020年6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 2020

福利類別 Type of benefits	僱員百分比 ^{**} Percentage of employees ^{**}	%
有薪年假（公眾假期／法定假日及休息日除外） Paid annual leave (in addition to general holidays/statutory holidays and rest days)		
14日或以下 14 days or less	18	
15日至21日 15 - 21 days	61	
22日至28日 22 - 28 days	21	
28日以上 over 28 days	*	
房屋福利 Housing benefits		
只享有公司／商行免費提供的住屋 Free company/firm-provided housing only	*	
只享有公司／商行以津貼方式提供的住屋 Subsidised company/firm-provided housing only	*	
只享有房屋資助（如租金津貼，供樓津貼） Housing subsidy only (e.g. rental/mortgage loan interest allowance)	6	
只享有置業貸款（包括低息置業貸款） Housing loan (including low interest housing loan) only	14	
其他房屋福利 Other housing benefits	1	
上述各項組合 Combination of above	0	
無房屋福利 No housing benefits	79	
退休福利計劃 Retirement benefits scheme		
只享有公積金（包括強制性公積金計劃） Provident fund only (including Mandatory Provident Fund)		
僱員無須供款 Non-contributory on the part of employee	2	
僱員須要供款 Contributory on the part of employee	90	
只享有長俸計劃 Pension scheme only		
僱員無須供款 Non-contributory on the part of employee	1	
僱員須要供款 Contributory on the part of employee	*	
只享有退休基金 Retirement fund only	3	
上述各項組合 Combination of above	3	
無此項計劃 No such scheme	1 [@]	

表 7 2020年6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 2020 --- cont'd

福利類別	僱員百分比 ^{**}	%
Type of benefits	Percentage of employees ^{**}	
保險計劃		
Insurance scheme		
只享有意外／死亡／傷殘保險（《僱員補償條例》下規定的保險除外） Accident/death/disablement insurance (other than which is required by the Employees' Compensation Ordinance) only	*	
只享有人壽保險 Life insurance only	*	
只享有醫療保險 Medical insurance only	14	
上述各項組合 - 包括醫療保險 Combination of above - including medical insurance	82	
上述各項組合 - 不包括醫療保險 Combination of above - not including medical insurance	0	
無此項計劃 No such scheme	4	
醫療福利		
Medical benefits		
只透過醫療保險計劃提供福利 Medical benefits by means of medical insurance plan only	72	
只透過實報實銷或公司／商行醫生提供福利 Medical benefits by means of reimbursement or company/firm doctors only		
只可領回全部醫療費用 Full reimbursement of medical expenses only	*	
只可領回部分醫療費用 Partial reimbursement of medical expenses only	1	
只由公司／商行醫生提供免費診症 Free company/firm doctors only	*	
只由公司／商行醫生提供津貼診症 Subsidised company/firm doctors only	0	
只享有牙醫福利 Dental benefits only	0	
只享有住院福利 Hospitalisation benefits only	0	
上述各項組合 Combination of above	*	
透過醫療保險計劃、實報實銷及公司／商行醫生提供福利 Medical benefits by means of medical insurance plan, reimbursement and company/firm doctor	26	
無醫療福利 No medical benefits	2	
交通福利		
Transportation benefits		
只供應車輛及司機作私人用途 Provision of car for personal use with driver only	0	
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	*	

表 7 2020年6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 2020 --- cont'd

福利類別 Type of benefits	僱員百分比** Percentage of employees**	%
交通福利 (續) Transportation benefits (cont'd)		
只提供車輛接載往返辦公室 Provision of vehicle for travelling to/from office only	1	
只享有買車貸款 (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 Tunnel fee and/or fuel expenses allowance only	1	
其他交通福利 Other transportation benefits	4	
上述各項組合 Combination of above	1	
無交通福利 No transportation benefits	89	
康樂會所/運動會所/鄉村俱樂部會籍 Recreational/Sports/Country club membership		
公司/商行付款 Paid by company/firm	*	
公司/商行津貼 Subsidised by company/firm	0	
無此項福利 No such benefits	100	
獎賞及花紅 (保證發放的年終花紅/酬金除外) Business bonus and profit-sharing bonus (other than guaranteed year-end bonus/payment)		
有 Yes	70	
無 No	30	
其他福利 Other benefits		
子女教育津貼 Education allowance for children		
有 Yes	1	
無 No	99	
約滿酬金 Contract gratuity		
有 Yes	*	
無 No	100	

表 7 2020年6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 2020 --- cont'd

福利類別 Type of benefits	僱員百分比 ^{**} Percentage of employees ^{**}	%
其他福利 (續) Other benefits (cont'd)		
海外旅費 (不包括公幹費用) Overseas passage (excluding fees of business trips)		
有 Yes	7	
無 No	93	
僱員進修的學費補助 Course fee subsidies for employees' further studies		
有 Yes	75	
無 No	25	
購物折扣 (只限公司貨物或服務) Purchasing discount (of company's products/services only)		
有 Yes	38	
無 No	62	
長期服務獎賞 Long service award		
有 Yes	45	
無 No	55	
額外侍產假 (不包括法定五天侍產假) Additional paternity leave (excluding 5 days of legitimated paternity leave)		
有 Yes	30	
無 No	70	

註釋: * 少於 0.5%。

** 所有百分比以最接近的百分點顯示。由於進位關係，在每種附帶福利下，個別項目的僱員百分比加起來可能不等於 100。

@ 這些僱員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。

Notes: * Less than 0.5%.

** All percentages are given to the nearest percentage point. For each type of the fringe benefit, the sum of percentages of employees for individual items may not add up to 100 owing to rounding.

@ These employees 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 8 2020年6月享有保證發放的年終花紅／酬金的僱員百分比
Table 8 Percentage of employees entitled to guaranteed year-end bonus/payment for June 2020

選定的行業主類 Selected industry section	所有僱員所佔百分比** Percentage of all employees**			
	無 Nil	1個月或以下 1 month or below	1個月以上至 2個月 Over 1 month to 2 months	2個月以上 Over 2 months
	製造、電力及燃氣供應 Manufacturing, electricity and gas supply	77	13	10
樓宇建築、建造及有關行業 Building, construction and related trades	80	17	3	*
進出口貿易、批發及零售 Import/export, wholesale and retail trades	50	49	0	*
運輸、倉庫、通訊及旅行代理 Transportation, storage, communications and travel agencies	52	47	1	1
金融及保險 Financing and insurance	60	38	1	1
所有選定行業主類 All selected industry sections	62	37	1	1

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，個別項目的僱員百分比加起來可能不等於 100。

** All percentages are given to the nearest percentage point. The sum of percentages of employees for individual items may not add up to 100 owing to rounding.

IV. 統計圖

IV. Charts

圖 1 2011 - 2020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), 2011 - 2020

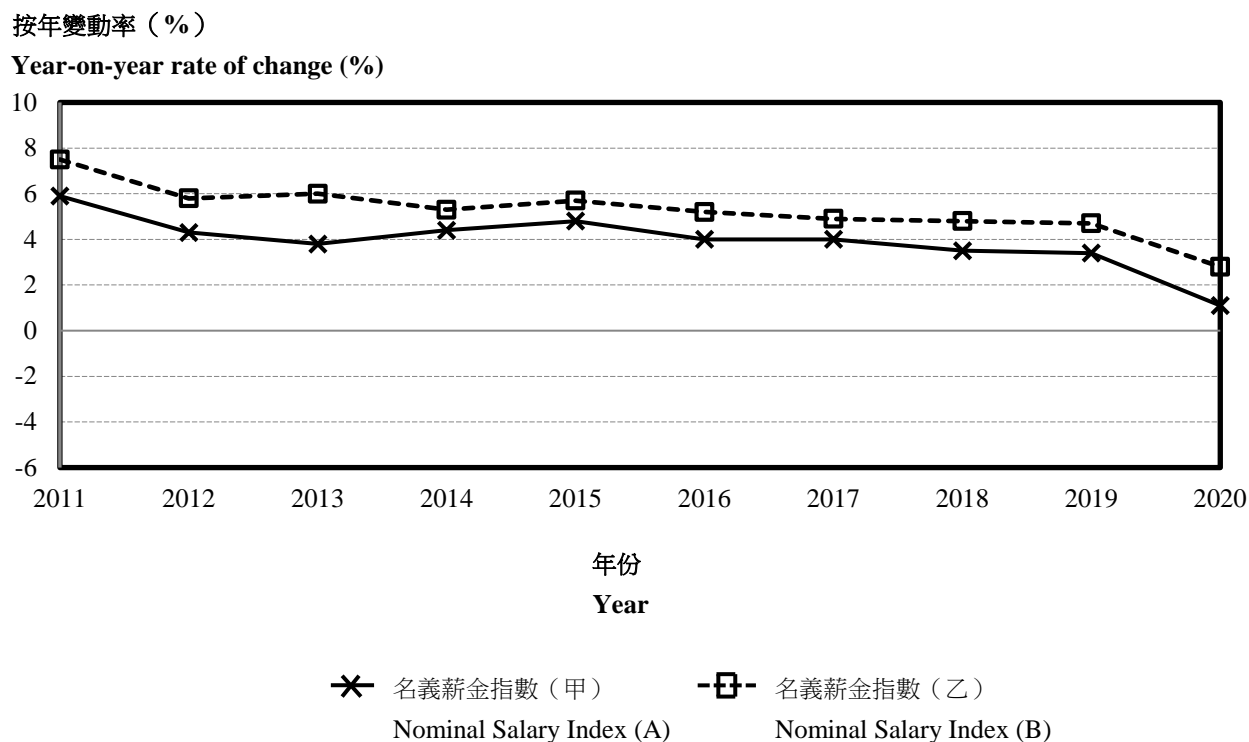


圖 2 2011 - 2020年實質薪金指數（甲）及（乙）的按年變動率

Chart 2 Year-on-year rates of change of Real Salary Indices (A) and (B), 2011 - 2020

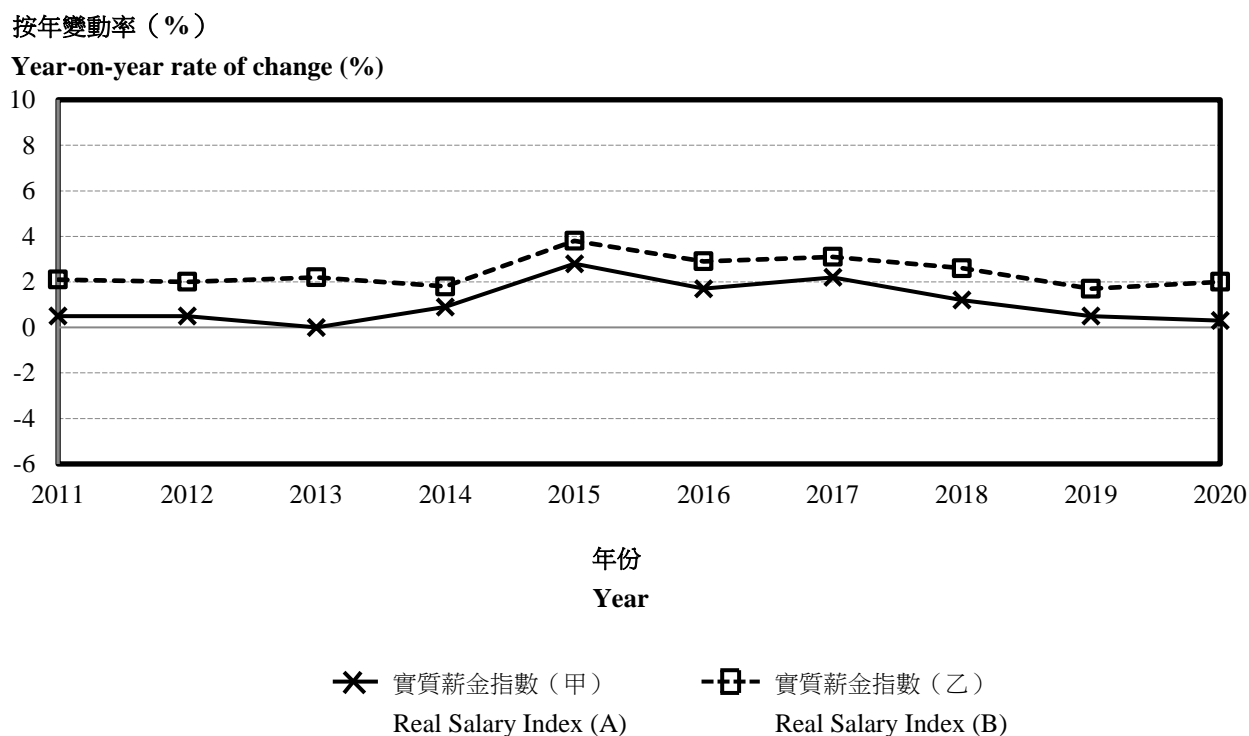
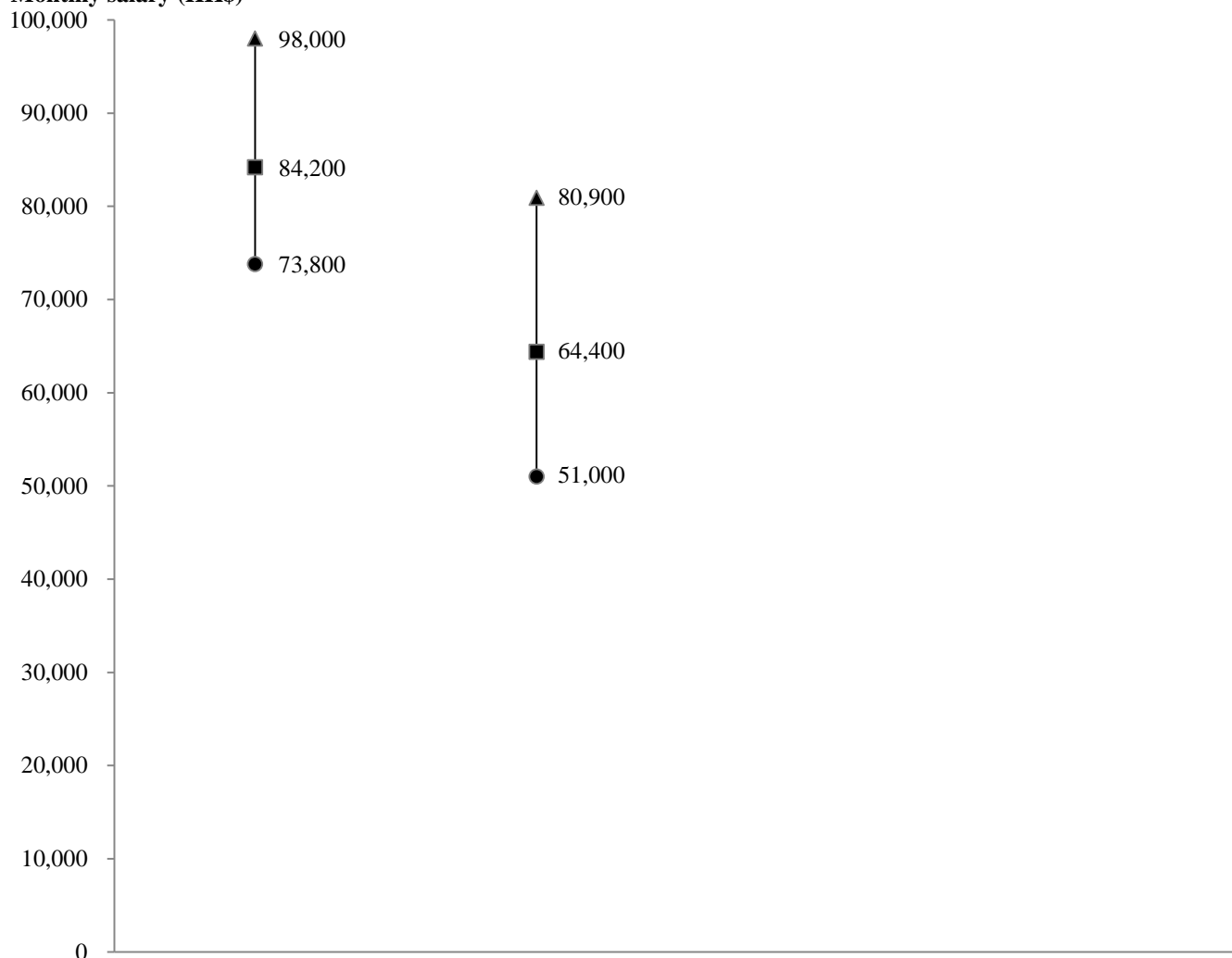


圖 3 2020年6月經理級與專業僱員的薪金範圍 — 製造、電力及燃氣供應
Chart 3 Salary ranges of managerial and professional employees - Manufacturing, electricity and gas supply, June 2020

每月薪金（港元）

Monthly salary (HK\$)



財務部經理／會計部經理 市場推廣（營業部）經理／
 Financial Manager/ 銷售部經理／產品推廣經理
 Accounting Manager Marketing/Sales/Product
 Manager

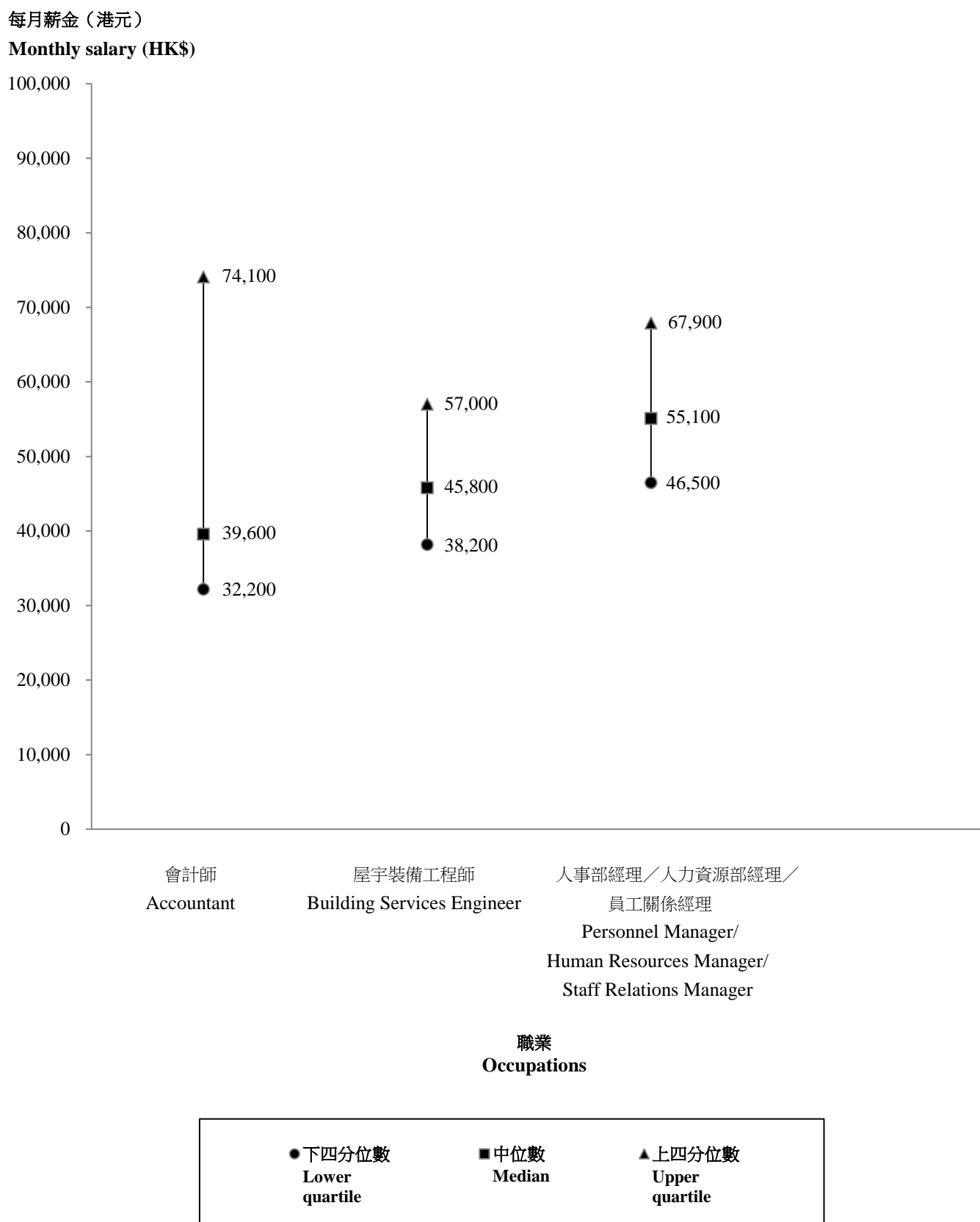
職業
Occupations



註釋：有關中位數及四分位數的定義請參閱本報告第5.3.4段。

Note : For definition of median and quartile salaries, please refer to paragraph 5.3.4 of this report.

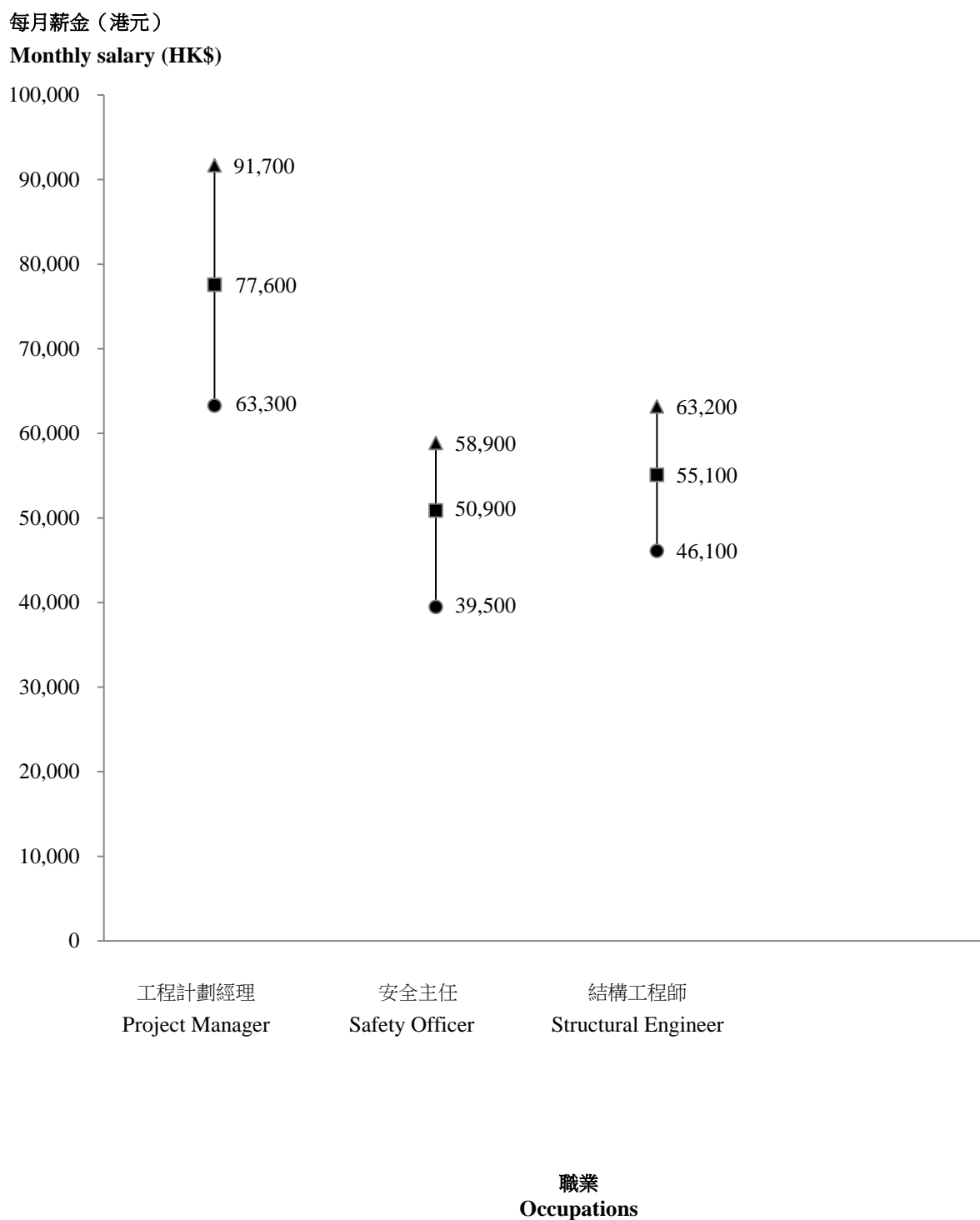
圖 4 2020年6月經理級與專業僱員的薪金範圍 — 樓宇建築、建造及有關行業
Chart 4 Salary ranges of managerial and professional employees - Building, construction and related trades, June 2020



註釋：有關中位數及四分位數的定義請參閱本報告第5.3.4段。

Note : For definition of median and quartile salaries, please refer to paragraph 5.3.4 of this report.

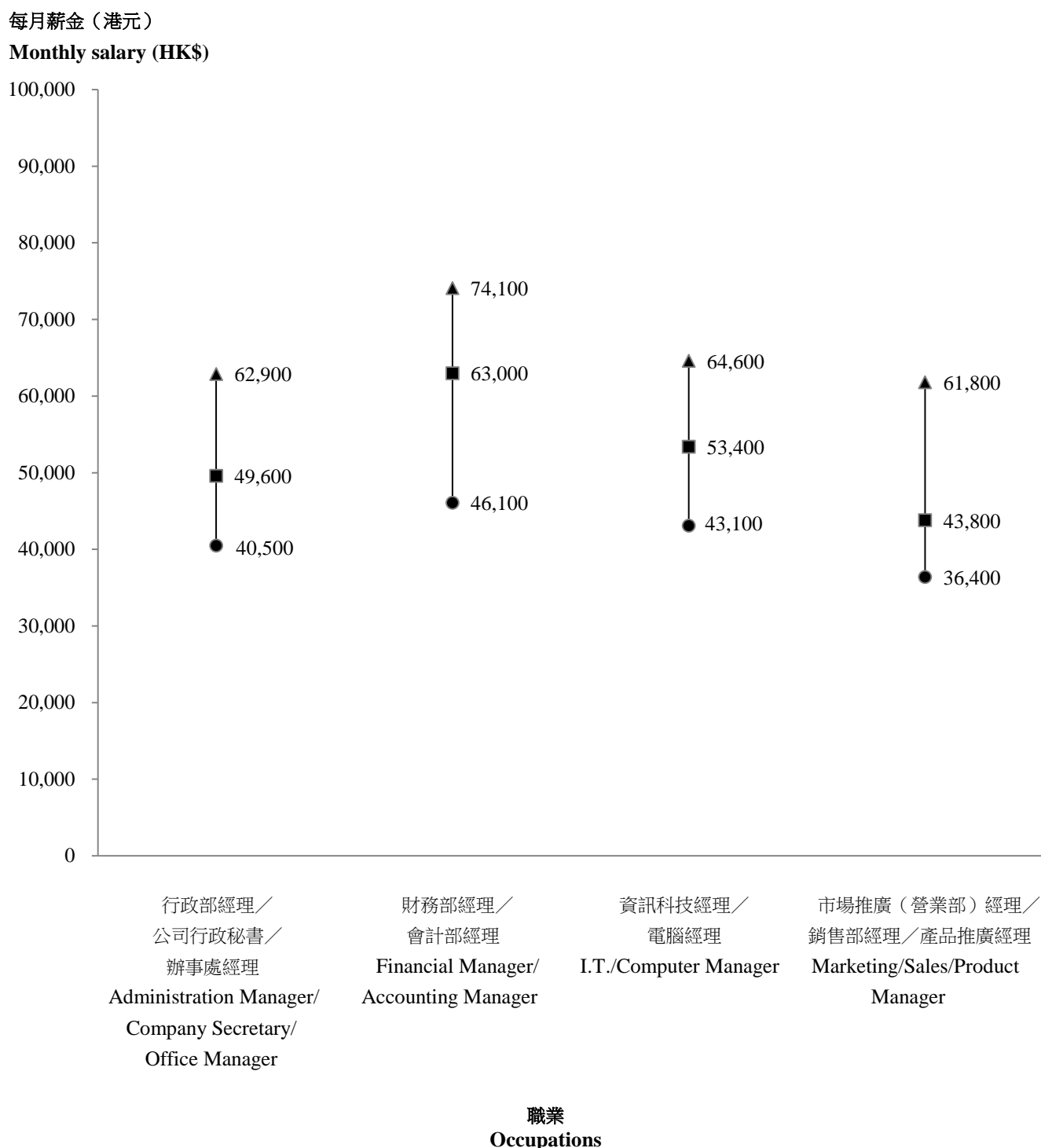
圖 4 2020年6月經理級與專業僱員的薪金範圍 — 樓宇建築、建造及有關行業 --- 續頁
 Chart 4 Salary ranges of managerial and professional employees - Building, construction and related trades, June 2020 --- cont'd



註釋：有關中位數及四分位數的定義請參閱本報告第5.3.4段。

Note : For definition of median and quartile salaries, please refer to paragraph 5.3.4 of this report.

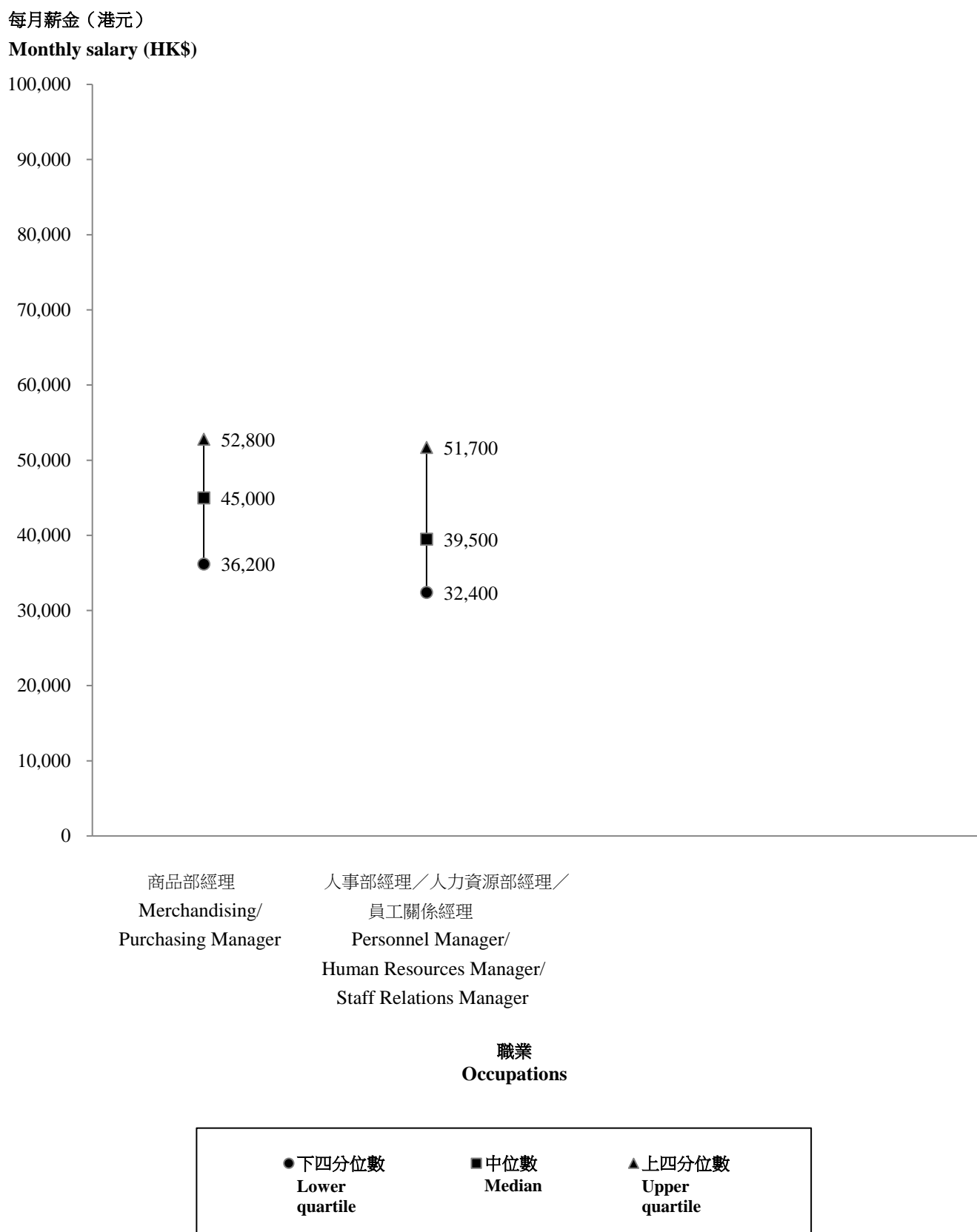
圖 5 2020年6月經理級與專業僱員的薪金範圍 — 進出口貿易、批發及零售
 Chart 5 Salary ranges of managerial and professional employees - Import/export, wholesale and retail trades, June 2020



註釋：有關中位數及四分位數的定義請參閱本報告第5.3.4段。

Note : For definition of median and quartile salaries, please refer to paragraph 5.3.4 of this report.

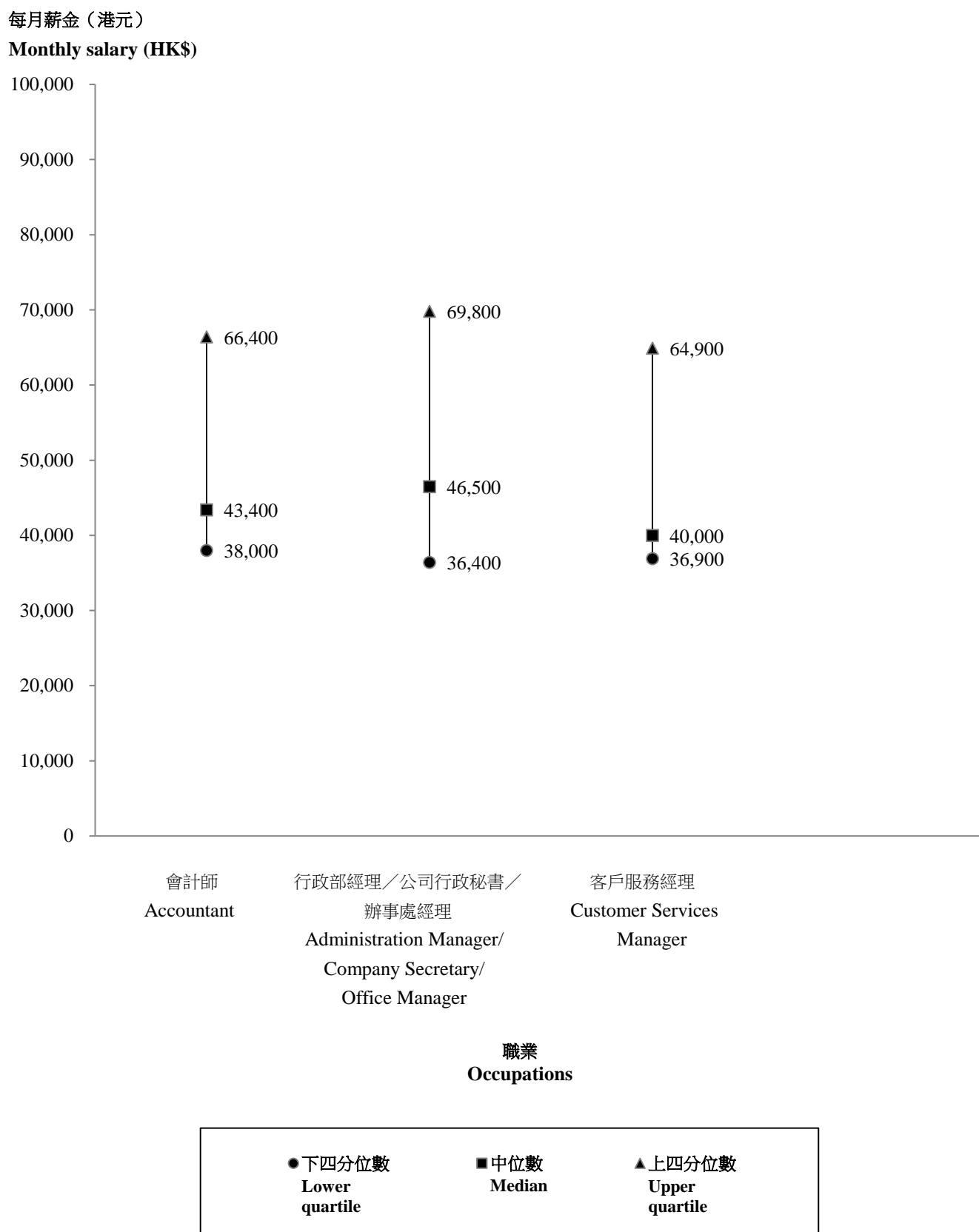
圖 5 2020年6月經理級與專業僱員的薪金範圍 — 進出口貿易、批發及零售 --- 續頁
 Chart 5 Salary ranges of managerial and professional employees - Import/export, wholesale and retail trades, June 2020 --- cont'd



註釋：有關中位數及四分位數的定義請參閱本報告第5.3.4段。

Note : For definition of median and quartile salaries, please refer to paragraph 5.3.4 of this report.

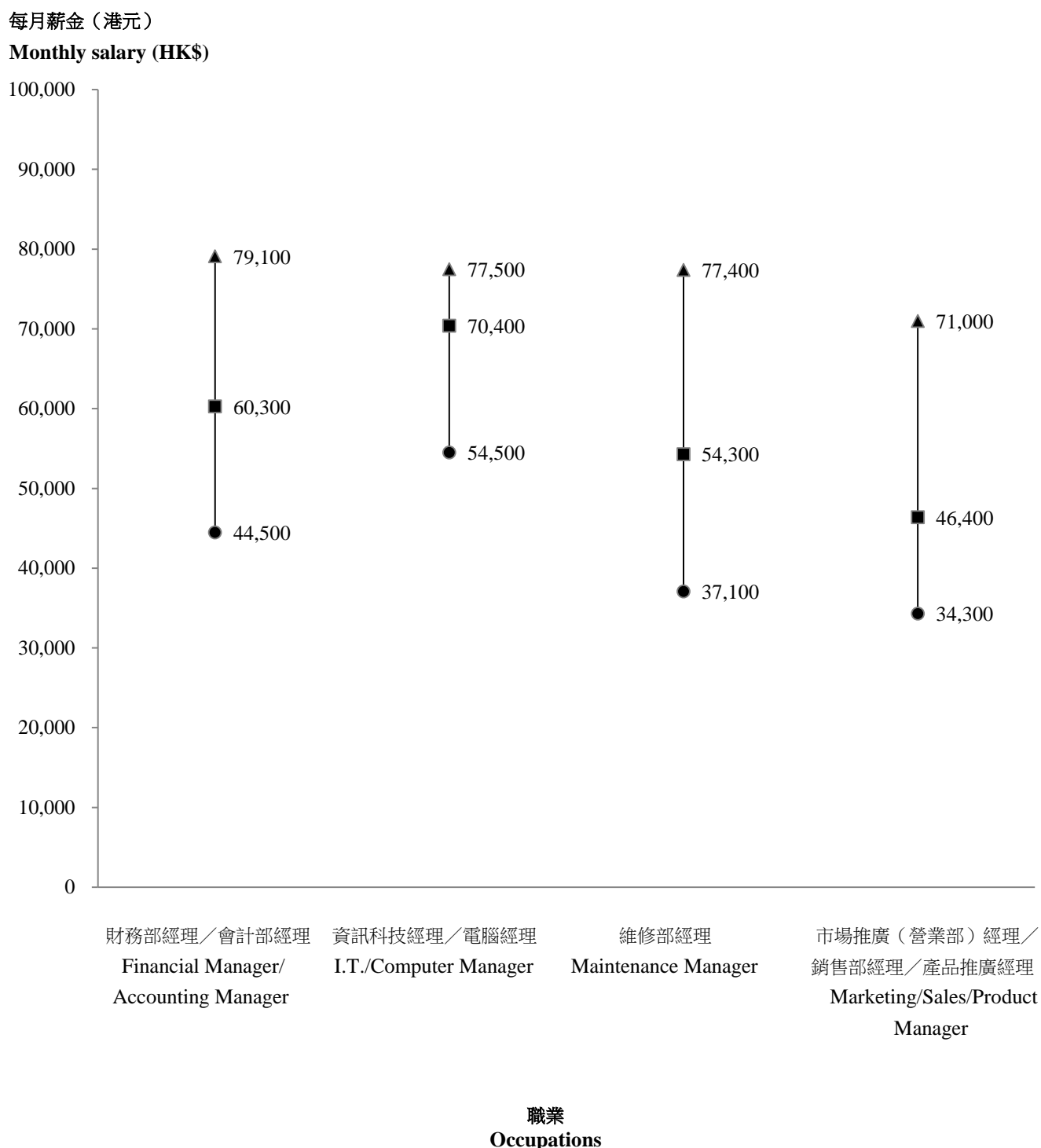
圖 6 2020年6月經理級與專業僱員的薪金範圍 — 運輸、倉庫、通訊及旅行代理
Chart 6 Salary ranges of managerial and professional employees - Transportation, storage, communications and travel agencies, June 2020



註釋：有關中位數及四分位數的定義請參閱本報告第5.3.4段。

Note : For definition of median and quartile salaries, please refer to paragraph 5.3.4 of this report.

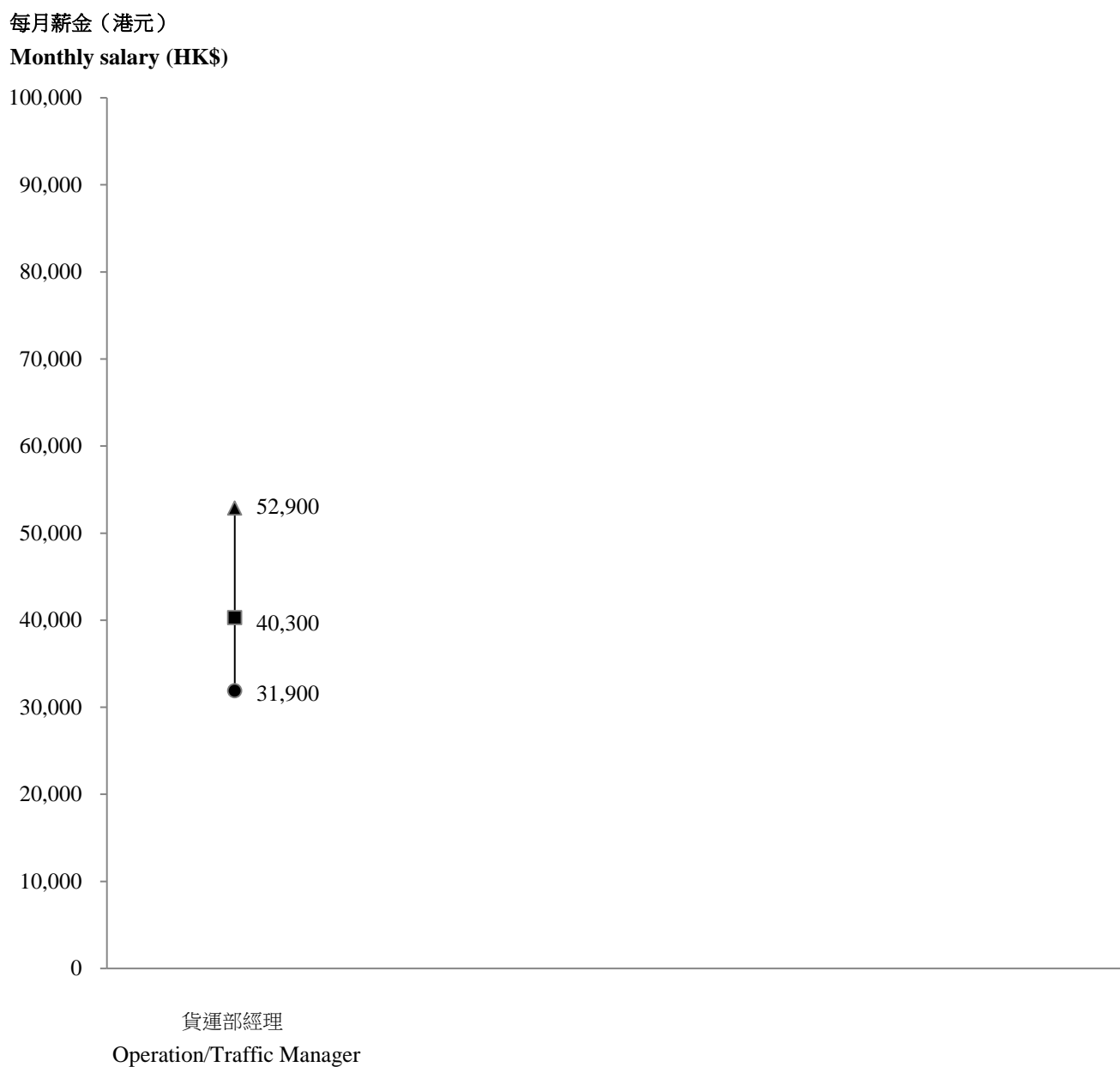
圖 6 2020年6月經理級與專業僱員的薪金範圍 — 運輸、倉庫、通訊及旅行代理 --- 續頁
 Chart 6 Salary ranges of managerial and professional employees - Transportation, storage, communications and travel agencies, June 2020 --- cont'd



註釋：有關中位數及四分位數的定義請參閱本報告第5.3.4段。

Note : For definition of median and quartile salaries, please refer to paragraph 5.3.4 of this report.

圖 6 2020年6月經理級與專業僱員的薪金範圍 — 運輸、倉庫、通訊及旅行代理 --- 續頁
 Chart 6 Salary ranges of managerial and professional employees - Transportation, storage, communications and travel agencies, June 2020 --- cont'd



職業
 Occupations



註釋：有關中位數及四分位數的定義請參閱本報告第5.3.4段。

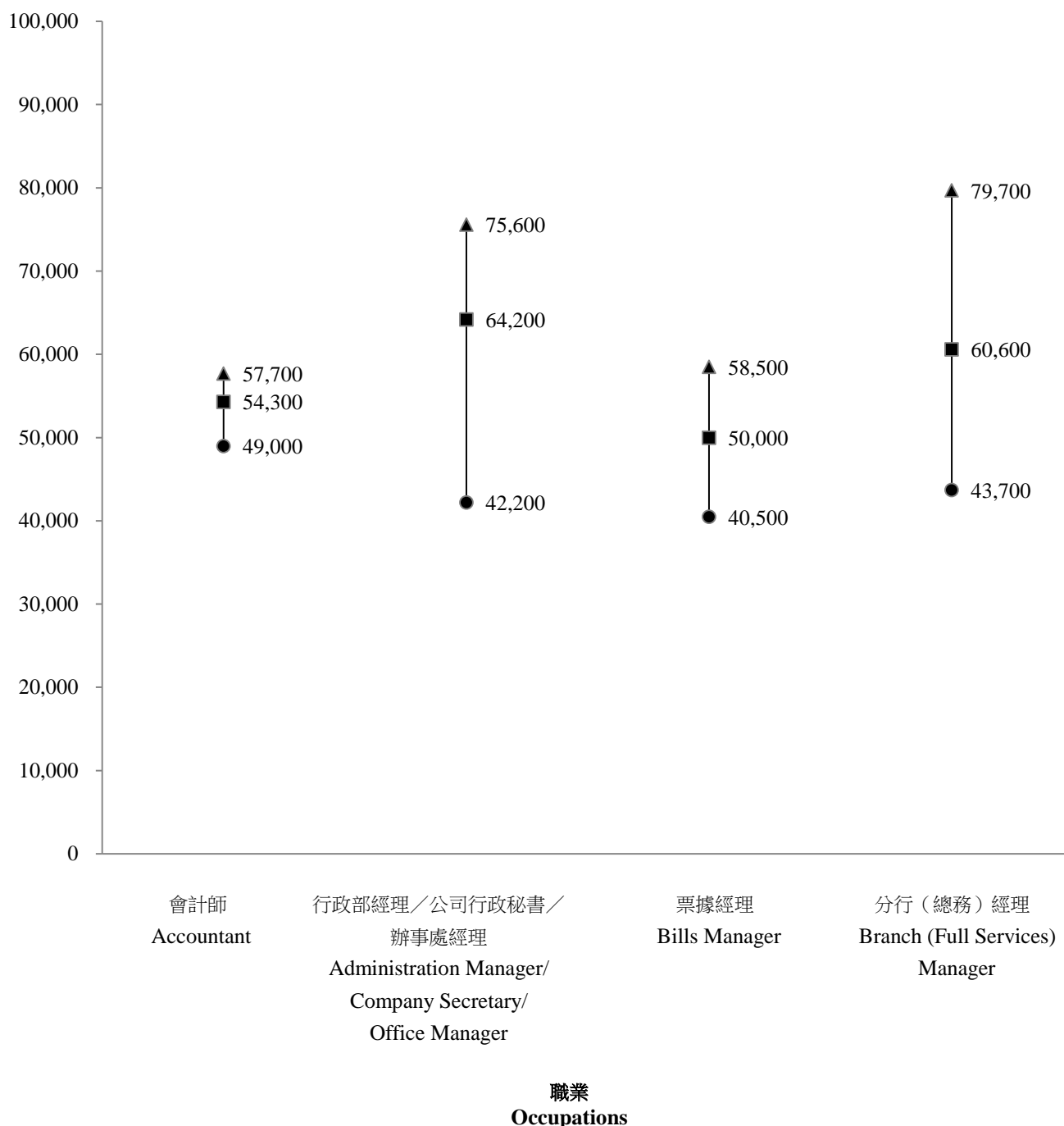
Note : For definition of median and quartile salaries, please refer to paragraph 5.3.4 of this report.

圖 7 2020年6月經理級與專業僱員的薪金範圍 — 金融及保險

Chart 7 Salary ranges of managerial and professional employees - Financing and insurance, June 2020

每月薪金（港元）

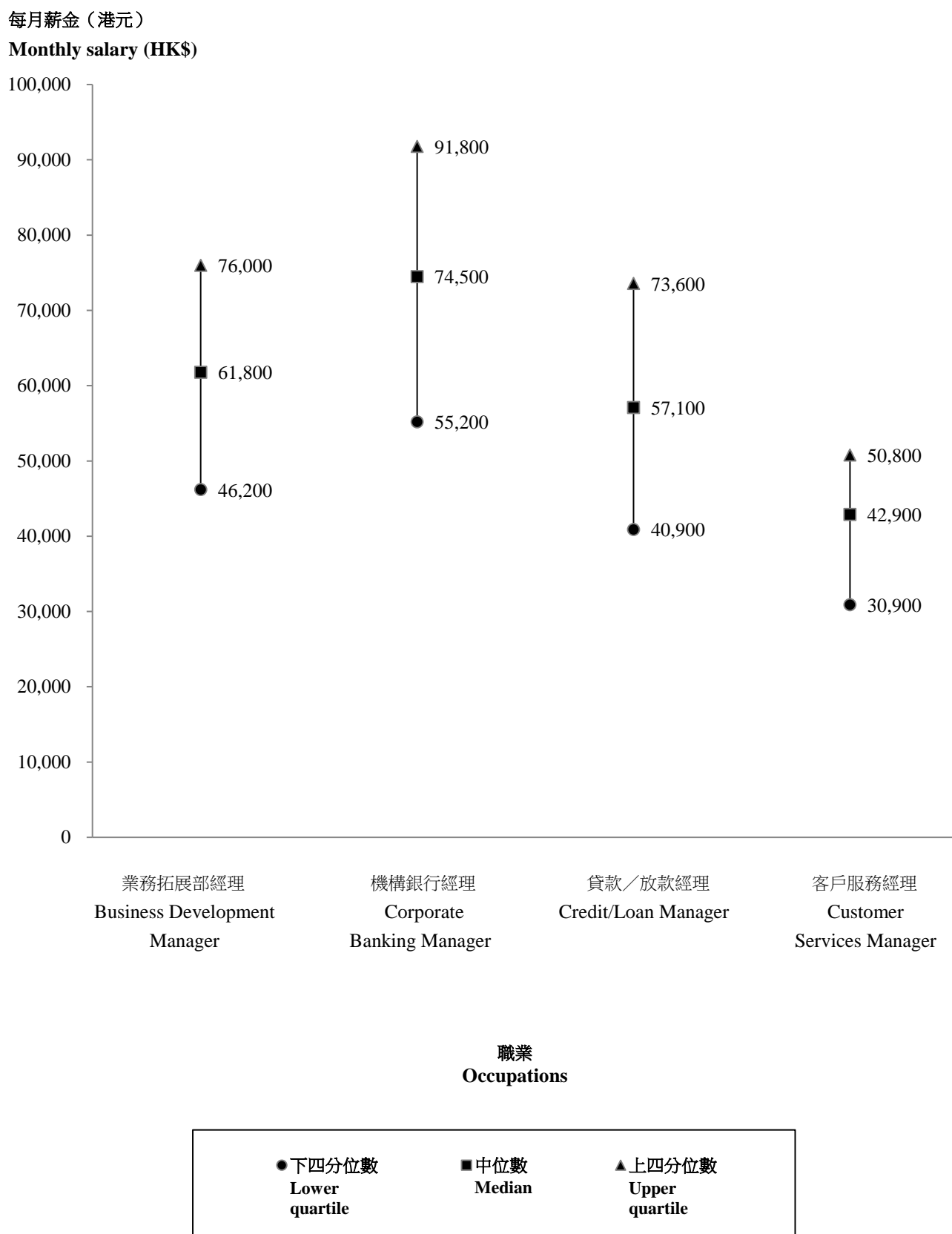
Monthly salary (HK\$)



註釋：有關中位數及四分位數的定義請參閱本報告第5.3.4段。

Note : For definition of median and quartile salaries, please refer to paragraph 5.3.4 of this report.

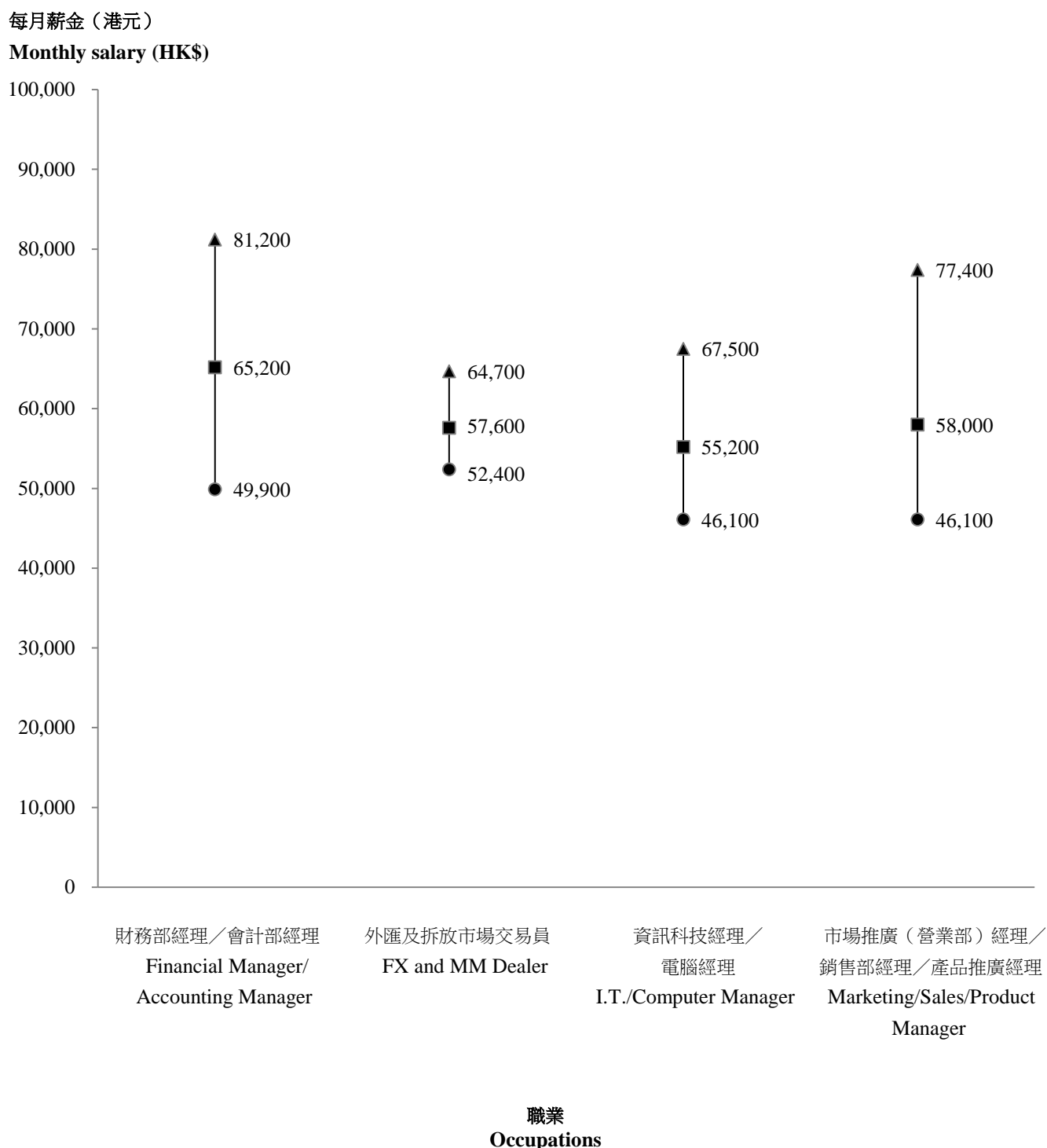
圖 7 2020年6月經理級與專業僱員的薪金範圍 — 金融及保險 --- 續頁
 Chart 7 Salary ranges of managerial and professional employees - Financing and insurance, June 2020 --- cont'd



註釋：有關中位數及四分位數的定義請參閱本報告第5.3.4段。

Note : For definition of median and quartile salaries, please refer to paragraph 5.3.4 of this report.

圖 7 2020年6月經理級與專業僱員的薪金範圍 — 金融及保險 --- 續頁
Chart 7 Salary ranges of managerial and professional employees - Financing and insurance, June 2020 --- cont'd

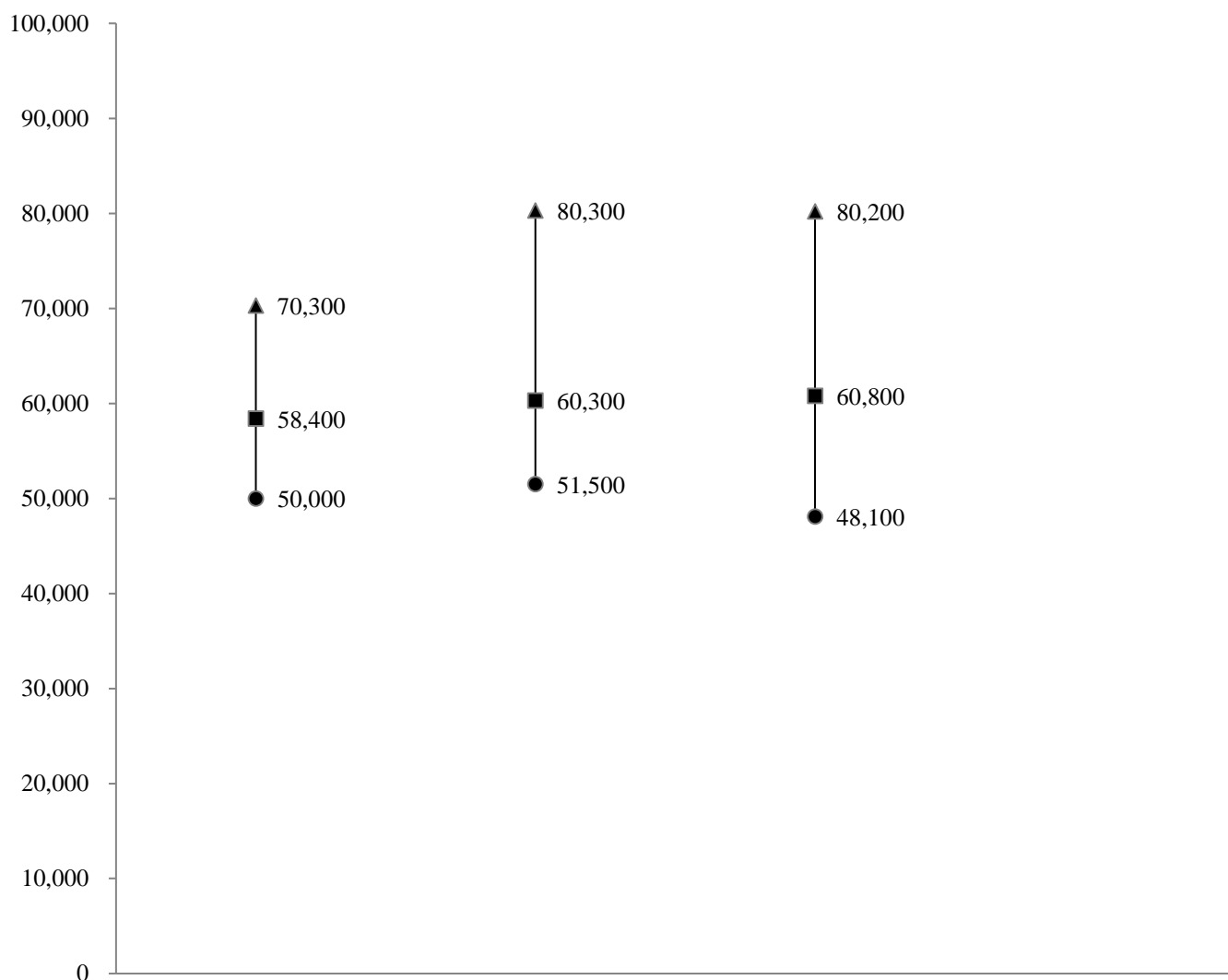


註釋：有關中位數及四分位數的定義請參閱本報告第5.3.4段。

Note : For definition of median and quartile salaries, please refer to paragraph 5.3.4 of this report.

圖 7 2020年6月經理級與專業僱員的薪金範圍 — 金融及保險 --- 續頁
 Chart 7 Salary ranges of managerial and professional employees - Financing and insurance, June 2020 --- cont'd

每月薪金 (港元)
 Monthly salary (HK\$)



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

職業
 Occupations



註釋：有關中位數及四分位數的定義請參閱本報告第5.3.4段。

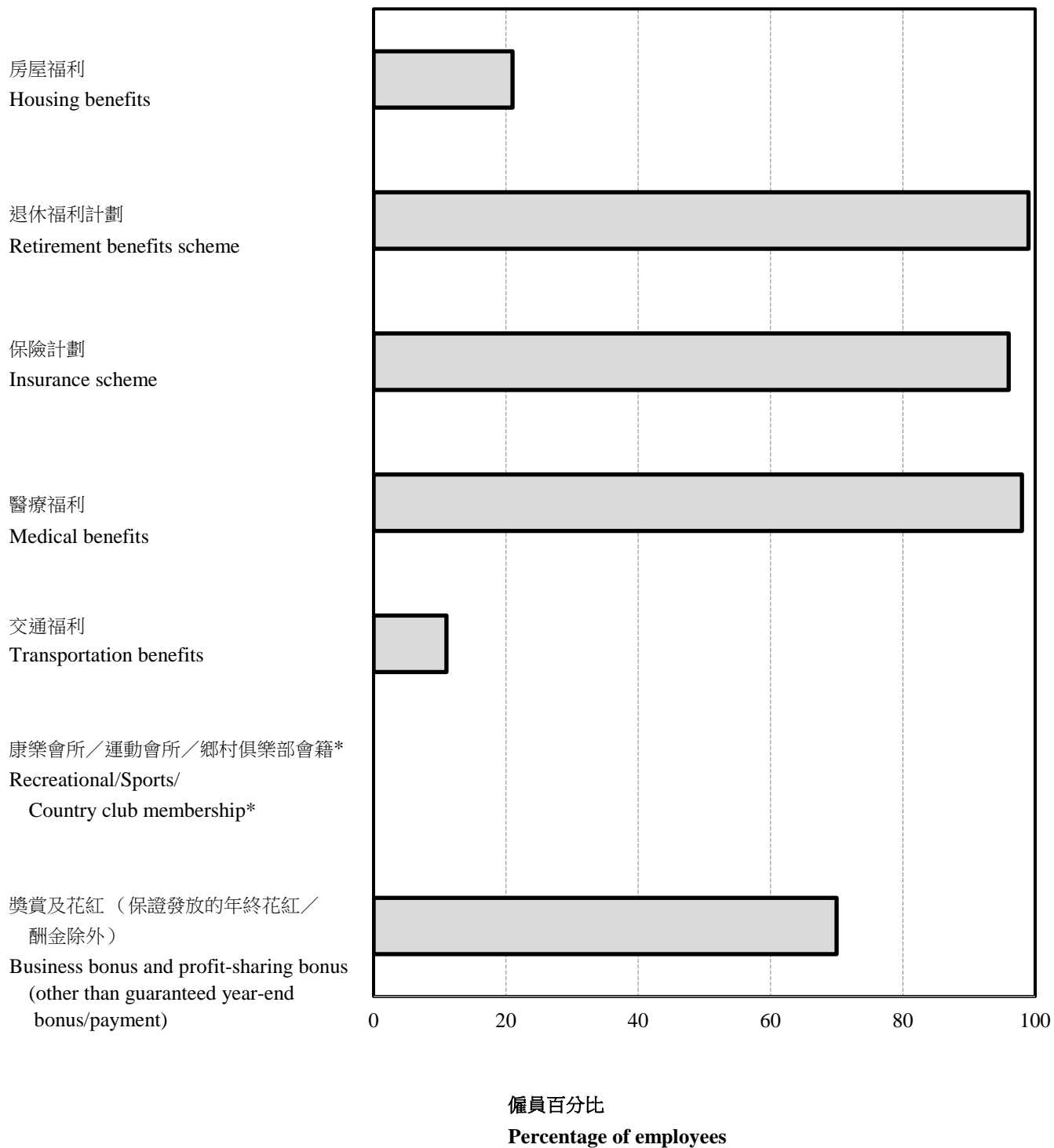
Note : For definition of median and quartile salaries, please refer to paragraph 5.3.4 of this report.

圖 8 2020年6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 2020

附帶福利

Fringe benefits



註釋：* 少於0.5%。

Note : * Less than 0.5%.

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選定的行業主類：

- (i) 製造、電力及燃氣供應；
- (ii) 樓宇建築、建造及有關行業；
- (iii) 進出口貿易、批發及零售；
- (iv) 運輸、倉庫、通訊及旅行代理；
及
- (v) 金融及保險。

統計調查只包括上述各行業主類中的主要行業，詳情載於附錄 I。

5.1.2 職業範圍 在每個選定的行業主類中，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 II。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 Coverage of the survey

5.1.1 Industry coverage The survey covers the following selected industry sections :

- (i) manufacturing, electricity and gas supply;
- (ii) building, construction and related trades ;
- (iii) import/export, wholesale and retail trades ;
- (iv) transportation, storage, communications and travel agencies; and
- (v) financing and insurance.

Only the principal industries within each of the above sections are covered as listed in Appendix I.

5.1.2 Occupational coverage Within each selected industry section, 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.

V. 統計調查的方法（續）

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，包括所有屬同一擁有權或控制權之下同一行業的機構單位，而該等機構單位的商業登記號碼首七位數字相同。凡公司僱員人數超過某一特定數目者，均列入統計範圍，而該最低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 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選定行業主類的選定職業在2019年6月及2020年6月的薪金率。薪金率的定義包括以下項目：

- (i) 每月基本薪金；
- (ii) 生活津貼；
- (iii) 保證發放的年終花紅／酬金；
- (iv) 佣金；及
- (v) 其他定期及保證發放的花紅和津貼。

其他可能在僱員薪酬總額佔相當部分的項目，例如花紅獎賞，則並不包括在內。附帶福利及實物津貼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的資料以作分析：

- (i) 有薪年假（公眾假期/法定假日及休息日除外）；
- (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) 康樂會所／運動會所／鄉村俱樂部會籍；
- (viii) 獎賞及花紅（保證發放的年終花紅／酬金除外）；及
- (ix) 其他福利。

V. Survey Methodology (cont'd)

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 in the same industry and 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 Survey method

5.2.1 Data collected Salary rates of June 2019 and June 2020 were collected for the selected occupations in each selected industry section falling into the scope of the survey. The salary rate is defined to include the following elements :

- (i) monthly basic salary;
- (ii) cost-of-living allowance;
- (iii) guaranteed year-end bonus/payment;
- (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. Fringe benefits and payments in kind are also excluded from the definition of salary rate.

Information on the following items of fringe benefits is collected and analysed :

- (i) paid annual leave (in addition to general holidays/statutory holidays and rest days);
- (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 bonus (other than guaranteed year-end bonus/payment); and
- (ix) other benefits.

V. 統計調查的方法（續）

5.2.2 數據搜集方法 統計數據是透過面談方式搜集得來。政府統計處先向獲抽選的公司發出函件並連同一套註釋及工作說明，然後與各獲抽選公司預約時間進行訪問。訪問時，本處人員會協助受訪者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6月的數據。

5.3 樣本設計及估計方法

5.3.1 樣本設計 在1996年，政府統計處從選定的行業主類隨機抽選出一個全新的固定樣本，以取替在1984年抽選的固定樣本。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，每年會抽選補充樣本，作為統計對象。2020年約有270間公司獲抽選參與這項統計調查。

5.3.2 薪金指數 薪金指數是一個基期加權的連鎖指數，以1995年6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2019年6月至2020年6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2019年6月的有關指數連鎖變動而編製而成。另一方面，薪金指數（乙）只量度在2019年及2020年內均留任同一公司內同一職位的僱員的薪金率與2019年6月相比的變動情況。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。

V. Survey Methodology (cont'd)

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 Census and Statistics 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 Sample design and estimation method

5.3.1 Sample design In 1996, a fresh panel sample was randomly selected from the selected industry sections to replace the panel sample drawn in 1984. Besides, supplementary samples are drawn in each round of the survey to take into account companies which are newly established or fall into the scope of the survey for the first time. About 270 companies were selected in the 2020 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 2019 and June 2020 with the related index for June 2019. On the other hand, the Salary Index (B) measures the changes in salary rates over June 2019 only for those who remained in the same occupations and in the same companies in both 2019 and 2020. 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.

V. 統計調查的方法（續）

5.3.3 平均薪金率 在估算特定行業主類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。把估計的薪金總額除以估計的僱員總數，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。

5.3.4 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%。

5.3.5 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，是一個相當重要的項目。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。

V. Survey Methodology (cont'd)

5.3.3 Average salary rate To estimate the average monthly salary rate of a particular occupation in a particular industry section, 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 derived by dividing the estimated total salary bill by 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.

5.3.4 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.

5.3.5 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 are entitled to them. The fringe benefits in money terms are not given in the report as there are practical difficulties in doing so.

V. 統計調查的方法（續）

5.4 薪金指數的後向估計數列

5.4.1 政府統計處就2008統計年度進行的「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」所涵蓋的機構單位，按其行業組別採用並行編碼（即一套編碼按「香港標準行業分類1.1版」，而另一套則按「香港標準行業分類2.0版」）。根據新舊系統並行分類的2008年調查數據，以「香港標準行業分類2.0版」為基礎的一系列薪金指數已作出後向估計至2004年。用戶如對後向估計的統計數列或統計調查結果有任何查詢，請與政府統計處工資及勞工成本統計組（二）聯絡，或參考政府統計處網站（www.censtatd.gov.hk）。

V. Survey Methodology (cont'd)

5.4 Backcasted series of salary indices

5.4.1 Parallel coding of the industry classes of establishments covered in the Survey of Salaries and Employee Benefits - Managerial and Professional Employees (Excluding Top Management), one under the HSIC V1.1 and the other under the HSIC V2.0, was undertaken in the survey round in the reference year of 2008. Based on the 2008 survey data with dual classifications, the series of salary indices under HSIC V2.0 have been backcasted to 2004. Users who are interested in the backcasted series or have enquiries about the survey results may contact the Wages and Labour Costs Statistics Section (2), or refer to the website of the Census and Statistics Department (www.censtatd.gov.hk).

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

選定的行業主類 Selected industry section	香港標準行業 分類 2.0 版編碼 Hong Kong Standard Industrial Classification V2.0 code	規模下限 (以就業人數計) # Minimum size limit (in terms of number of persons engaged)#
製造、電力及燃氣供應 Manufacturing, electricity and gas supply		
紡織品的製造 Manufacture of textiles	13	100
成衣的製造 Manufacture of wearing apparel	14	100
電腦、電子及光學產品的製造 Manufacture of computer; electronic and optical products	26	200
電器設備的製造 Manufacture of electrical equipment	27	200
其他機械設備的製造 Manufacture of machinery and equipment n.e.c.	28	200
發電、輸電及配電 Electric power generation, transmission and distribution	351	200
燃氣的製造及配送 Manufacture and distribution of gas	352	200
樓宇建築、建造及有關行業 Building, construction and related trades		
樓房的建造 Construction of buildings	41	100
土木工程 Civil engineering	42	100
建築物清拆及地盤預備工程 Demolition and site preparation	431	50
地產發展 Real estate development	6811	20
地產發展兼租賃 Real estate development with leasing	6813	20
與建造及地產活動相關的建築、測量及工程服務 Architectural, surveying and engineering services related to real estate and construction	711	50
技術測試及分析 Technical testing and analysis	712	50
進出口貿易、批發及零售 Import/export, wholesale and retail trades		
進出口貿易 Import and export trade	45	50

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

選定行業主類 Selected industry section	香港標準行業 分類 2.0 版編碼 Hong Kong Standard Industrial Classification V2.0 code	規模下限 (以就業人數計) # Minimum size limit (in terms of number of persons engaged)#
進出口貿易、批發及零售 (續) Import/export, wholesale and retail trades (cont'd)		
批發 Wholesale	46	50
零售業 Retail trade	47	100
運輸、倉庫、通訊及旅行代理 Transportation, storage, communications and travel agencies		
陸路運輸 Land transport	49	500
水上運輸 Water transport	50	100
航空運輸 Air transport	51	200
貨倉及運輸輔助活動 Warehousing and support activities for transportation	52	50
郵政及速遞活動 Postal and courier activities	53	200
電訊 Telecommunications	61	200
旅行代理、代訂服務及相關活動 Travel agency, reservation service and related activities	79	50
金融及保險 Financing and insurance		
金融中介 (保險及退休基金除外) Financial intermediation (except insurance and pension funding)	64 (excl. 642)	100
投資及控股公司 Investment and holding companies	642	20
保險 Insurance	65	100
金融保險輔助活動 Activities auxiliary to financial service and insurance activities	66	100

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
一般管理 General management	
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 and 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. Organises 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.
財務管理 Financial management	
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。 Organises 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 organisation. 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>
生產管理 Production management	
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顧客的要求。</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, organises 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3年實地工作經驗或同等專業資格。 Sets standards on quality control and/or assurance requirements. Plans, organises, 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 Engineering and other technical support	
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3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3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或任何土木工程工作；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3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 or any other geotechnical engineering work. Plans, organises 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3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3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5年實地工作經驗及／或同等專業資格。</p> <p>Plans, organises and controls engineering activities to ensure efficient utilisation 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3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

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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 utilisation 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3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3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5年實地工作經驗及／或同等專業資格。</p> <p>Plans, organises 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

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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 3 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。</p> <p>專業資格：於香港政府勞工處註冊或同等專業資格。</p> <p>Organises, 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。</p> <p>專業資格：持有大學結構／土木工程學位及最少有 3 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>
銀行及保險管理 Banking and insurance management	
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。</p> <p>專業資格：持有專業精算師資格或同等資格，如 SOA, IFoA 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 Actuaries (SOA), Fellow of the Institute and Faculty of Actuaries (IFoA), 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

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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. Conducts analysis and gives advice to 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	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。 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.
投資經理/信託經理/基金管理人 Investment Manager/ Trust Manager/ Fund Administrator	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。 Develops and manages investment portfolios for individual customers. Provides investment advisory services to customers and management.
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 specialised 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.
市場及採購管理 Marketing and purchasing management	
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 formulation 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 utilising 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, organises and controls sales activities, participates in formulating sales policy and also conducts research on company's/firm's products.

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

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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, organises 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.
其他管理組別 Management, others	
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 utilisation of materials and equipment. Implements approved utilisation 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, organises 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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