

The 2020 Manpower Survey Report
The Import / Export / Wholesale Trades

The Import / Export / Wholesale Trades Training Board
Vocational Training Council

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The Import/Export/Wholesale Trades Training Board wishes to thank all the respondents of the sampled companies for providing manpower information in the 2020 Manpower Survey of the Import/Export/Wholesale Trades and Mercado Solutions Associates Ltd. in data collection.

The Training Board also highly appreciated the contributions of the Working Party Members on Manpower Survey and the external industry experts who provided invaluable insights into industry development and recommendations, which help the import/wholes/wholesale trades address changes in its business landscape.

I. Executive Summary

Background

1.1 The Import / Export / Wholesale Trades Training Board (“the Training Board”) of the Vocational Training Council appointed Mercado Solutions Associates Ltd. to assist in conducting the manpower survey of the import/export/wholesale trades in Hong Kong from October 2020 to December 2020, with the data reference date on 1 October 2020. This report presents the survey findings of the latest manpower situation of the industry and proposes recommendations on the manpower demand and training needs. This manpower survey was also supplemented by conducting in-depth interviews with some external industry experts to garner insights into the manpower perspective and training needs of the import/export/wholesale trades.

Survey Coverage & Methodology

1.2 This survey covered the Import / Export Trades and Wholesale Trade. The survey adopts the stratified random sampling method for selecting establishments in the Import/Export/Wholesale (IEW) Trades to participate in the survey. A total of 1 014 establishments, comprising 680 from the Import / Export Trades and 334 from the Wholesale Trade, were selected from the central registrar of the Census and Statistics Department (C&SD).

1.3 The questionnaire comprised two parts: (i) Part I collected quantitative manpower information by job levels and by principal jobs; and (ii) Part II collected supplementary information related to manpower situation.

1.4 A pack of survey documents was given to each invited establishment. The respondents of the establishments were asked to provide manpower information of their establishments. During the fieldwork period, enumerators assisted the respondents to complete the questionnaire(s) through phone calls or on-site visits. The data collection and enumeration processes were closely monitored and data was verified to ensure quality. The effective response rate was 90.1% after enumeration.

1.5 The sampled establishments were invited to provide manpower information based on a list of principal jobs, which were defined and considered significant by the VTC. The principal jobs were classified in three levels, i.e. (a) managerial level, (b) supervisory level, and (c) clerical / operative support level in accordance with the level of responsibility, complexity of jobs and the skills, knowledge and training required.

Findings

Number of Companies

Import / Export Trades (IE Trades)

1.6 The survey found that the number of companies was 61 231, decreased by 36 245 (-37.2%) when compared with 97 476 in 2016.

Wholesale Trade

1.7 The survey found that the number of companies was 8 158, decreased by 4 608 (-36.1%) when compared with 12 766 in 2016.

Number of Employees

Import / Export Trades (IE Trades)

1.8 As at 1 October 2020 (i.e. the reference date of the survey), a total of 391 391 persons were engaged in IE trades, in which 292 618 (74.8%) were technical manpower (persons employed in principal jobs) and 98 773 (25.2%) were non-technical manpower (persons employed in generic jobs such as finance and accounting, human resources, information technology, administrative and other supportive functions.)

1.9 The total number of persons in the IE trades (i.e. technical and non-technical manpower) decreased by 86 312 when compared with 477 703 in 2016. For the technical manpower, it decreased by 60 853 (-17.2%) when compared with 353 471 in 2016, whereas the non-technical manpower decreased by 25 459 (-20.5%) when compared with 124 232 in 2016.

1.10 The top three principal jobs were Sales Representative (67 066, 38.7%), Merchandiser (29 690, 35.9%), and Sales Manager (12 421, 34.0%). The survey also found an emerging need in the area of sustainability at all job levels: managerial level (23, 0.06%), supervisory level (14, 0.02%) and clerical/operative support level (67, 0.04%).

Wholesale Trade

1.11 As at 1 October 2020, a total of 51 266 persons were engaged in the wholesale trade, in which 33 346 (65.0%) were technical manpower (persons employed in principal jobs) and 17 920 (35.0%) were non-technical manpower (persons employed in generic jobs such as finance and accounting, human resources, information technology, administrative and other supportive functions.)

1.12 The overall manpower decreased by 10 414 when compared with 61 680 in 2016. For the technical manpower, it decreased by 6 601 (-16.5%) when compared with 39 947 in 2016, whereas the non-technical manpower decreased by 3 813 (-17.5%) when compared with 21 733 in 2016.

1.13 The top three principal jobs were Sales Executive (5 068, 62.6%), Sales Representative (13 811, 60.3%), and Sales Manager (1 199, 51.1%). The survey also found an emerging need in the area of sustainability at the managerial level (2, 0.09%)

Number of Vacancies

Import / Export Trades (IE Trades)

1.14 The number of vacancies of the technical manpower was 1 659, decreased by 2918 (-63.8%) when compared with 4 577 in 2016.

Wholesale Trade

1.15 The number of vacancies of the technical manpower was 568, decreased by 753 (-57%) when compared with 1 321 in 2016.

Manpower Demand

Import / Export Trades (IE Trades)

1.16 The manpower demand of technical demand in 2020 was 294 277 (existing manpower plus vacancies). It decreased by 63 771 when compared with 358 048 in 2016. The prominent vacancies were found in Sales Representative (922, 55.6%), Product Designer (118, 7.1%) and Business Development Manager (102, 6.1%).

Wholesale Trade

1.17 The manpower demand of technical demand in 2020 was 33 914 (existing manpower plus vacancies). It decreased by 7 354 when compared with 41 268 in 2016. The prominent vacancies were found in Sales Representaives (469, 82.6%), Warehouse Clerk (28, 4.9%) and Product Engineer (22, 3.9%).

Average Monthly Income Range

Import / Export Trades (IE Trades)

1.18 Compared with the results of the 2016 survey, a general upward trend in average monthly income was recorded in 2020 across various job levels. The average monthly range of most employees at the managerial level was \$30,001-\$50,000 (57.8%), increased by 18.4% when compared with 39.4% in 2016. Most of the employees at the supervisory level earned an average monthly income range of \$20,001-\$30,000 (76.5%), increased by 29.1% when compared with 47.4% in 2016. For the clerical/operative support level, most employees earned an average monthly range of \$15,001 - \$20,000 (55.3%), increased by 27.1% when compared with 28.2% in 2016.

Wholesale Trade

1.19 Compared with the results of the 2016 survey, a general upward trend in average monthly income was recorded in 2020 across various job levels. The average monthly range of most employees at the managerial level was \$30,001-\$50,000 (64.1%), increased by 29.8% when compared with 34.3% in 2016. The average monthly income range of most employees at the supervisory level was \$20,001-\$30,000 (61.5%). However, it was noted that 26.8% of employees at the supervisory level was in the average monthly income range of \$30,001 - \$50,000, representing an increase of 23.3% when compared with 3.5% in 2016. The average monthly income range of most employees at the clerical/operative support level (59.8%) was \$15,001 - \$20,000, it increased by 34.3% when compared with 25.5% in 2016.

Preferred Level of Education

Import / Export Trades (IE Trades)

1.20 The survey found that most of the employees at managerial level were preferred to have education level of first degree (69.4%), while most of those at clerical/operative support level were preferred to have attained qualification of secondary 4 – 6/7 (69.6%). However, most of the employees at the supervisory level were preferred to have diploma/certificate qualification (41.3%) through enrolling the technical and vocational education programmes.

Wholesale Trade

1.21 Similar to the IE trade, the survey found that that most of the employees at managerial level were preferred to have education level of first degree (58.2%), while most of those at clerical/operative level were preferred to have attained qualification of secondary 4 – 6/7 (55.7%). However, most of the employees at the supervisory level were preferred to have diploma/certificate qualification (44.3%) through enrolling the technical and vocational education programmes.

Preferred Relevant Years of Experience

Import / Export Trades (IE Trades)

1.22 Similar to the trend in 2016, requirements on employees' years of experience generally rose with the job level. The survey found that the major preferred ranges for different job levels were: 6-10 years for the managerial level (49.8%), 3-6 years for the supervisory level (77.5%) and 1-3 years for the clerical/operative level (66.9%).

Wholesale Trade

1.23 Similar to the trend in 2016, requirements on employees' years of experience generally rose with the job level. The survey found that the major preferred ranges for different job levels were: 6-10 years for the managerial level (41.2%), 3-6 years for the

supervisory level (77.2%) and 1-3 years for the clerical/operative level (69.7%).

Training

Import / Export Trades (IE Trades)

1.24 Of the top five training areas for each job level, “Customer Acquisition and Retention/Customer Relationship Management” and “Multi-languages” were commonly mentioned in all job levels. Whereas, the training areas in “Product Advisory/Product Demonstration” and “Merchandising/Purchasing” were found in both the supervisory level and clerical/operative support level. The rest were “Risk Management”, “Business Ethics”, “Digital Marketing”, “E-commerce” and “Digital Literacy”.

Wholesale Trade

1.25 Of the top five training areas for each job level, “Customer Acquisition and Retention/Customer Relationship Management” and “Product Advisory/Product Demonstration” were commonly mentioned in all job levels. For the training areas in “Big Data Analytics” was mentioned in both the managerial and supervisory levels. Whereas, the training areas in “Merchandising/Purchasing” were found in both the supervisory level and clerical/operative support level. The rest were “Risk Management”, “Multi-languages”, “E-commerce”, “Digital Literacy” and “Inventory Management/Supply Chain and Logistics Management”.

Recruitment Difficulties

Import / Export Trades (IE Trades)

1.26 For recruiting supervisory level and clerical/operative support level, the top two difficulties were “candidates lacked the relevant experience” (32.6% and 23.7% respectively) and “candidates lacked the relevant skills/expertise” (25.6% and 22.3% respectively). For recruiting employees at managerial level, the top two difficulties were “candidates lacked the relevant experience” (15.6%) and “candidates lacked the relevant academic qualification” (12.5%).

Wholesale Trade

1.27 For recruiting managerial level and supervisory level, the commonly mentioned difficulties were “candidates lacked the relevant experience” (24.4% and 26.3% respectively), “candidates lacked the relevant skills/expertise” (22.0% and 25.3% respectively) and “candidates had more choices in the market” (19.5% and 29.3% respectively). For recruiting employees at clerical/operative support level, the most frequently mentioned difficulty was “candidates had more choices in the market” (15.2%), followed by “candidates found the remuneration package and fringe benefit not attractive” (10.0%) and “candidates lacked the relevant experience” (9.7%).

Wastage

Import / Export Trades (IE Trades)

1.28 Wastage rate refers to those leaving the Import / Export Trades because of changes of jobs to non-import/export trades, emigration, retirement, further studies and other reasons. The survey found that the number of wastage was 13 464 in the past 12 months and the overall turnover rate was 4.6%. The turnover rate of the staff at clerical/operative support level was the highest (5.0%), while for that of the managerial level was the lowest (3.8%).

Wholesale Trade

1.29 Wastage rate refers to those leaving the Wholesale Trade because of changes of jobs to non-wholesale trade, emigration, retirement, further studies and other reasons. The survey found that the number of wastage was 2 160 in the past 12 months and the overall turnover rate was 6.4%. The turnover rate of the staff at clerical/operative support level was the highest (8.3%), while for that of the supervisory level was the lowest (1.7%).

IE Trades - Future Plans to Mitigate the Effect Arising from the Challenges

1.30 Almost all establishments (99.7%) anticipated that they will face challenges in the next 6 months. The major challenges were “spread of the COVID-19 pandemic” (96.0%) and “China-US trade war” (68.8%). More than half of the establishments planned to “accelerate online sales channels” (55.8%). In addition, considerable proportions planned to “develop other types of product” (33.1%), “accelerate the digital transformation of business models” (25.3%) and “diversify production or sourcing bases” (25.1%).

Wholesale Trade – Related Functions/Activities Involved

1.31 The major functions/activities involved for establishments in Wholesale Trade were distribution (57.7%), retail (48.9%), sales and marketing (47.1%) and procurement (33.8%). The functions/activities involved in the next 12 months indicated a significant increase in sales and marketing, from 47.1% in 2020 to 69.5% in 2021. Moreover, slightly more establishments will be involved in brand development in the next 12 months (from 12.6% in 2020 to 16.6% in 2021).

Employers’ Forecast of Manpower Demand in 2021

Import / Export Trades (IE Trades)

1.32 Employers’ forecasted manpower demand will be remained stable in October 2021, with only a very slight decrease of 0.003% as compared with 2020.

Wholesale Trade

1.33 Employers' forecasted manpower demand will be remained stable in October 2021, with only a slight increase of 0.1% as compared with 2020.

Manpower Projection

Import / Export Trades (IE Trades)

1.34 A trend of negative manpower growth in order of decreasing magnitude was projected, i.e. -9.0%, -4.5%, -3.1% and -2.2% in years 2021, 2022, 2023 and 2024 respectively.

Wholesale Trade

1.35 A trend of negative manpower growth in order of decreasing magnitude was projected, i.e. -4.2%, -3.7%, -3.2% and -2.8% in years 2021, 2022, 2023 and 2024 respectively.

Business Outlook

1.36 The rebound of the global economy will hinge crucially on the development of COVID-19. Other risk factors such as the China-US relations and geopolitical tension also warranted attention. With the pandemic gradually alleviated alongside the mass vaccination campaigns, the business and consumer confidence can hopefully see broader improvement later this year. It is envisioned that the improving global economic conditions in particular the Mainland, the major driver of global growth, should continue to support Hong Kong's external segments in the long term. Furthermore, the development of the Guangdong-Hong Kong-Macao Greater Bay Area, the Belt and Road Initiative and the Regional Comprehensive Economic Partnership will continue to provide valuable business opportunities for Hong Kong enterprises.

Recommendations

Government

1.37 Provide more job attachment opportunities to students and subsidies to educational institutions for upskilling the workforce, provide more funding support to SMEs for exploring opportunities in the countries along the "Belt and Road" and the "Greater Bay Area", provide resources to accredited vocational and professional education and training institutions for achieving high quality teaching and learning facilities to facilitate smart learning and formulate appropriate policies for acquiring, retraining the quality retirees.

Training Service Providers

1.38 Develop up-to-date training programmes with flexible learning modes, collaborate with the partners in the Greater Bay Area in grooming talents via on-the-job training and exchange of students/employees, arrange more tours to trade shows/exhibitions for students to broaden their horizons, join hands with the employers to promote the industry professional image with positive prospects to students at early childhood, and adopt the integration of workplace learning and assessment for enhancing the practical skills of students.

Employers

1.39 Enhance their adaptability to change and implement their digital plans in phases with the help of a sound strategy to replace mundane, repetitive tasks, create a caring, happy and fulfilling working environment among different generations of employees for boosting morale and improving their work-life balance in addition to a competitive remuneration exercise, and develop and maintain thoughtfully a structured career path system, offer more internship and placement opportunities for students, provide incentives to motivate employees to learn and reconsider engaging capable retirees.

Employees

1.40 Develop a global vision and be aware of the importance of life-long learning for sustaining their competitive edge, make use of continuing education fund, enhance their digital/analytical skills, master their multi-lingual skills for establishing relationships with clients or co-workers in a multi-cultural business environment and enhance their adversity quotient, leadership skills, problem solving skills and interpersonal communication skills.

II. Introduction

Background

2.1 According to the terms of reference of the Training board of the Vocational Training Council, the Import/Export/Wholesale Trades Training Board (Training Board) is required to determine the manpower demand of the industry and to recommend to the Council for the training needs to meet the assessed manpower demand. Hence, the Training Board conducted the 2020 Manpower Survey of the Import/Export/Wholesale Trades from **October to December 2020**, with the reference date on 1 October 2020, to collect the manpower information for assessing the industry's manpower requirements and training needs. This manpower survey mainly focused on analysis of technical manpower, which refers to the personnel who are employed in the principal jobs of the IEW Trades. It was also supplemented by conducting in-depth interviews with some external industry experts. The membership of the Training Board, the terms of reference, the membership of the Working Party on Manpower Survey and the list of participants for the in-depth interviews are listed in *Appendices 1, 2, 3 and 6* respectively.

Objectives

2.2 The objectives of this manpower survey are to collect up-to-date manpower information by principal jobs of the industry; assess the industry's technical manpower structure; forecast training requirements in the near future; and recommend to the VTC the development of training strategies to meet the needs.

Survey Coverage

2.3 The scope of the industry covered in the survey is shown as follows:

Import / Export Trades

Establishments which were engaged in:

- the import of goods for wholesaling and/or export of goods (except mail-order houses and those engaged in sales of goods via Internet);
- or buying agents or commission agents arranging for import or export of goods.

Wholesale Trade

Establishments which were engaged in:

the resale (sale without transformation) of new and used goods to

- retailers;
- the industrial, commercial, institutional or professional users;
- other wholesalers;
- or those acting as agents or brokers in buying merchandise for, or selling merchandise to, such persons or establishments.

III. Methodology

Sample Design

3.1 The survey adopts the stratified random sampling method for selecting establishments in the IEW Trades to participate in the survey. A total of 1 014 establishments, comprising 680 from the Import / Export Trades and 334 from the Wholesale Trade, were selected from the central registrar of the Census and Statistics Department (C&SD)^{Note 1}.

Questionnaire Design

3.2 The questionnaire comprised two parts: (i) Part I collected quantitative manpower information by job levels and by principal jobs; and (ii) Part II collected supplementary information related to manpower situation. The list of principal jobs was defined with detailed job descriptions given for each job, and was classified in three skill levels in accordance with the level of responsibility, complexity of jobs and the skills, knowledge and training required as follows:

- (a) Managerial level
- (b) Supervisory level
- (c) Clerical / Operative Support level

3.3 While job titles adopted in the establishments might vary with the descriptions of the principal jobs, respondents were required to provide manpower information corresponding to the job descriptions and the skill levels of the principal jobs.

3.4 The definition of terms and the survey documents (including the questionnaires for establishments of Import / Export Trades and Wholesale Trade respectively, explanatory notes and job descriptions for principal jobs) are given in *Appendices 4 and 5* respectively.

Data Collection

3.5 The data collection was carried out between October and December 2020. A pack of survey documents was given to each invited establishment. The respondents of the establishments were asked to provide manpower information of their establishments at the time of the survey with the reference date on 1 October 2020. During the fieldwork period, enumerators assisted the respondents to complete the questionnaire(s) through phone calls, emails or on-site visits.

^{Note 1} The Industry Codes based on the Hong Kong Standard Industrial Classification (HSIC) (Version 2.0) are: 451 for Export Trade, 452 for Import Trade and 460 for Wholesale Trade.

3.6 Various measures were taken to assure the quality of the data collection process. These measures included prior fieldwork preparation, thorough training of fieldwork staff, monitoring of the fieldwork execution, measures to increase the response rate, checking of the completed questionnaires, double data entry and validation of the collected data. The list of quality control measures is shown in *Appendix 7*.

Data Analysis

3.7 Among the 644 valid sampled establishments^{Note 2}, 580 were successfully enumerated, giving an effective response rate of 90.1%. Taking into account (i) the satisfactory response rate of individual branches; (ii) the satisfactory response rate from the majority of prominent and sizeable establishments; and (iii) the grossing-up of sample results based on the statistically-grounded method, it could be concluded that the survey findings presented in this report contributed to a significant level of representativeness of the IEW Trades. The response rate achieved for individual branch was also adequate to produce meaningful breakdown by branch. The response profile is shown in *Appendix 8*.

Limitation

3.8 Owing to the change of the questionnaire design, not all data collected can be directly comparable between the 2016 and 2020 Surveys.

3.9 In consideration of the duration of the survey period and also the time gap between the carrying out of the survey and the publication of this report, there could be changes in the growing economy of Hong Kong and cyclical fluctuations in the retail trade, rendering deviations of the findings from actual scenarios at the time the report is released.

3.10 As the Survey is conducted by drawing a sample of companies in the relevant trades using scientific sampling method for data collection, the statistics derived from the survey were also subject to sampling error.

Manpower Projection Methodology

3.11 For Import and Export trades, the Labor Market Analysis (LMA) Methodology was adopted to examine a group of key economic indicators collected from a reliable and independent authority for reflecting the key changes in the local economy, demography and labour market. A statistical model is developed by selecting relevant economic indicators to project the technical manpower requirements for the period from 2021 to 2024.

3.12 For the Wholesale trade, the Adaptive Filtering Methodology (AFM) was adopted by taking into account the historical data for projecting the technical manpower requirement for the period from 2021 to 2024.

^{Note 2} Sampled establishments with cease of operation, moved, not engaged in IEW Trades, etc. were considered as invalid.

IV. Findings

Manpower Situation

Number of Establishments Engaged in the Industry

4.1 During the survey period, 61 231 establishments were engaged in Import / Export Trades, decreased by 36 245 (or -37.2%) when compared with 97 476 in the 2016 Survey. Besides, 8 158 establishments were engaged in Wholesale Trade, decreased by 4 608 (or -36.1%) when compared with 12 766 in 2016.

Import / Export Trades

4.2 The survey revealed that as at 1 October 2020 (i.e. the reference date of the survey), a total of 391 391 persons were engaged in Import / Export Trades, in which 292 618 were technical employees (persons employed in the principal jobs) and 98 773 were non-technical employees.

4.3 Moreover, there were a total of 1 659 technical vacancies in the trades. Aggregating the total number of technical manpower and vacancies, it was estimated that the total manpower demand was 294 277 as at 1 October 2020.

4.4 The employers being surveyed expected that the manpower demand will be remained stable in October 2021. Their forecasted manpower demand only reflected a slight decrease of less than 0.1%, from 294 277 in 2020 to 294 268 in 2021.

Wholesale Trade

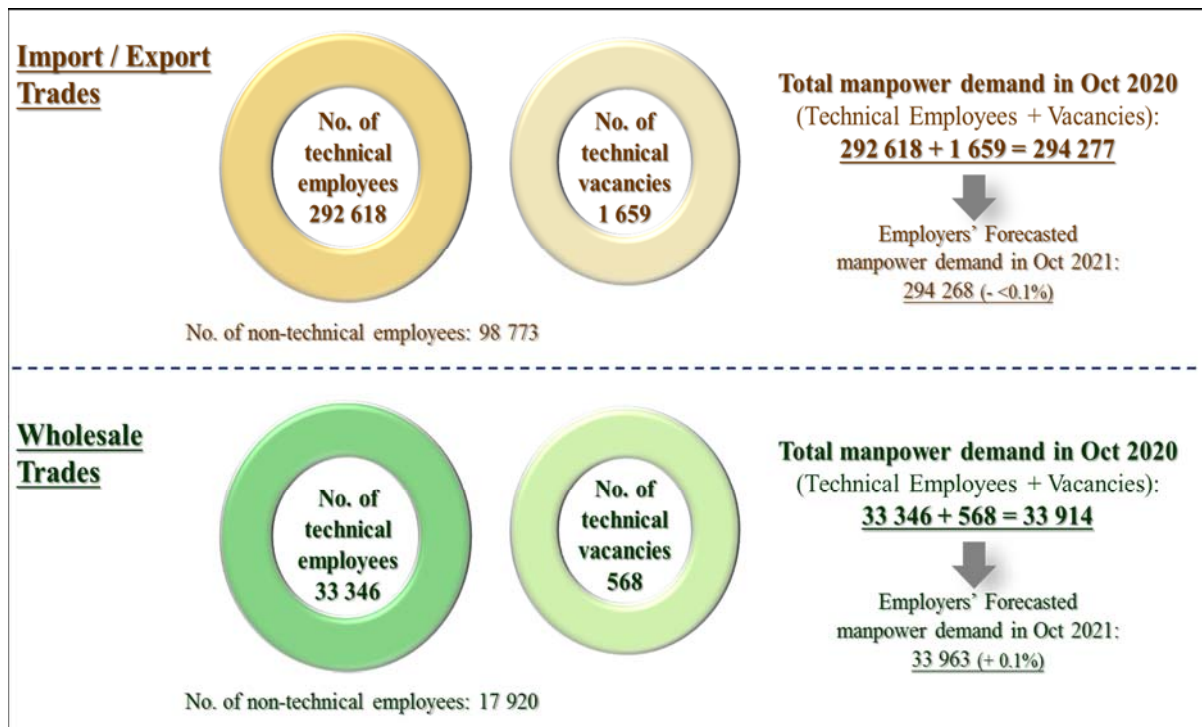
4.5 As at 1 October 2020, a total of 51 266 persons were engaged in Wholesale Trade, in which 33 346 were technical employees and 17 920 were non-technical employees.

4.6 Moreover, there were a total of 568 technical vacancies in the trade. Aggregating the total number of technical manpower and vacancies, it was estimated that the total manpower demand was 33 914 as at 1 October 2020.

4.7 The employers being surveyed expected that the manpower demand will be remained stable in October 2021. Their forecasted manpower demand only reflected a slight increase of 0.1%, from 33 914 in 2020 to 33 963 in 2021.

4.8 The distribution of employees for Import / Export Trades and Wholesale Trade is shown in *Chart 4.1*.

Chart 4.1 Overview of Manpower Situation



Number of Employees

Import / Export Trades

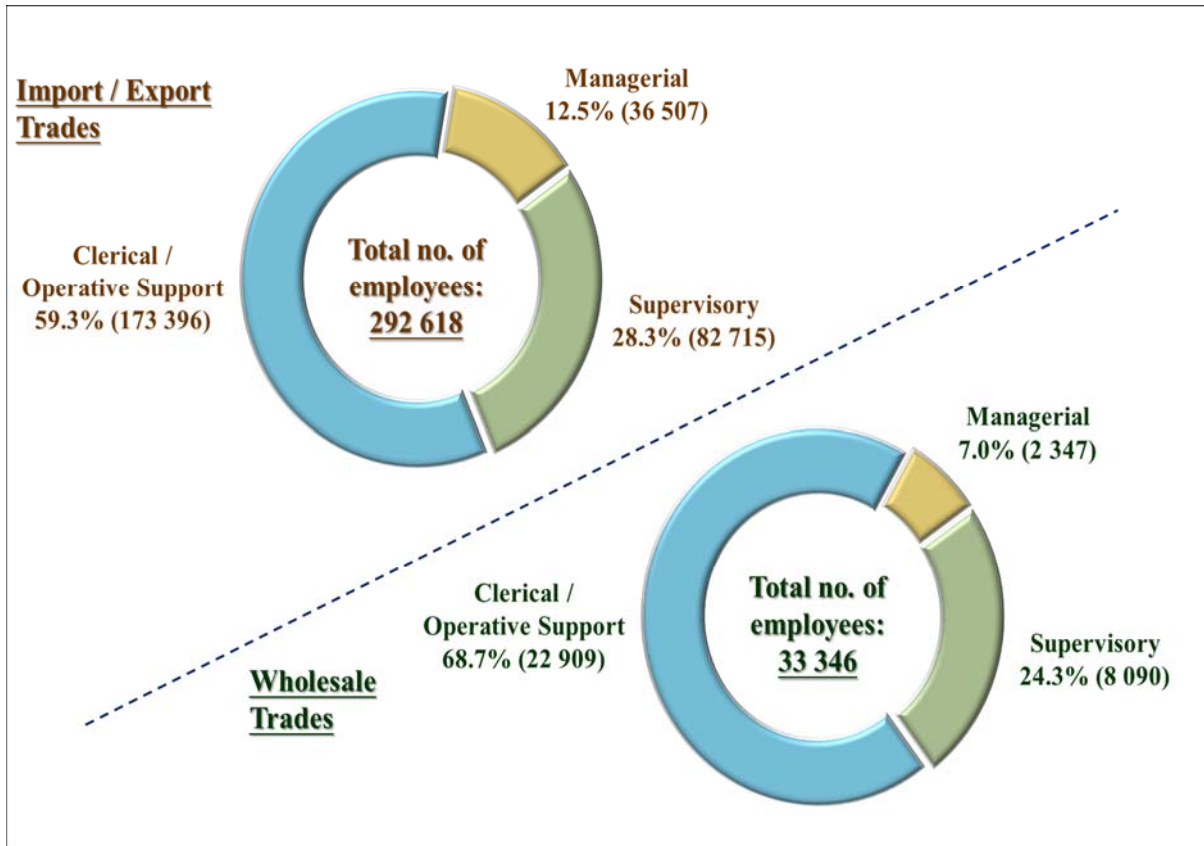
4.9 Among the 292 618 technical employees in Import / Export Trades, the largest proportion (59.3%; 173 396 persons) were working in the clerical/operative support level, followed by supervisory level (28.3%; 82 715 persons) and managerial level (12.5%; 36 507 persons).

Wholesale Trade

4.10 Among the 33 346 technical employees in Wholesale Trade, the largest proportion (68.7%; 22 909 persons) were working in the clerical/operative support level, followed by supervisory level (24.3%; 8 090 persons) and managerial level (7.0%; 2 347 persons).

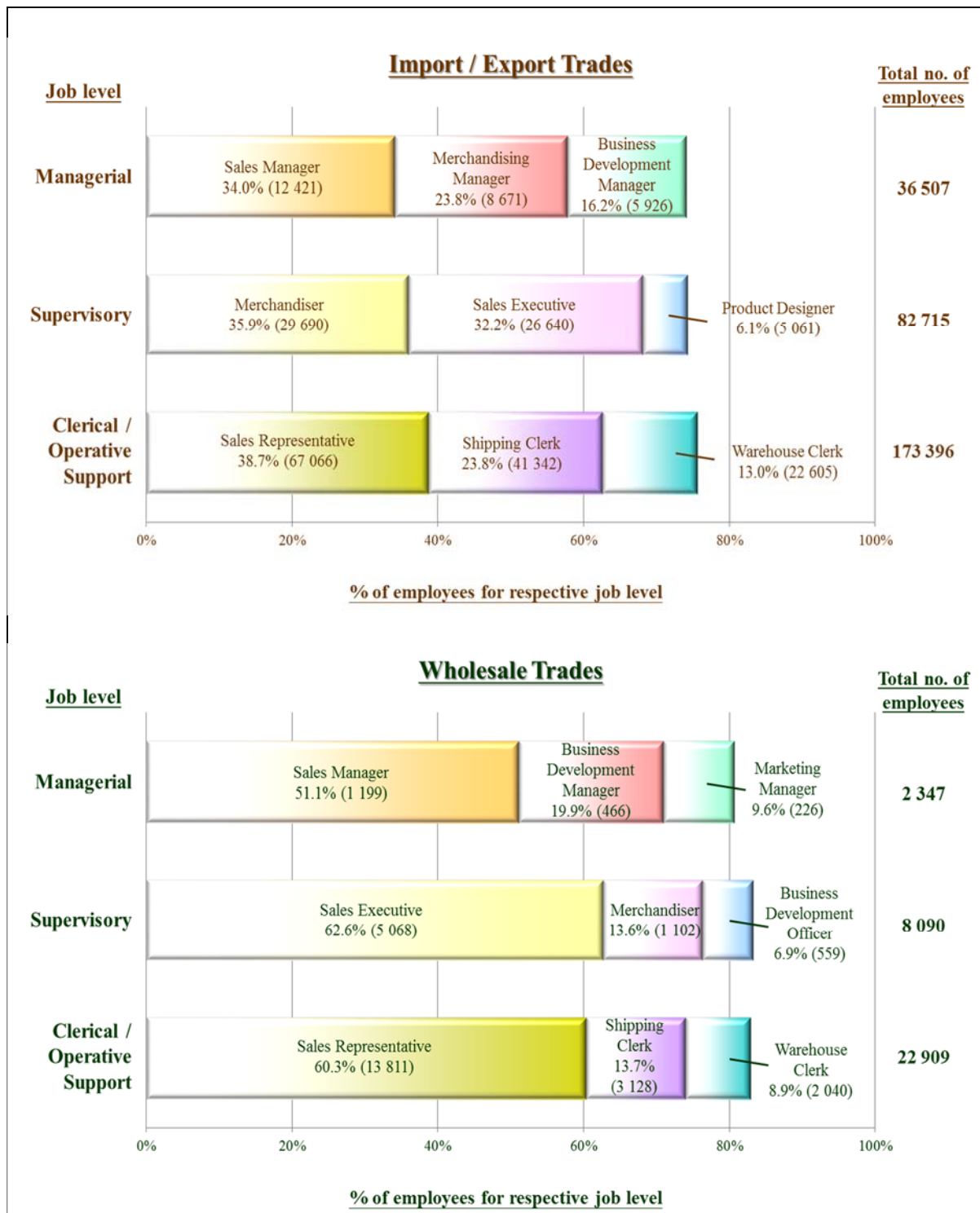
4.11 The employee distribution by job level for both trades is shown in *Chart 4.2*.

Chart 4.2 Number of Employees – by Job Level



4.12 The prominent principal jobs in each job level were similar in Import / Export Trades and Wholesale Trade. For details, please refer to **Chart 4.3**.

Chart 4.3 Prominent Principal Jobs – Top 3 by Job Level



Average Monthly Income Range

Import / Export Trades

4.13 Regarding the average monthly income range in Import / Export Trades, the common income ranges for different job levels were \$20,001 - \$50,000 for managerial level (84.7%), \$20,001 - \$30,000 for supervisory level (76.5%) and \$10,001 - \$20,000 for clerical/operative support level (89.0%).

Wholesale Trade


4.14 For Wholesale Trade, the common income ranges for different job levels were \$20,001 - \$50,000 for managerial level (85.5%) as well as supervisory level (88.3%), and \$10,001 - \$20,000 for clerical/operative support level (85.9%).

4.15 The average monthly income range by job level for both trades is shown in *Table 4.1*.

Table 4.1 Average Monthly Income Range – by Job Level

	Job level		
	Managerial	Supervisory	Clerical / Operative Support
Import / Export Trades			
\$10,000 or below	0.0%	0.1%	2.3%
\$10,001 - \$15,000	0.0%	1.0%	33.7%
\$15,001 - \$20,000	0.6%	8.3%	55.3%
\$20,001 - \$30,000	26.9%	76.5%	8.6%
\$30,001 - \$50,000	57.8%	14.1%	0.0%
\$50,001 or above	14.8%	0.0%	0.0%
Wholesale Trade			
\$10,000 or below	0.0%	0.0%	1.5%
\$10,001 - \$15,000	0.0%	1.3%	26.1%
\$15,001 - \$20,000	5.3%	10.3%	59.8%
\$20,001 - \$30,000	21.4%	61.5%	12.7%
\$30,001 - \$50,000	64.1%	26.8%	0.0%
\$50,001 or above	9.2%	0.0%	0.0%

Notes: Percentages of employees by job level of the respective trade.

 denotes relatively higher percentages by job level of the respective trade.

Vacancies, Turnover and Recruitment

Number of Vacancies

Import / Export Trades

4.16 As at 1 October 2020, the total number of vacancies in the Import/Export Trades was 1 659, representing 0.6% of the total manpower demand (i.e. the total number of employees plus vacancies.)

4.17 The majority of job vacancies were in the clerical/operative support level (0.7%) at a slightly higher vacancy rate as compared with 0.4% for managerial level and 0.4% for supervisory level.

4.18 The prominent vacancies were mostly the jobs of Sales Representative (922), which accounted for 55.6% of the total number of vacancies.

Wholesale Trade

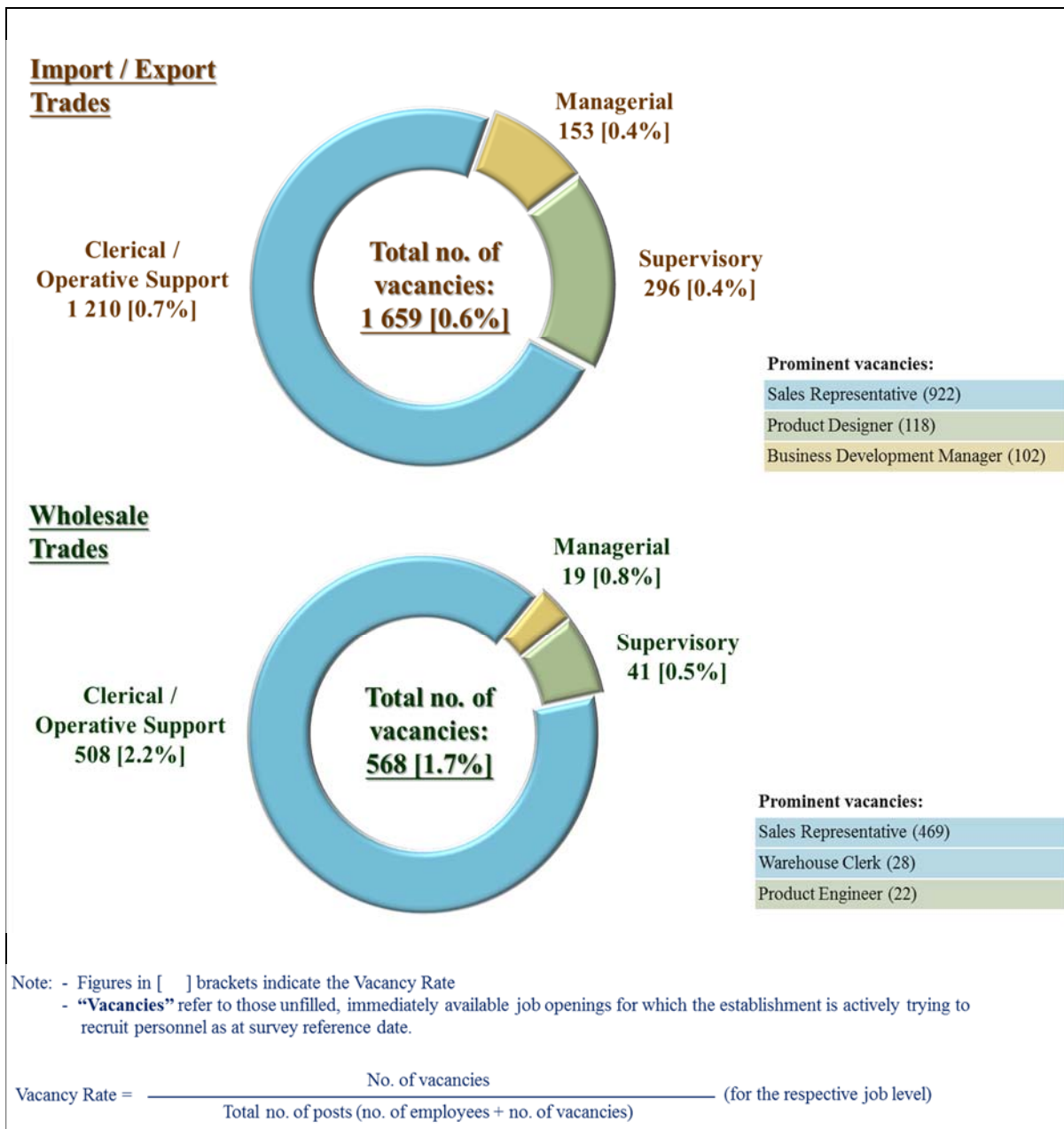
4.19 As at 1 October 2020, the total number of vacancies in the Wholesale Trade was 568, representing 1.7% of the total manpower demand of technical manpower (i.e. the total number of employees plus vacancies).

4.20 The majority of job vacancies were in the clerical/operative support level (2.2%) at a higher vacancy rate as compared with 0.8% for managerial level and 0.5% for supervisory level.

4.21 The prominent vacancies were mostly the jobs of Sales Representative (469), which accounted for 82.6% of the total number of vacancies.

4.22 The number of vacancies by job level is shown in *Chart 4.4*.

Chart 4.4 Number of Vacancies – by Job Level



Employees Turnover in the Past 12 Months

Import / Export Trades

4.23 Employers of the Import / Export Trades reported that a total of 13 464 employees had left their establishments during the past 12 months, with the clerical/operative support level (8 650 employees) accounted for the largest proportion of the employees left.

4.24 The turnover rate (i.e. the number of employees left as a percentage of the total number of posts) in Import / Export Trades was 4.6%. Analysing by job level, the turnover rate of clerical/operative support level (5.0%) was higher than those of managerial level (3.8%) and supervisory level (4.1%).

Wholesale Trade

4.25 For Wholesale Trade, employers reported that a total of 2 160 employees had left their establishments during the past 12 months, with the majority at clerical/operative support level (1 943 employees).

4.26 The turnover rate in Wholesale Trade was 6.4%. Higher turnover rate was found in clerical/operative support level (8.3%), followed by managerial level (3.3%) and supervisory level (1.7%).

4.27 The turnover rate by job level for both trades is shown in **Table 4.2**.

Table 4.2 Employees Turnover in the Past 12 Months – by Job Level

	Overall	Job level		
		Managerial	Supervisory	Clerical / Operative Support
Import / Export Trades				
No. of employees left	13 464	1 407	3 407	8 650
Turnover rate	4.6%	3.8%	4.1%	5.0%
Wholesale Trade				
No. of employees left	2 160	78	139	1 943
Turnover rate	6.4%	3.3%	1.7%	8.3%

$$\text{Turnover rate} = \frac{\text{No. of employees left}}{\text{Total no. of posts (no. of employees + no. of vacancies)}} \quad (\text{for the respective trade \& job level})$$

Employees' Whereabouts After Leaving

Import / Export Trades

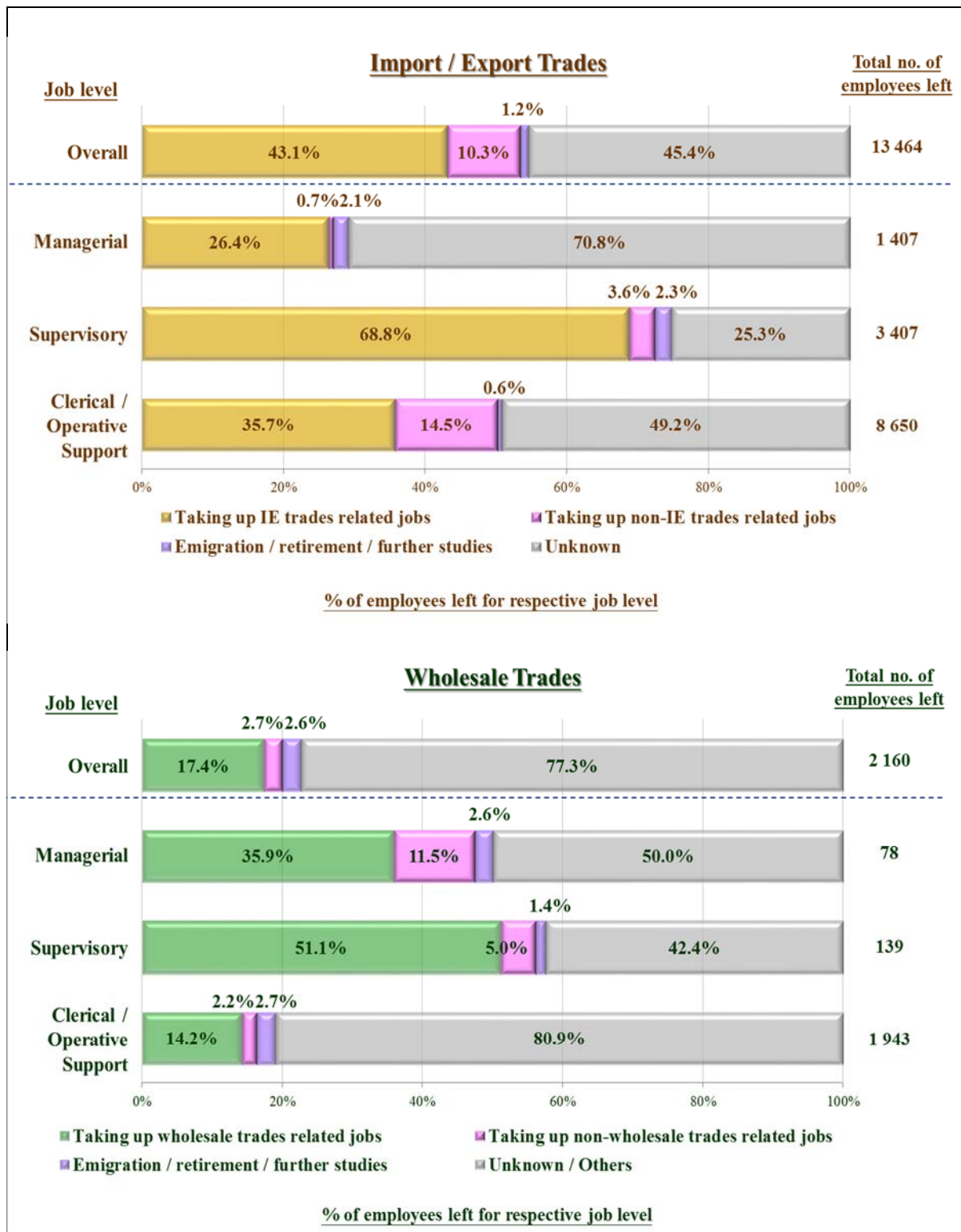
4.28 Among the 13 464 employees in Import / Export Trades who left their establishments, employers reported that 5 803 (43.1%) were staying in Import / Export Trades related jobs after leaving, represents 4.6% of the total manpower demand.

Wholesale Trade

4.29 Among the 2 160 employees in Wholesale Trade who left their establishments, employers reported that 375 (17.4%) were staying in Wholesale Trade related jobs after leaving, represents 6.4% of the total manpower demand.

4.30 A summary of employees who left in the past 12 months by whereabouts is shown in *Chart 4.5*.

Chart 4.5 Employees' Whereabouts after Leaving – by Job Level



Recruitment Difficulties in the Past 12 Months

Import / Export Trades

4.31 Of the establishments in Import / Export Trades which had engaged in recruitment exercise for the respective level of employees during the past 12 months, the proportion of encountering recruitment difficulties was relatively higher for those supervisory level (33.4%) and clerical/operative support level (31.0%), followed by managerial level (23.3%).

4.32 For supervisory level and clerical/operative support level, the top two difficulties were “candidates lacked the relevant experience” (32.6% and 23.7% respectively) and “candidates lacked the relevant skills / expertise” (25.6% and 22.3% respectively). For recruiting employees at managerial level, the top two difficulties were “candidates lacked the relevant experience” (15.6%) and “candidates lacked the relevant academic qualification” (12.5%).

Wholesale Trade

4.33 Of the establishments in Wholesale Trade which had engaged in recruitment exercise for the respective level of employees during the past 12 months, the proportion of encountering recruitment difficulties was relatively higher for those supervisory level (30.3%), followed by managerial level (24.4%) and clerical/operative support level (23.4%).

4.34 For managerial level and supervisory level, the commonly mentioned difficulties were “candidates lacked the relevant experience” (24.4% and 26.3% respectively), “candidates lacked the relevant skills / expertise” (22.0% and 25.3% respectively) and “candidates had more choices in the market” (19.5% and 29.3% respectively). For employees at clerical/operative support level, the most frequently mentioned difficulty was “candidates had more choices in the market” (15.2%), followed by “candidates found the remuneration package and fringe benefit not attractive” (10.0%) and “candidates lacked the relevant experience” (9.7%).

4.35 The reasons for recruitment difficulties by job level in the past 12 months are shown in **Table 4.3**.

Table 4.3 Recruitment Difficulties in the Past 12 Months – by Job Level

	Job level		
	Managerial	Supervisory	Clerical / Operative Support
Import / Export Trades			
- Encountered recruitment difficulties	23.3%	33.4%	31.0%
<i>Candidates lacked the relevant experience</i>	15.6%	32.6%	23.7%
<i>Candidates lacked the relevant skills / expertise</i>	0.7%	25.6%	22.3%
<i>Candidates lacked the relevant academic qualification</i>	12.5%	11.1%	15.9%
<i>Candidates found the remuneration package and fringe benefit not attractive</i>	1.9%	20.4%	11.3%
<i>Candidates had more choices in the market</i>	9.0%	4.4%	6.8%
<i>Candidates were lack of awareness of career opportunities available and the career prospect in the industry</i>	0.0%	0.5%	0.2%
- Did not encounter recruitment difficulties	76.7%	66.6%	69.0%
Wholesale Trade			
- Encountered recruitment difficulties	24.4%	30.3%	23.4%
<i>Candidates lacked the relevant experience</i>	24.4%	26.3%	9.7%
<i>Candidates lacked the relevant skills / expertise</i>	22.0%	25.3%	3.8%
<i>Candidates lacked the relevant academic qualification</i>	0.0%	1.0%	1.4%
<i>Candidates found the remuneration package and fringe benefit not attractive</i>	0.0%	1.0%	10.0%
<i>Candidates had more choices in the market</i>	19.5%	29.3%	15.2%
<i>Candidates were lack of awareness of career opportunities available and the career prospect in the industry</i>	0.0%	4.0%	2.4%
- Did not encounter recruitment difficulties	75.6%	69.7%	76.6%

- Notes:
- (i) Percentages of establishments with recruitment exercise by job level.
 - (ii) Respondents could give multiple response of recruitment difficulties.

Anticipated Manpower Situation and Future Development

Employers' Forecasted Manpower Demand in 2021

Import / Export Trades

4.36 Looking at Import / Export Trades as a whole, the employers being surveyed expected that the manpower demand will be remained stable in October 2021. Their forecasted manpower demand only reflected a slight decrease of less than 0.1%, from 294 277 (i.e. number of employees + number of vacancies, excluding non-technical employees) in 2020 to 294 268 in 2021. Across different job levels, while there was no change for managerial level, the percentage changes for supervisory level and clerical/operative support level were very minimal.

Wholesale Trade

4.37 For Wholesale Trade, the employers being surveyed expected that the manpower demand will be remained stable in October 2021. Their forecasted manpower demand only reflected a slight increase of 0.1%, from 33 914 in 2020 to 33 963 in 2021. Across different job levels, while there was no change for managerial level, the percentage changes for supervisory level and clerical/operative support level were insignificant.

4.38 The forecasted manpower demand in October 2021 by job level is shown in *Table 4.4*.

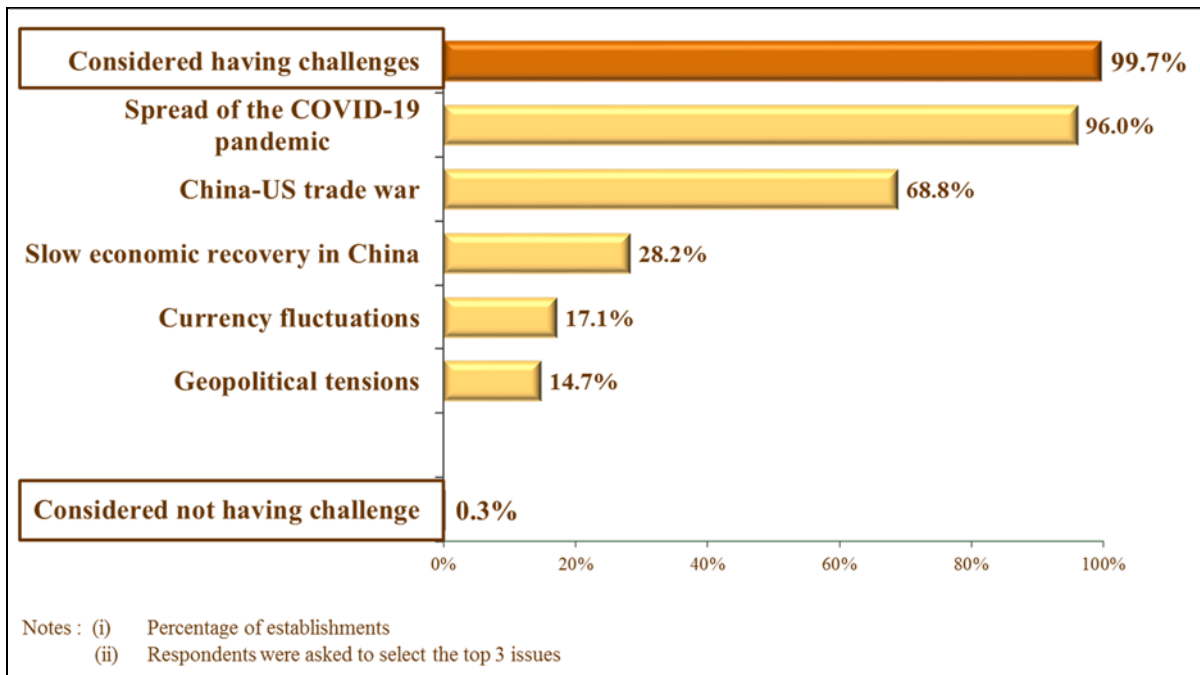
Table 4.4 Employers' Forecasted Manpower Demand in October 2021 – by Job Level

	Total Manpower Demand in Oct 2020	Employers' Forecasted Manpower Demand in Oct 2021	No. of Increase / Decrease	% Change over 2020
Import / Export Trades				
Managerial	36 660	36 660	0	0.0%
Supervisory	83 011	83 005	- 6	- 0.007%
Clerical / Operative Support	174 606	174 603	- 3	- 0.002%
Total	294 277	294 268	- 9	- 0.003%
Wholesale Trade				
Managerial	2 366	2 366	0	0.0%
Supervisory	8 131	8 130	- 1	- 0.01%
Clerical / Operative Support	23 417	23 467	+ 50	0.2%
Total	33 914	33 963	+ 49	0.1%

**Issues for Posing the Biggest Challenges in the Next 6 Months
(for Import / Export Trades only)**

4.39 Establishments in Import / Export Trades were asked about their perceived top 3 challenges in the next 6 months. Almost all establishments (99.7%) anticipated that they will face challenges in the next 6 months with the major challenges on “spread of the COVID-19 pandemic” (96.0%) and “China-US trade war” (68.8%). For details, please refer to **Chart 4.6**.

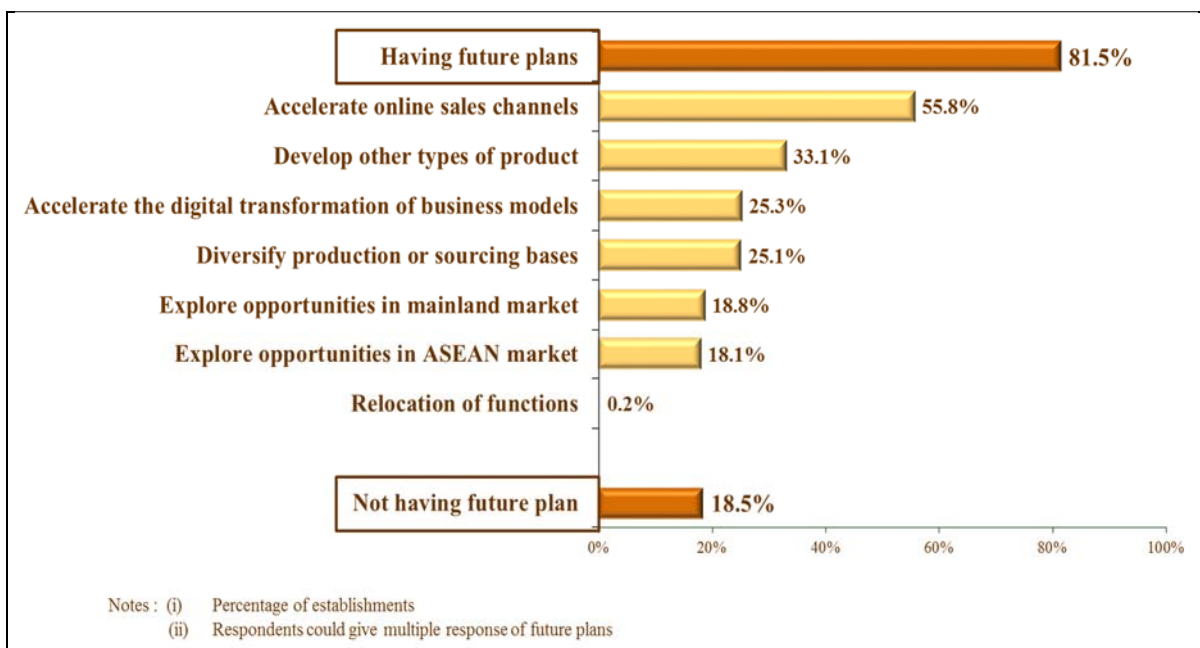
**Chart 4.6 Issues for Posing the Biggest Challenges in the Next 6 Months
(for Import / Export Trades only)**



**Future Plans to Mitigate the Effect Arising from the Challenges
(for Import / Export Trades only)**

4.40 The majority of establishments in Import / Export Trades (81.5%) said that they had future plans to mitigate the effect arising from the challenges in the next 6 months. More than half of the establishments planned to “accelerate online sales channels” (55.8%). In addition, considerable proportions planned to “develop other types of product” (33.1%), “accelerate the digital transformation of business models” (25.3%) and “diversify production or sourcing bases” (25.1%). For details, please refer to *Chart 4.7*.

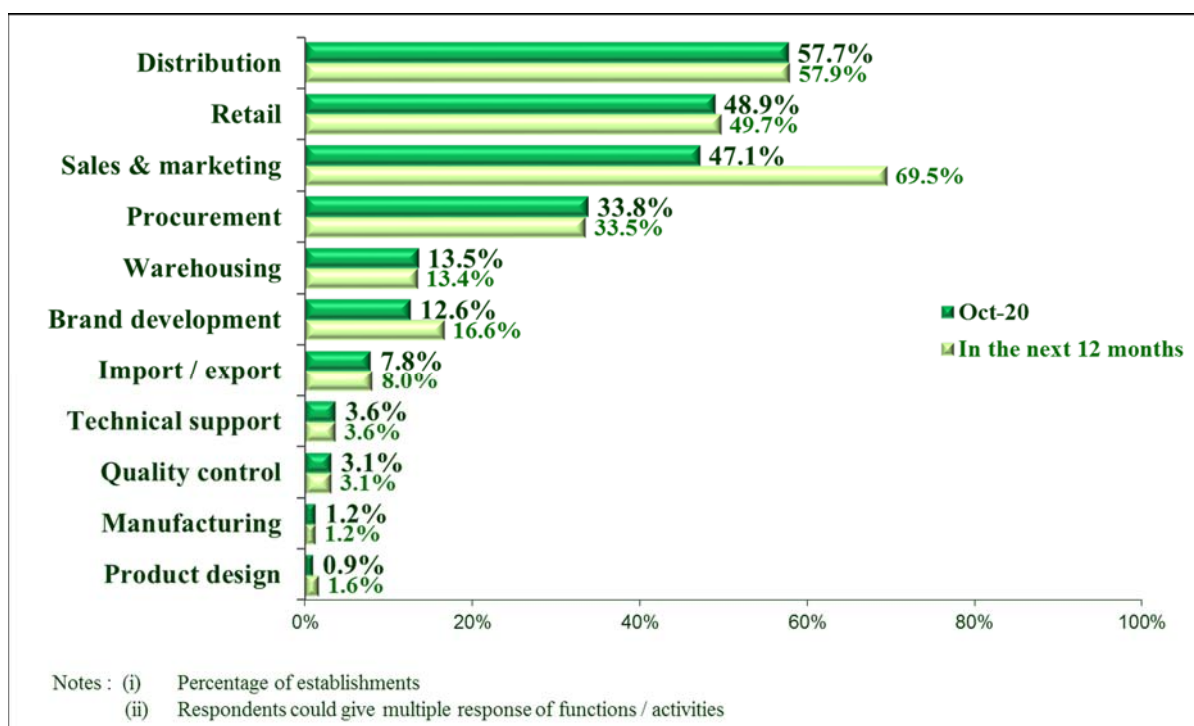
Chart 4.7 Future Plans to Mitigate the Effect Arising from the Challenges in the Next 6 Months (for Import / Export Trades)



**Wholesale Trade-related Functions / Activities Involved
(for Wholesale Trade only)**

4.41 During the survey period, the major functions / activities involved for establishments in Wholesale Trade were distribution (57.7%), retail (48.9%), sales and marketing (47.1%) and procurement (33.8%). When asked the establishments to list out the functions / activities involved in the next 12 months, a significant increase was found in sales and marketing, from 47.1% in 2020 to 69.5% in 2021. Moreover, slightly more establishments will be involved in brand development in the next 12 months (from 12.6% in 2020 to 16.6% in 2021). For detailed distribution of functions / activities, please refer to **Chart 4.8**.

Chart 4.8 Wholesale Trade-related Functions / Activities Involved (for Wholesale Trade only)



Requirements and Training Needs of Employees

Preferred Level of Education

Import / Export Trades

4.42 Employers were asked to indicate the preferred level of education for their employees. For Import / Export Trades, the preferred level of education generally rose with the job levels. Most of the employees at managerial level were preferred to have the education level of first degree (69.4%). For supervisory level, relatively more were preferred to have diploma / certificate level (41.3%), followed by first degree (30.3%). For clerical/operative support level, the major preferred level was secondary 4 to 6/7 (69.6%), followed by diploma / certificate level (20.3%).

Wholesale Trade


4.43 For the employees in Wholesale Trade, relatively more employees at managerial level were preferred to have education level of first degree (58.2%) and some were preferred to attain diploma / certificate level (21.9%). For supervisory level, relatively more were preferred to have diploma / certificate level (44.3%), followed by first degree (28.9%). For clerical/operative support level, the major preferred level was secondary 4 to 6/7 (55.7%), followed by diploma / certificate level (39.4%).

4.44 The distribution of the preferred level of education by job level is shown in **Table 4.5**.

Table 4.5 Preferred Level of Education – by Job Level

	Job level		
	Managerial	Supervisory	Clerical / Operative Support
Import / Export Trades			
Secondary 3 or below	0.0%	0.0%	7.9%
Secondary 4 to 6/7	8.1%	9.3%	69.6%
Diploma / Certificate	9.5%	41.3%	20.3%
Sub-degree	11.9%	19.1%	1.5%
First degree	69.4%	30.3%	0.6%
Postgraduate degree	1.1%	0.0%	0.0%
Wholesale Trade			
Secondary 3 or below	0.0%	0.0%	4.8%
Secondary 4 to 6/7	4.3%	10.5%	55.7%
Diploma / Certificate	21.9%	44.3%	39.4%
Sub-degree	14.2%	16.3%	0.1%
First degree	58.2%	28.9%	0.1%
Postgraduate degree	1.3%	0.0%	0.0%

Notes: Percentages of employees by job level of the respective trade.

 denotes relatively higher percentages by job level of the respective trade.

Preferred Years of Experience

Import / Export Trades

4.45 Similar to the preferred level of education, the preferred years of experience for employees correlated with job levels. For Import / Export Trades, most of the employees at managerial level were preferred to have “3 years to less than 10 years” of experience (75.1%). Besides, the most preferred years of experience were “3 years to less than 6 years” for supervisory level (77.5%) and “1 year to less than 3 years” for clerical/operative support level (66.9%).

Wholesale Trade


4.46 For Wholesale Trade, most of the employees at managerial level were preferred to have “3 years to less than 10 years” of experience (80.4%). Besides, the most preferred years of experience were “3 years to less than 6 years” for supervisory level (77.2%) and “1 year to less than 3 years” for clerical/operative support level (69.7%).

4.47 The distribution of the preferred years of experience by job level is shown in **Table 4.6**.

Table 4.6 Preferred Years of Experience – by Job Level

	Job level		
	Managerial	Supervisory	Clerical / Operative Support
Import / Export Trades			
< 1 year	0.0%	0.0%	17.1%
1 - < 3 years	0.3%	8.3%	66.9%
3 - < 6 years	25.3%	77.5%	16.0%
6 - < 10 years	49.8%	12.5%	0.1%
10+ years	24.6%	1.7%	0.0%
Wholesale Trade			
< 1 year	0.0%	0.1%	24.3%
1 - < 3 years	0.6%	17.6%	69.7%
3 - < 6 years	39.2%	77.2%	6.0%
6 - < 10 years	41.2%	5.1%	0.0%
10+ years	19.1%	0.0%	0.0%

Notes: Percentages of employees by job level of the respective trade.

 denotes relatively higher percentages by job level of the respective trade.

Training Areas Required for Future Development

Import / Export Trades

4.48 When asked the establishments in Import / Export Trades to list out the training areas which were required for employees to keep up with the emerging trend and development, it was noted that “customer acquisition and retention / customer relationship management” was commonly mentioned across employers of all job levels (about 49% - 73% for the respective levels). Moreover, “multi-languages” was also commonly required for all job levels (about 38% - 53% for the respective levels).

Wholesale Trade

4.49 When asked the establishments in Wholesale Trade to list out the training areas which were required for employees to keep up with the emerging trend and development, “customer acquisition and retention / customer relationship management” was commonly mentioned across employers of all job levels (about 48% - 69% for the respective levels). Moreover, “product advisory / product demonstration” was also commonly required for all job levels (about 24% - 46% for the respective levels).

4.50 The top five training areas required for future development by job level are shown in *Table 4.7*.

Table 4.7 Top Five Training Areas Required for Future Development – by Job Level

Import / Export Trades		
Managerial level	Supervisory level	Clerical / Operative Support level
<ul style="list-style-type: none"> - Customer acquisition and retention / customer relationship management (73.1%) - Risk management (53.7%) - Business ethics (53.4%) - Multi-languages (e.g. English, Putonghua, etc.) (53.4%) - Digital marketing (53.2%) 	<ul style="list-style-type: none"> - Customer acquisition and retention / customer relationship management (71.6%) - Merchandising and purchasing (53.2%) - Product advisory / product demonstration (50.5%) - E-commerce (46.6%) - Multi-languages (e.g. English, Putonghua, etc.) (40.3%) 	<ul style="list-style-type: none"> - Product advisory / product demonstration (51.7%) - Customer acquisition and retention / customer relationship management (49.4%) - Digital literacy (44.2%) - Merchandising and purchasing (41.7%) - Multi-languages (e.g. English, Putonghua, etc.) (37.9%)
Wholesale Trade		
Managerial level	Supervisory level	Clerical / Operative Support level
<ul style="list-style-type: none"> - Customer acquisition and retention / customer relationship management (68.6%) - Big data analytics (66.1%) - Risk management (52.9%) - Multi-languages (e.g. English, Putonghua, etc.) (50.0%) - Product advisory / product demonstration (45.8%) 	<ul style="list-style-type: none"> - Customer acquisition and retention / customer relationship management (57.6%) - E-commerce (45.9%) - Product advisory / product demonstration (40.6%) - Merchandising and purchasing (35.4%) - Big data analytics (34.3%) 	<ul style="list-style-type: none"> - Customer acquisition and retention / customer relationship management (47.6%) - Inventory management / supply chain and logistics management (28.5%) - Merchandising and purchasing (27.7%) - Digital literacy (25.6%) - Product advisory / product demonstration (24.0%)

Notes: (i) Percentages of establishments by job level of the respective trade.
(ii) Respondents could give multiple response of training areas.

V. Manpower Analysis

Manpower Changes

Change in Number of Employees

Import / Export Trades

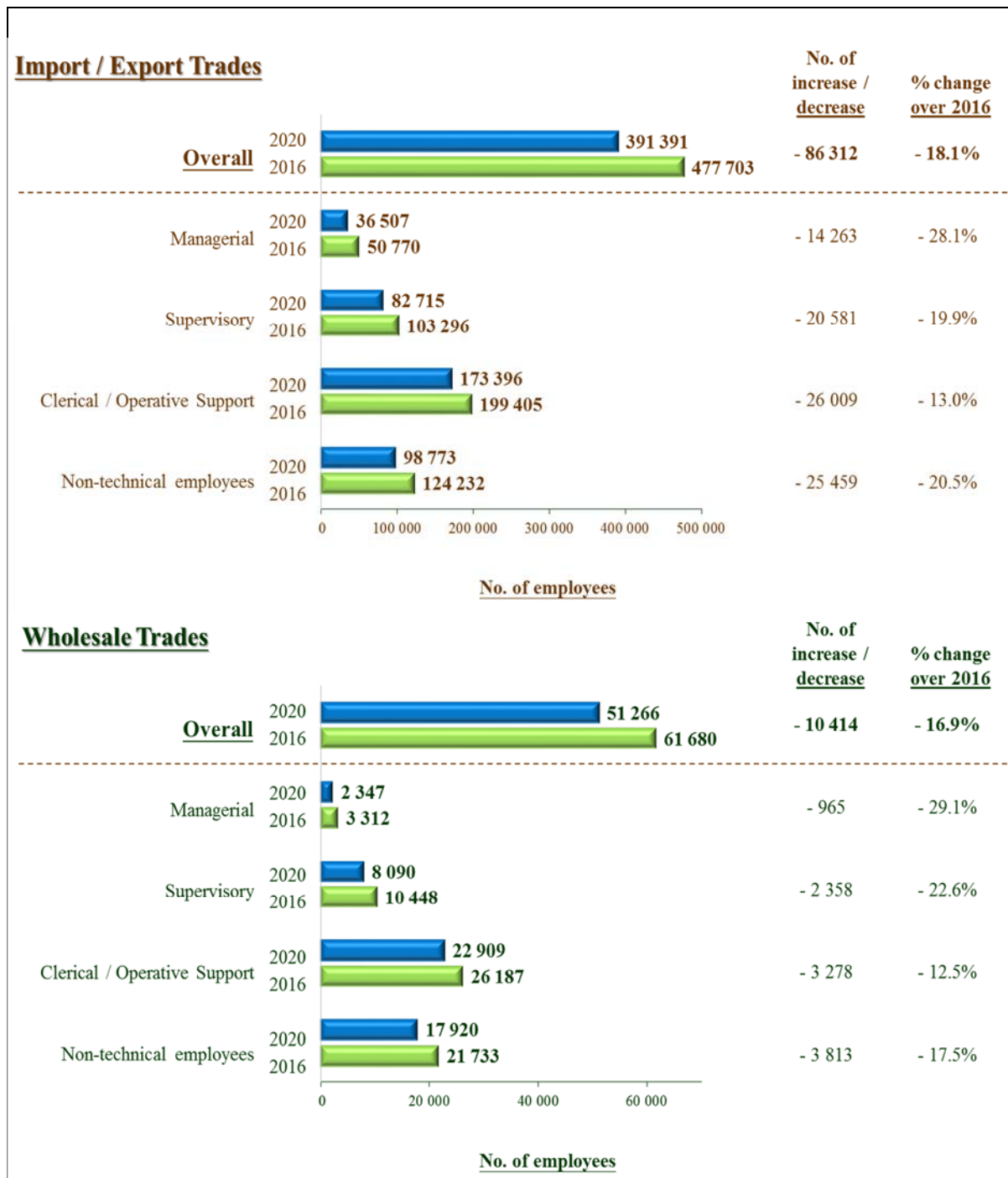
5.1 The number of employees in Import / Export Trades decreased comparing to that in the 2016 Survey, from 477 703 in 2016 to 391 391 in 2020, with a decrement of 18.1%. Both technical employees and non-technical employees were recorded with decreases. When analyzing by job level of technical employees, the percentage of decrement was relatively higher at managerial level (28.1%).

Wholesale Trade

5.2 For Wholesale Trade, the number of employees decreased comparing to that in the 2016 Survey, from 61 680 in 2016 to 51 266 in 2020, with a decrement of 16.9%. Both technical employees and non-technical employees were recorded with decreases. When analyzing by job level of technical employees, the percentage of decrement was relatively higher at managerial level (29.1%).

5.3 The change in the number of employees by job level between 2016 and 2020 is shown in *Chart 5.1*.

Chart 5.1 Change in Number of Employees – by Job Level



Change in Number of Vacancies and Manpower Demand

Import / Export Trades

5.4 The total numbers of vacancies and manpower demand (i.e. number of employees + number of vacancies, excluding non-technical employees) in Import / Export Trades decreased comparing to that in the 2016 Survey, dropped by 63.8% and 17.8% respectively.

Wholesale Trade

5.5 For Wholesale Trade, the total numbers of vacancies and manpower demand decreased comparing to that in the 2016 Survey, dropped by 57.0% and 17.8% respectively. When analyzing by job level, an increase of 19 vacancies at managerial level was recorded.

5.6 The changes in the number of vacancies and manpower demand between 2016 and 2020 are shown in *Table 5.1 and 5.2* respectively.

Table 5.1 Change in Number of Vacancies – by Job Level

	No. of Vacancies in 2016	No. of Vacancies in 2020	No. of Increase / Decrease	% Change over 2020
Import / Export Trades				
Managerial	191	153	- 38	- 19.9%
Supervisory	540	296	- 244	- 45.2%
Clerical / Operative Support	3 846	1 210	- 2 636	- 68.5%
Total	4 577	1 659	- 2 918	- 63.8%
Wholesale Trade				
Managerial	0	19	19	-
Supervisory	57	41	- 16	- 28.1%
Clerical / Operative Support	1 264	508	- 756	- 59.8%
Total	1 321	568	- 753	- 57.0%

Table 5.2 Change in Number of Total Manpower Demand – by Job Level

	Total Manpower Demand in 2016	Total Manpower Demand in 2020	No. of Increase / Decrease	% Change over 2020
Import / Export Trades				
Managerial	50 961	36 660	- 14 301	- 28.1%
Supervisory	103 836	83 011	- 20 825	- 20.1%
Clerical / Operative Support	203 251	174 606	- 28 645	- 14.1%
Total	358 048	294 277	- 63 771	- 17.8%
Wholesale Trade				
Managerial	3 312	2 366	- 946	- 28.6%
Supervisory	10 505	8 131	- 2 374	- 22.6%
Clerical / Operative Support	27 451	23 417	- 4 034	- 14.7%
Total	41 268	33 914	- 7 354	- 17.8%

Change in Average Monthly Income Range

5.7 Compared with the results of the 2016 survey, a general upward trend in average monthly income was recorded in 2020 across various job levels.

Import / Export Trades

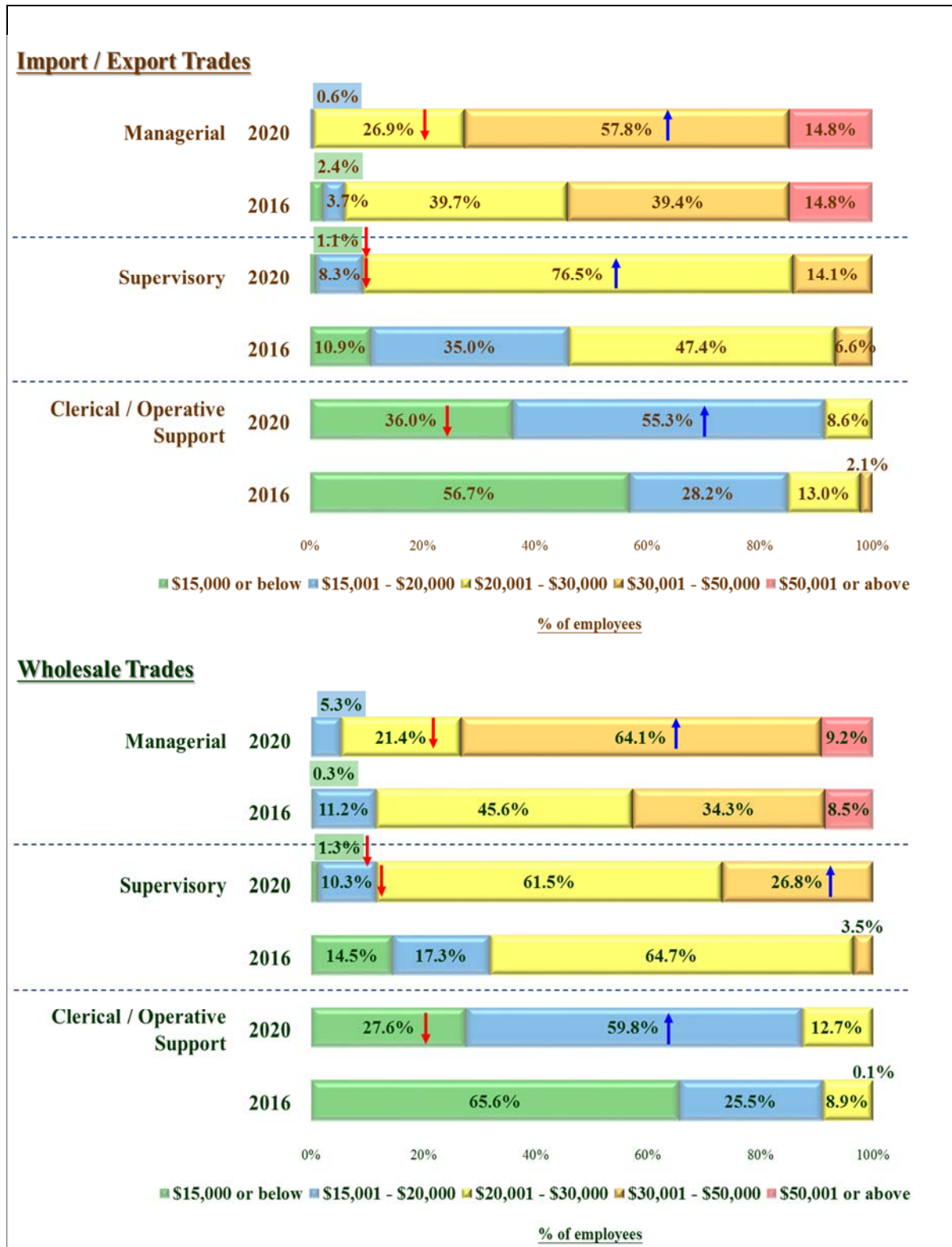
5.8 For Import / Export Trades, employees at managerial level with monthly income of \$30,001 - \$50,000 increased from 39.4% in 2016 to 57.8% in 2020; supervisory level with income of \$20,001 - \$30,000 increased from 47.4% to 76.5%; and clerical/operative support level with income of \$15,001 - \$20,000 increased from 28.2% to 55.3%.

Wholesale Trade

5.9 For Wholesale Trade, employees at managerial level with monthly income of \$30,001 - \$50,000 increased from 34.3% in 2016 to 64.1% in 2020; supervisory level with income of \$20,001 - \$30,000 increased from 3.5% to 26.8%; and clerical/operative support level with income of \$15,001 - \$20,000 increased from 25.5% to 59.8%.

5.10 The change in the average monthly income range by job level between 2016 and 2020 is shown in *Chart 5.2*.

Chart 5.2 Change in Average Monthly Income Range – by Job Level



Change in Preferred Level of Education

Import / Export Trades

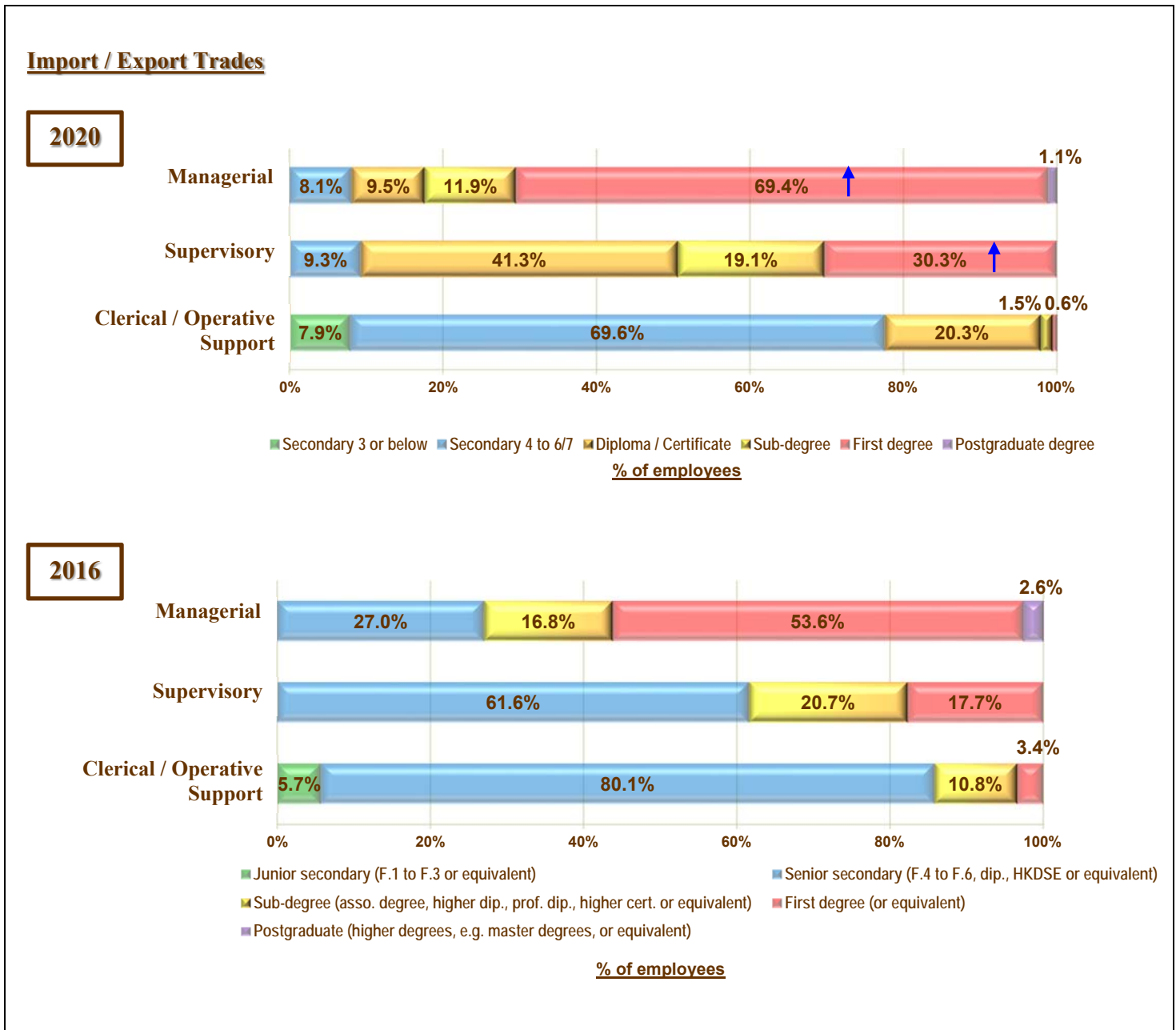
5.11 For Import / Export Trades, most of the employers preferred their employees to have first degree at managerial level, increasing from 53.6% in 2016 to 69.4% in 2020. The technical and vocational education programmes at diploma / certificate level (41.3%), the new category introduced in the 2020 survey, was the most preferred level of education at supervisory level. Senior secondary education level was the most preferred by employers at clerical/operative support level in both 2016 and 2020 surveys.

Wholesale Trade

5.12 For Wholesale Trade, most of the employers preferred their employees to have first degree at managerial level, increasing from 46.1% in 2016 to 58.2% in 2020. The technical and vocational education programmes at diploma / certificate level (44.3%) was the most preferred level of education at supervisory level in the 2020 survey. Senior secondary education level was the most preferred by employers at clerical/operative support level in both 2016 and 2020 surveys.

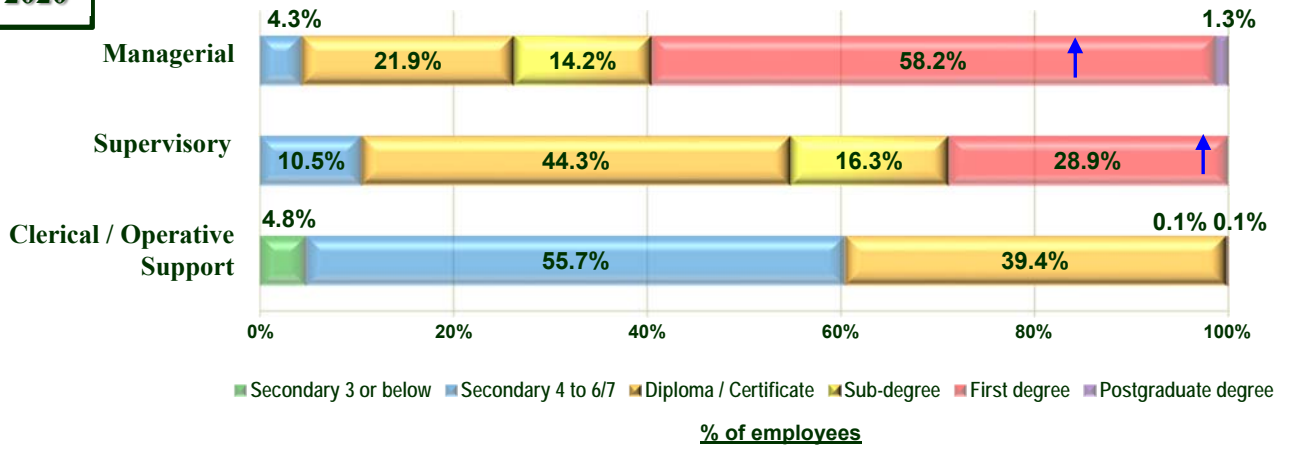
5.13 The change in the preferred level of education by job level between 2016 and 2020 is shown in *Chart 5.3*.

Chart 5.3 Change in Preferred Level of Education – by Job Level

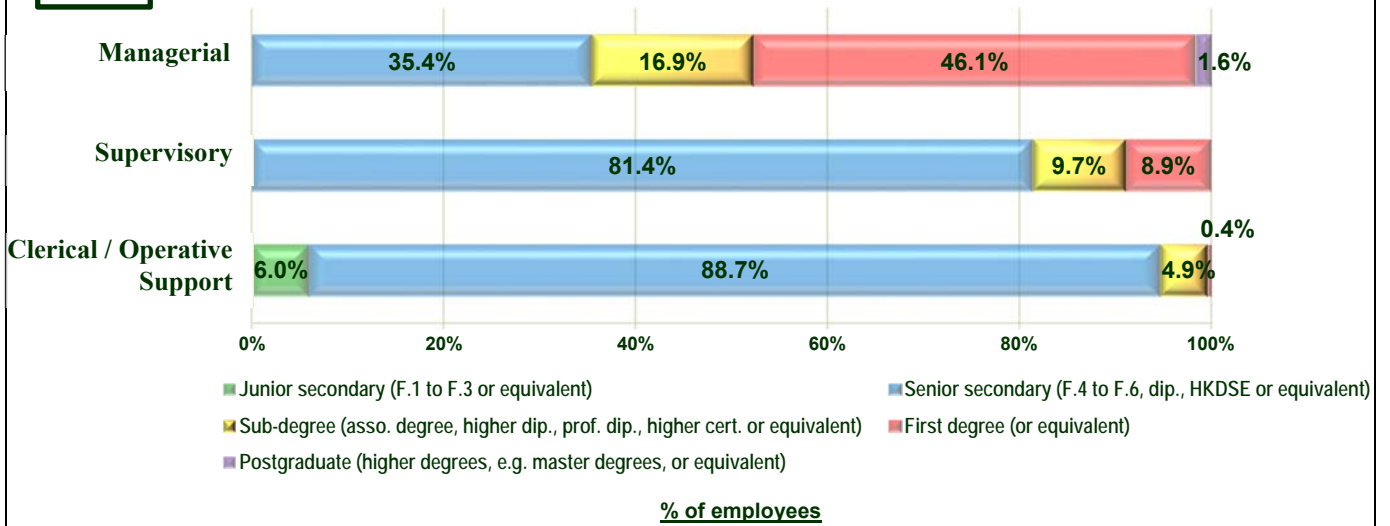


Wholesale Trades

2020



2016



Change in Preferred Years of Experience

Import / Export Trades

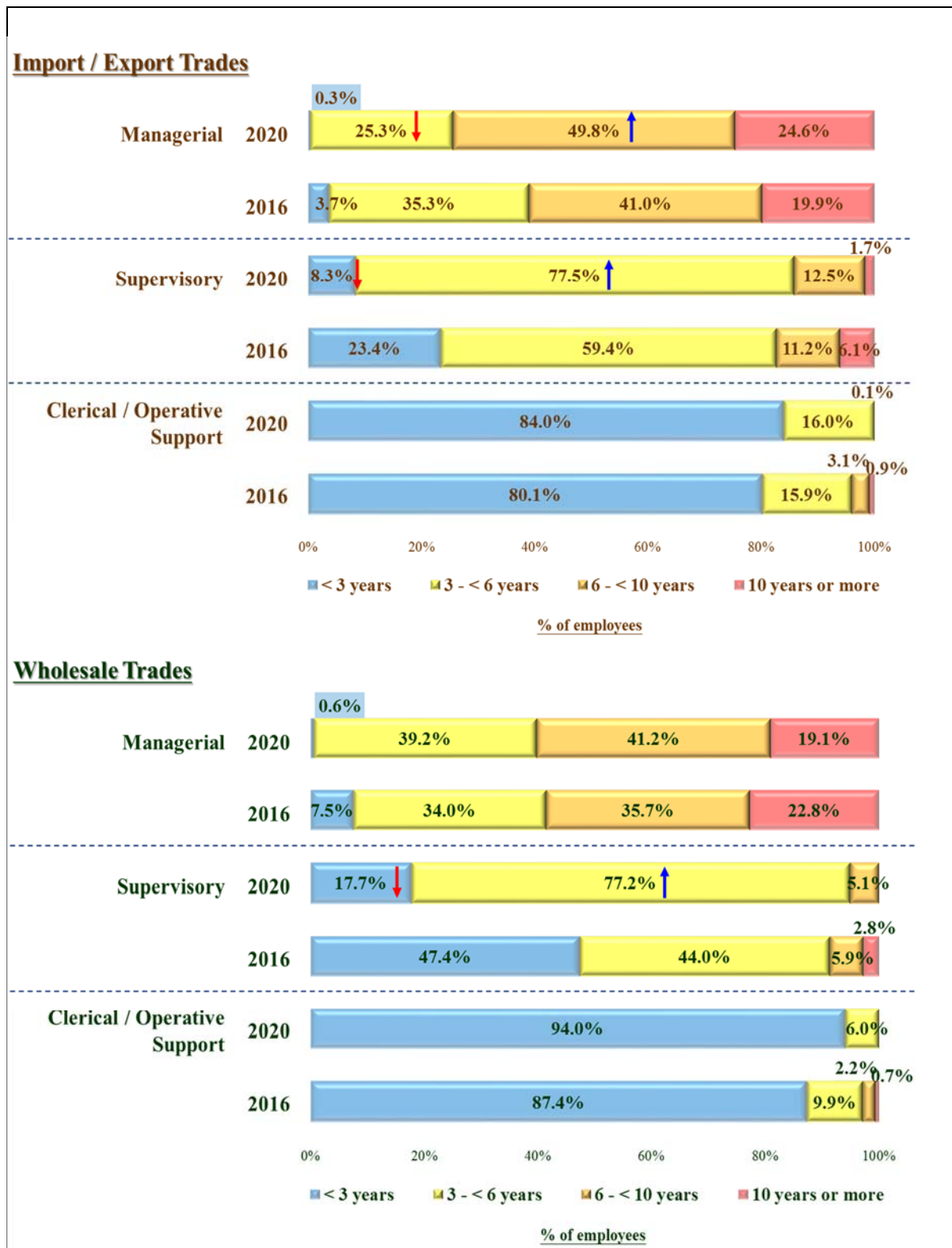
5.14 For Import / Export Trades, the preferred years of experience for employees at clerical/operative support level were similar between 2016 and 2020. On the other hand, higher proportion of managerial level were preferred to have 6 years to less than 10 years of experience, from 41.0% in 2016 to 49.8% in 2020; and higher proportion of supervisory level were preferred to have 3 years to less than 6 years of experience, from 59.4% in 2016 to 77.5% in 2020.

Wholesale Trade

5.15 For Wholesale Trade, the preferred years of experience for employees at managerial level and clerical/operative support level were rather similar between 2016 and 2020. On the other hand, higher proportion of supervisory level were preferred to have 3 years to less than 6 years of experience, from 44.0% in 2016 to 77.2% in 2020.

5.16 The change in the preferred years of experience by job level between 2016 and 2020 is shown in *Chart 5.4*.

Chart 5.4 Change in Preferred Years of Experience – by Job Level



Business Outlook

Economic Situation in 2020

5.17 Entering 2020, the pandemic put the global economy into a tailspin. In response to the increasing spread of the virus, a series of containment measures were introduced to cease businesses temporarily, restrict travel and mobility. These measures led to supply chain disruption, sharp contractions in the economic output, domestic spending, investment and trade performance. Many countries suffered from a very sudden and unprecedented recession. Nevertheless, the Mainland economy was the only major economy with an annual growth of 2.3% after having the epidemic in the Mainland well contained since March 2020. The threat of COVID-19 with its resultant social distancing requirements also took domestic demand a big hit in 2020. According to the Census and Statistics Department, Hong Kong's economy contracted by 3.0% year-on-year in real terms in the fourth quarter of 2020, after a fall of 3.6% (year-on-year) in the preceding quarter. The Hong Kong economy contracted by 6.1% for 2020 as a whole, the sharpest annual decline on record.

Impact of the Pandemic

5.18 The pandemic crisis accelerated the adoption and implementation of many technologies and will catalyse some huge changes. With robots, IoT and increasing availability of 5G technologies, an array of touchless technologies or minimal-human-intervention principles would take off. The dominance of technology in our lives will continue even after the pandemic. Smart automation have the potential to bring great economic benefits, but there are also concerns that it could displace many existing lower-skilled jobs in the near future. Nevertheless, automation enables employees to focus on more impactful works which require creative and analytical problem-solving skills. Furthermore, spurred by social distancing and stay-from-home requirements amid the pandemic, demand for e-commerce rose sharply. This "new normal" could potentially make businesses and people more accustomed to on-line services both in working and personal setting. The pandemic also accelerated the B2B world moving online and B2B transactions are becoming more data-driven and less dependent on traditional one-to-one sales activity. Momentum in e-commerce trade in the global market place is expected to accelerate in the coming years.

Global Economic Outlook

5.19 Looking ahead, the global economy is expected to see a possible rebound in 2021 provided that the pandemic would gradually abate with the roll-out of mass vaccination campaign coupled with continued policy support from governments around the world. According to the Census and Statistics Department, a visible recovery in the Hong Kong economy was noted in the first quarter of 2021, with real GDP growing by 7.8% year-on-year, thanks to the very strong demand in exports of goods. For the first quarter of 2021 as a whole, the value of total exports of goods increased by 33.2% over the same period in 2020. Whereas, the value of imports of goods increased by 25.6%.

5.20 Under the Mainland's new development strategy of "dual circulation", China will look inward to tap the potential of its huge domestic market in addition to keep opening up itself more to the outside world. The Mainland economy is expected to show notable growth and remain a major growth driver of the global economy.

5.21 The US economy is expected to gradually regain growth momentum as the pandemic can hopefully improve with mass vaccination coupled with the rollout of new fiscal measures. The economy is forecast to increase by 3.5% this year, after an estimated 3.6% contraction in 2020. The global economic recovery led by the Mainland and the US should continue to support Hong Kong's export performance in the periods ahead.

5.22 In the Eurozone, output is anticipated to grow 3.6%, following a 7.4% decline in 2020. Activity in Japan, which shrank by 5.3% during 2020, is forecast to grow by 2.5% in 2021. Nevertheless, other risk factors such as China-US relations, geopolitical tensions and virus mutation could pose a great deal of uncertainties in the near term.

Government Support

5.23 As set out in the 2021-22 Budget, the government would further inject \$1.5 billion into the Branding, Upgrading and Domestic Sales (BUD Fund) so as to increase the cumulative funding ceiling per enterprise from \$4 million to \$6 million; and further extend its geographical coverage to 37 economies with which Hong Kong has signed Free Trade Agreements/Investment Promotion and Protection Agreements.

5.24 The Hong Kong Trade Development Council (HKTDC) would be awarded a total of \$375 million in three years starting from 2021-22 for developing its virtual platforms to enhance its ability in organizing online activities. Also, it was intended to help young business starters to promote their original products through the HKTDC's platform.

5.25 The Government has committed over \$1 billion in the convention and exhibition (C&E) industry. Some redevelopment projects would be launched to convert the sites of the three government towers in Wan Chai North and the Kong Wan Fire Station into C&E facilities, hotel and Grade A office, resulted in enlarging the convention and exhibition space in the long run.

Greater Bay Area

5.26 The Greater Bay Area (GBA) with a combined population exceeding 70 million and a gross domestic product of US\$1.7 trillion, has huge development potential and offers many career development opportunities for the young people of Hong Kong. To provide support for Hong Kong enterprises to tap into the Mainland domestic market, HKTDC will launch a one-stop "GoGBA" platform in collaboration with Guangdong Province and relevant chambers of commerce for providing the latest market and policies, training and matching services etc.

Belt and Road Initiative

5.27 The visionary initiative of the Belt and Road with strong emphasis on connectivity and international co-operation across Asia, Europe and Africa, opens up a larger market for various sectors through strengthening the co-operation, deepening financial integration, forging new ties, expanding business opportunities along the Belt & Road related countries and regions. Leveraging the international experience and professional strengths of Hong Kong, thereby enhancing the competitiveness to “Go Global” through mutual collaboration.

Regional Comprehensive Economic Partnership Agreement

5.28 The Regional Comprehensive Economic Partnership (RCEP) Agreement is the largest free trade agreement (FTA), covering 15 economies (10 ASEAN states, Australia, China, Japan, South Korea and New Zealand) account for approximately 30% of the world's gross domestic product (USD 26.3 trillion) and 30% of the world's population (2.3 billion). The implementation of the RCEP will facilitate free and open trade and increase investment in the region, furthering regional economic co-operation. As a major logistics center of the region, Hong Kong is well placed to access to the RCEP, which assists the Hong Kong enterprises in expanding business overseas, thereby providing a driving force to global economic recovery in the post-pandemic era.

Conclusion

5.29 To conclude, the rebound of the global economy will hinge crucially on the development of pandemic. Other risk factors such as the new China-US relations and geopolitical tension are also warrant attention. With the pandemic gradually abate alongside the implementation of mass vaccination campaigns, the business and consumer confidence can hopefully see broader improvement later this year. It is envisioned that the global economic recovery led by the Mainland and the US should continue to support Hong Kong's export performance in the period ahead. Furthermore, the development of the Guangdong-Hong Kong-Macao Greater Bay Area, the Belt and Road Initiative and the RCEP are providing valuable business opportunities for Hong Kong enterprises in the long term.

Sources:

1. The Census and Statistics Department
2. The Hong Kong Trade Development Council Research
3. The 2021-22 Budget
4. The Chief Executive's 2020 Policy Address
5. 2020 Economic Background and 2021 Prospect

Manpower Projection and Annual Additional Manpower Requirement

Manpower Projection

Import / Export Trades

5.30 Labor Market Analysis (LMA) was used for projecting the technical manpower of the IE trades for the period from 2021 to 2024. A statistical model is developed by selecting relevant economic indicators (i.e. Gross Domestic Fixed Capital Formation, Composite Consumer Price Index, Import of Goods in Value Index, Loans and Advance, Private Consumption Expenditure, Total Export of Goods in Value Index and Retail Sales in Value Index) to project the technical manpower for the period from 2021 to 2024. For details, please refer to the following table:

Year	Managerial	Supervisory	Clerical / Operative Support	Total Manpower Demand	Projected Manpower
2020	36 660	83 011	174 606	294 277	-
2021	33 344	75 503	158 815	-	267 662 (-9.0%)
2022	31 857	72 135	151 729	-	255 720 (-4.5%)
2023	30 875	69 913	147 055	-	247 843 (-3.1%)
2024	30 210	68 407	143 887	-	242 504 (-2.2%)

Note: i) Percentage in brackets refers to the annual change of manpower over the preceding year.

ii) Readers are alerted to interpret the manpower projection data with caution due to the global economic uncertainties caused by the pandemic.

Wholesale Trade

5.31 Adaptive Filtering Method (AFM) was used by taking into account the historical survey data for projecting the technical manpower of the Wholesale trade for the period from 2021 to 2024. For details, please refer to the following table:

Year	Managerial	Supervisory	Clerical / Operative Support	Total Manpower Demand	Projected Manpower
2020	2 366	8 131	23 417	33 914	-
2021	2 196	7 680	22 621	-	32 497 (-4.2%)
2022	2 057	7 303	21 941	-	31 301 (-3.7%)
2023	1 943	6 987	21 360	-	30 290 (-3.2%)
2024	1 849	6 722	20 863	-	29 434 (-2.8%)

Note: i) Percentage in brackets refers to the annual change of manpower over the preceding year.

ii) Readers are alerted to interpret the manpower projection data with caution due to the global economic uncertainties caused by the pandemic.

Wastage

5.32 Wastage rate refers to those leaving the IEW Trades because of change of jobs to non-IEW trades, emigration, retirement, further studies and other causes. The total number of wastage and the wastage rate by job level are provided in the following tables:

Import / Export Trades

Job Level	No. of Wastage	Wastage Rate
Managerial	1 036	2.8%
Supervisory	1 064	1.3%
Clerical / Operative Support	5 561	3.2%

Wholesale Trade

Job Level	No. of Wastage	Wastage Rate
Managerial	50	2.1%
Supervisory	68	0.8%
Clerical / Operative Support	1 667	7.1%

Annual Additional Manpower Requirement

5.33 The annual additional manpower requirement for the period from 2021 to 2024 has taken into account the (i) projected manpower trend and (ii) wastage rate collected in the survey (i.e. percentage of employees leaving the industry). For details, please refer to the following table:

Job Level	Import/Export Trades	Wholesale Trade
Managerial	936	44
Supervisory	984	59
Clerical / Operative Support	5 096	1 576
Total:	7 016	1 679

Note: Readers are alerted to interpret the annual additional manpower requirement with caution due to the global economic uncertainties caused by the pandemic.

VI. Recommendations

Government

6.1 Provide more job attachment opportunities and subsidies to educational institutions for upskilling the workforce and fulfil the talent needs in a rapidly changing economy.

6.2 Provide more funding support to SMEs for exploring the precious business opportunities in the regions along the “Belt and Road” and in the “Greater Bay Area”.

6.3 Keep providing resources to accredited vocational and professional education and training institutions for achieving high quality teaching and learning facilities to facilitate smart learning.

6.4 Consider formulating appropriate policies for acquiring, retaining and upskilling the quality retirees and relevant sources of manpower such as new immigrants and housewives.

Training Services Providers

6.5 Develop up-to-date training programmes with flexible learning modes, collaborate with the partners in the Greater Bay Area in grooming talents via on-the-job training and exchange of students/employees.

6.6 Organise more tours to trade shows/exhibitions for students to broaden their horizons. These are the ideal places for them to observe innovative demonstrations and experience all about the business.

6.7 Encourage the serving teaching staff to refresh their industry knowledge and skills through joining some industrial attachments.

6.8 Join hands with the employers to promote the industry professional image with positive prospects to students at early childhood for nurturing their interest and deepening their understanding on the industry, and share their success stories which would appeal to potential entrants.

6.9 Adopt the integration of workplace learning and assessment for enhancing the practical skills of students and their ability to utilise professional knowledge.

Employers

6.10 Enhance their adaptability to change and implement digital plans in phases with the help of a sound strategy to replace mundane, repetitive tasks, so as to unlock time for more valuable and creative works such as the adoption of crossover business model for developing innovative business.

6.11 Other than a competitive remuneration package, business leaders should create a caring and fulfilling working environment with structured career path for improving the work-life balance and boosting morale of employees.

6.12 Capitalise on the immense opportunities brought by the Greater Bay Area for forging connectivity, nurturing talents and developing their business.

6.13 Offer more internship and placement opportunities for students to maximize their exposure to the real world for enhancing their employability.

6.14 Provide incentives to motivate employees to learn such as time-off and promotion opportunities wherever possible.

6.15 Flexibly reconsider the retirement age and re-engage capable and fit retirees at work for easing manpower shortage.

Employees

6.16 Develop a global vision and be aware of the importance of life-long learning and keep abreast with the latest industry knowledge and best practices for sustaining their competitive edge in the dynamic business environment.

6.17 Given the wide range of opportunities offered by the Greater Bay Area, employees should stay open and seize the valuable chances to broaden their horizon and explore a new career pathway.

6.18 Select quality training providers and make use of the Continuing Education Fund and various government-funded training programmes for continuous upgrading.

6.19 Proactively acquire digital and analytical skills for transforming data into intelligent business insights. Further, they also need to master multi-language skills for establishing relationships with clients or co-workers in a multi-cultural business environment.

6.20 Enhance their adversity quotient, leadership skills, problem solving skills and interpersonal communication skills for building good relationship and working more effectively with people from different backgrounds.

Import / Export / Wholesale Trades Training Board

Membership List

Chairman

Mr Brian SUN

Vice-Chairman

Mr William WONG Lung-sheung

Members

Mr Kenneth CHAN Kin-nin *

Dr Eddie CHENG Wai-lun

Mr CHENG Yu-hei

Mr Kenneth CHEUNG Hung-kwan

Mr Terrence HUI *

Mr Anthony LAM Sai-ho *

Mr Michael LAU Ting-chi

Mr Eddie LEE

Ms Michelle LIN Fung-yu *

Mr Peter POON *

Ms Susan SIU Kit-ling

Mr Kriston SUN Yung-heng

Mr Thomas WONG Cheung-chi

Director-General of Trade and Industry (or his representative)

Executive Director of the Vocational Training Council (or her representative)

Secretary

Ms Venus WONG Szee-ving

*Appointment commenced on 1st April 2021

Import / Export / Wholesale Trades Training Board

Terms of Reference

1. To determine the manpower demand of the industry, including the collection and analysis of relevant manpower and student/trainee statistics and information on socio-economic, technological and labour market developments.
2. To assess and review whether the manpower supply for the industry matches with the manpower demand.
3. To recommend to the Vocational Training Council (the Council) the development of vocational and professional education and training (VPET) facilities to meet the assessed manpower demand.
4. To advise the Council on the strategic development and quality assurance of its programmes in the relevant disciplines.
5. To prescribe job specifications for the principal jobs in the industry defining the skills and knowledge and advise on relevant training programme specifying the time a trainee needs to spend on each skill element.
6. To tender advice in respect of skill assessments, trade tests and certification for in-service workers, apprentices and trainees, for the purpose of ascertaining that the specified skill standards have been attained.
7. To advise on the conduct of skill competitions in key trades in the industry for the promotion of VPET as well as participation in international competitions.
8. To liaise with relevant bodies, including employers, employers' associations, trade unions, professional institutions, training and educational institutions and government departments, on matters pertaining to the development and promotion of VPET in the industry.
9. To organise seminars/conferences/symposia on VPET for the industry.

10. To advise on the publicity relating to the activities of the Training Board and relevant VPET programmes of the Council.
11. To submit to the Council an annual report on the Training Board's work and its recommendations on the strategies for programmes in the relevant disciplines.
12. To undertake any other functions delegated by the Council in accordance with Section 7 of the Vocational Training Council Ordinance.

**Working Party on Manpower Survey of the
Import / Export / Wholesale Trades
Membership List**

Convener

Mr William WONG Lung-sheung

Members

Mr Kenneth CHAN Kin-nin

Mr Joe CHAU Kwok-ming

Dr Eddie CHENG Wai-lun

Mr Terrence HUI

Mr Michael LAU Ting-chi

Mr Peter POON

Mr Kriston SUN Yung-heng

Mr Thomas WONG Cheung-chi

Dr Wallace LAM Wai-keung

Ms Grace TSANG Sau-ping

Definition of Terms

Employees	“Employees” refer to persons who are under the payroll of the sampled establishment / company for the specified job, disregarding whether the employees are deployed to work in other places (including the mainland of China).
Full Time Employees	“Full Time Employees” refer to those working full-time (i.e. at least 4 weeks a month, and not less than 18 hours in each week) under the payroll of the establishment. These include proprietors and partners working full-time for the establishment.
Vacancies	“Vacancies” refer to those unfilled, immediately available job openings for which the establishment is actively trying to recruit personnel at the time of survey.
Vacancy Rate	“Vacancy rate” refer to the vacancies as a percentage of the total number of employees and vacancies.
Average Monthly Income Range	“Average monthly income” refers to the average monthly remuneration package during the past 12 months before enumeration, including basic salary, overtime pay, cost of living allowance, meal allowance, housing allowance, travel allowance, commission and bonus. It is an average figure among employees engaging in the same principal job.
Turnover Rate	“Turnover rate” refer to the number of employees left as a percentage of the total number of employees and vacancies.
Postgraduate Degree	“Postgraduate degree” refers to a higher degree(s) (e.g. master degree) offered by local or non-local education institutions, or equivalent.
First Degree	“First degree” refers to the first degree(s) offered by local or non-local education institutions, or equivalent.

Sub-degree	“Sub-degree” refers to the Associate Degree, Higher Diploma, Professional Diploma, Higher Certificate, Endorsement Certificate, Associateship or equivalent programmes offered by local or non-local institutions.
Diploma / Certificate	“Diploma / certificate” refers to technical and vocational education programmes, including Diploma / Certificate courses, Diploma of Foundation Studies, Diploma of Vocational Education and programmes at the craft level or equivalent.
Secondary 4 to 6/7	“Secondary 4 to 6/7” refers to the education programmes under the Hong Kong Certificate of Education Examination (HKCEE), the Hong Kong Diploma of Secondary Education (HKDSE) Examination, Diploma Yi Jin, or equivalent.
Secondary 3 or below	“Secondary 3 or below” refers to secondary 3 or below, or equivalent.

Headquarters (Industry Partnership) 總辦事處(行業合作)
30F, Billion Plaza II, 10 Cheung Yue Street, Cheung Sha Wan, Kowloon, Hong Kong
香港九龍長沙灣長裕街10號偉京廣場2期30樓
www.vtc.edu.hk

Telephone No 電話

Facsimile No 傳真

Our Reference 本局編號

Your Reference 來函編號



14 September 2020

Dear Sir/Madam,

**The 2020 Manpower Survey of the
Import/Export Trades**

The Import/Export/Wholesale Trades Training Board (the Training Board) of the Vocational Training Council (VTC), appointed by the Chief Executive of the Hong Kong Special Administrative Region (HKSAR), is responsible for matters pertaining to manpower training in the industry. In order to collect the latest manpower information for formulating recommendations on future manpower training, the Training Board will conduct the captioned survey from **October to November 2020**. I am writing to enlist your help by providing the relevant information to the survey and your co-operation would be much appreciated.

I enclose the following documents for your reference and completion:

- (a) The Questionnaire;
- (b) Explanatory Notes (Appendix A); and
- (c) Job Descriptions for Principal Jobs (Appendix B).

The VTC has appointed **Mercado Solutions Associates Ltd. (MSA)** to assist in conducting the above survey. During the survey period, the enumerator of MSA will contact your establishment for the survey and answer the questions you may have. If necessary, visit will be made to your establishment to assist in completing and collecting the questionnaire. Alternatively, you may return the copy of the completed questionnaire to MSA via fax 2538 8123 or email to ms@mercadosolutions.com.

I wish to assure you that the information provided will be handled **in strict confidence** and published on aggregate basis without reference to individual establishments.

The Manpower Survey Report will be uploaded onto the VTC website after completion of the survey. Should you have any queries, please do not hesitate to contact the following hotline during 9:30 a.m. to 6:00 p.m. from Monday to Friday :

- ✧ For matters regarding completion and return of questionnaire(s), please contact Ms. LI of MSA at 2538 8150.
- ✧ In case you want to approach VTC directly, please contact Mr. Alpha LEE of VTC Manpower Survey (Statistical Team) at 3907 6613.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'Brian SUN', is written over a large, faint circular stamp or watermark. Below the signature, the name '(Brian SUN)' and the title 'Chairman' are printed in a smaller font.

Import/Export/Wholesale Trades Training Board

Encl.

Vocational Training Council 職業訓練局

Headquarters (Industry Partnership) 總辦事處(行業合作)

30F, Billion Plaza II, 10 Cheung Yue Street, Cheung Sha Wan, Kowloon, Hong Kong

香港九龍長沙灣長裕街10號億京廣場2期30樓

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Telephone No 電話

Facsimile No 傳真

Our Reference 本局權號

Your Reference 來函權號

執事先生／女士：



2020年出入口業人力調查

職業訓練局(VTC)屬下出入口及批發業訓練委員會(訓練委員會)由香港特別行政區行政長官委任，負責就業內人力訓練事宜提供意見。本會將於 **2020年10月至11月** 期間進行調查，蒐集業內人力情況的最新資料，並按此為未來人力訓練制訂適當建議。謹代表訓練委員會致函，懇請 貴機構惠予合作提供相關資料，以便進行上述人力調查。

茲夾附下述文件，供 貴機構參閱及填寫：

- (1) 調查問卷；
- (2) 附註(附錄A)；及
- (3) 主要職務工作說明(附錄B)。

VTC已委託米嘉道資訊策略有限公司(米嘉道)協助進行是次人力調查。調查期間，米嘉道的統計員將聯絡 貴機構進行訪問及解答相關問題。如有需要，統計員會造訪 貴機構協助填寫並收回已填妥的問卷。貴機構亦可將完成的問卷，以傳真(2538 8123)或電郵(ms@mercadosolutions.com)交回米嘉道。

調查所得的資料將**絕對保密**，局方在發表報告時，只會公布合計數字，不會提及個別機構情況。

人力調查報告將於調查完結後上載本局網頁。如對調查有任何查詢，請於星期一至五上午九時半至下午六時聯絡以下人士：

- ✧ 如查詢有關填寫及寄回問卷事宜，請與米嘉道李小姐聯絡(電話：2538 8150)。
- ✧ 如希望直接與 VTC 聯絡，請致電 VTC 人力調查(統計組)李漢明先生(電話：3907 6613)。

A large, stylized handwritten signature in black ink, appearing to be 'Sun Teng-chang'. The signature is written over a faint, circular stamp or watermark.

出入口及批發業訓練委員會主席
(孫騰章)

二〇二〇年九月十四日

附件



CONFIDENTIAL
WHEN ENTERED WITH DATA

填入數據後即成
機密文件

VOCATIONAL TRAINING COUNCIL
職業訓練局

THE 2020 MANPOWER SURVEY OF THE IMPORT/EXPORT TRADES

出入口業 2020 年人力調查

The 2020 Manpower Survey of the Import/Export (I/E) Trades aims at collecting manpower information of the sector concerned for formulating recommendations on future manpower training. Please provide the information of your company as at **1st October 2020** by answering the questionnaire. Thank you.

出入口業2020年人力調查旨在蒐集業內人力情況的最新資料，並按此為未來人力訓練制訂適當建議。懇請 貴公司根據**2020年10月1日**的人力情況填寫此問卷。多謝合作。

Establishment Information

機構資料

TYPE OF SERVICE: _____
服務性質

TOTAL NO. OF PERSONS ENGAGED: _____
僱員總人數

(For official use)
Industry Code _____

Detail of Contact Person*

聯絡人資料*

NAME OF PERSON TO CONTACT: _____
聯絡人姓名

POSITION: _____
職位

TEL. NO.: _____
電話

FAX NO.: _____
圖文傳真

E-MAIL: _____
電郵

* *The information provided will be used for the purpose of this and subsequent manpower surveys.*
所提供資料將用作是次及日後人力調查之用。

Survey Reference Date : 1st October 2020

統計參考日期 : 2020年10月1日

Part I – Manpower Information

第一部份 – 人力情況

Please complete columns 'B' to 'G' of the questionnaire according to the list of principal jobs by referring to Appendix B for job description of individual job.

請根據列表中的主要職務，並參考附錄B有關各種職務的工作說明來填寫表內各欄 'B' 至 'G'。

(A) Principal Jobs 主要職務

Please refer to Appendix A for column explanations. 請參考附錄A內各欄的說明。

Job Code 職位編號	(A) Principal Job 主要職務 (See Appendix B) (參閱附錄 B)	(B) No. of Employees as at 1.10.2020 在2020年 10月1日 的僱員人 數	(C) No. of Vacancies as at 1.10.2020 在2020年 10月1日 的空缺額	(D) Forecast of No. of Employees 12 Months from Now (October 2021) 預測十二 個月後 (2021年10月) 僱員人數	(E) Average Monthly Income Range 每月平均收入幅度	(F) Preferred Level of Education 僱員宜有的教育程度	(G) Preferred Years of Relevant Experience 僱員宜有的相關年資
	Code 編號	Please enter a zero '0' in the box if no employee/vacancy. 如沒有僱員/空缺，請在方格內填入 '0'。			Code 編號	Code 編號	
e.g: 例子	Job Title A (3 employees and 2 vacancies) 職位甲 (3名僱員及2個空缺)	3	2	5	4	3	2
	Managerial Level 經理級						
101	Research and Product Development Manager 研究及產品開發經理						
102	Engineering Manager 工程經理						
103	Product Design Manager 產品設計經理						
104	Business Development Manager 業務發展經理						
105	Merchandising Manager 商品採購經理						
106	Shipping Manager 船務經理						
107	Quality Control Manager 品質管制經理						
108	Compliance Manager 準則審核經理						
109	Sales Manager 銷售經理						
110	Marketing Manager 市場推廣經理						
111	Logistics Manager 物流經理						
112	Warehouse Manager 倉庫經理						
113	Sustainability Manager 可持續發展經理						
	Supervisory Level 主任級						
201	Research and Product Development Officer 研究及產品開發主任						

Please refer to Appendix A for column explanations. 請參考附錄A內各欄的說明。

Job Code 職位編號	(A) Principal Job 主要職務 (See Appendix B) (參閱附錄 B)	(B) No. of Employees as at 1.10.2020 在2020年 10月1日 的僱員人 數	(C) No. of Vacancies as at 1.10.2020 在2020年 10月1日 的空缺額	(D) Forecast of No. of Employees 12 Months from Now (October 2021) 預測十二 個月後 (2021年10月) 僱員人數	(E) Average Monthly Income Range 每月平均收入幅度 Code 編號	(F) Preferred Level of Education 僱員宜有的教育程度 Code 編號	(G) Preferred Years of Relevant Experience 僱員宜有的相關年資 Code 編號
					1 Over \$50,000以上 2 \$30,001 - \$50,000 3 \$20,001 - \$30,000 4 \$15,001 - \$20,000 5 \$10,001 - \$15,000 6 Under \$10,001以下	1 Postgraduate Degree 研究生學位 2 First Degree 學士學位 3 Sub-degree (e.g. Higher Diploma) 副學位 (例如高級文憑) 4 Diploma/Certificate 文憑/證書 5 Secondary 4 to 6/7 中四至中六/七 6 Secondary 3 or below 中三或以下	1 10 yrs or more 十年或以上 2 6 yrs to less than 10 yrs 六年至十年以下 3 3 yrs to less than 6 yrs 三年至六年以下 4 1 yrs to less than 3 yrs 一年至三年以下 5 Less than 1 yr 一年以下
202	Product Engineer 產品工程師						
203	Product Designer 產品設計師						
204	Business Development Officer 業務發展主任						
205	Merchandiser 採購主任						
206	Shipping Officer 船務主任						
207	Quality Control Officer 品質管制主任						
208	Compliance Officer 準則審核主任						
209	Sales Executive 銷售主任						
210	Sales Engineer 銷售工程師						
211	Marketing Executive 市場推廣主任						
212	Logistics Officer 物流主任						
213	Warehouse Officer 倉庫主任						
214	Sustainability Officer 可持續發展主任						
Clerical / Operative Support Level 文員/輔助人員級							
301	Research and Product Development Assistant 研究及產品開發助理						
302	Product Design Assistant 產品設計助理						
303	Business Development Assistant 業務發展助理						
304	Assistant Merchandiser 助理採購員						
305	Shipping Clerk 船務文員						
306	Quality Control Assistant 品質管制助理						
307	Compliance Assistant 準則審核助理						
308	Sales Representative 營業代表						
309	Marketing Assistant 市場推廣助理						
310	Logistics Assistant 物流助理						
311	Warehouse Clerk 貨倉文員						

Please refer to Appendix A for column explanations. 請參考附錄A內各欄的說明。

Job Code 職位編號	(A) Principal Job 主要職務 (See Appendix B) (參閱附錄 B)	(B) No. of Employees as at 1.10.2020 在2020年 10月1日 的僱員人 數	(C) No. of Vacancies as at 1.10.2020 在2020年 10月1日 的空缺額	(D) Forecast of No. of Employees 12 Months from Now (October 2021) 預測十二 個月後 (2021年10月) 僱員人數	(E) Average Monthly Income Range 每月平均收入幅度 Code 編號	(F) Preferred Level of Education 僱員宜有的教育程度 Code 編號	(G) Preferred Years of Relevant Experience 僱員宜有的相關年資 Code 編號
					1 Over \$50,000以上 2 \$30,001 - \$50,000 3 \$20,001 - \$30,000 4 \$15,001 - \$20,000 5 \$10,001 - \$15,000 6 Under \$10,001以下	1 Postgraduate Degree 研究生學位 2 First Degree 學士學位 3 Sub-degree (e.g. Higher Diploma) 副學位 (例如高級文憑) 4 Diploma/Certificate 文憑/證書 5 Secondary 4 to 6/7 中四至中六/七 6 Secondary 3 or below 中三或以下	1 10 yrs or more 十年或以上 2 6 yrs to less than 10 yrs 六年至十年以下 3 3 yrs to less than 6 yrs 三年至六年以下 4 1 yrs to less than 3 yrs 一年至三年以下 5 Less than 1 yr 一年以下
312	Promoter 推銷員						
313	Sustainability Assistant 可持續發展助理						
Other Relevant Import/Export Trades Staff 其他相關出入口業員工							
Other Staff of Supporting Services 其他支援員工							
000	Other Staff of Supporting Services, e.g. human resources, finance, IT and administration work 其他支援員工，例如參與人力資源、財務、資訊科技或行政工作之員工						

For Official Use

Part II 第二部份

Employees' Whereabouts After Leaving the Company

離職僱員去向

1. Please state the number of I/E employees leaving your company in the past 12 months (i.e. from 1st October 2019 to 30th September 2020) according to their whereabouts.

請列出 貴機構過去十二個月內 (由2019年10月1日至2020年9月30日期間) 離職的出入口業僱員人數 (按去向分類)。

	Managerial Level 經理級	Supervisory Level 主任級	Operative / Clerical Support Level 輔助人員/文員級
(a) Taking up import/export trades related jobs (Including starting own business in related trades) 從事與出入口業有關的工作 (包括創業)			
(b) Taking up non-import/export trades related jobs (Including starting own business in non-import/export trades) 從事與出入口業無關的工作 (包括創業)			
(c) Emigration, retirement or further studies 移民、退休或進修			
(d) Unknown 不知道			
(e) Others (Please specify) 其他 (請註明) _____			
Total 總人數			

Future Development

未來的發展

2. Please select **three** issues that pose the biggest challenges to your company in the next six months.

請剔選三項對 貴公司在未來6個月將面對最大的挑戰。

(a) Spread of the COVID-19 pandemic 新型肺炎疫情擴散	<input type="checkbox"/>
(b) China-US trade war 中美貿易戰	<input type="checkbox"/>
(c) Slow economic recovery in China 中國經濟復甦緩慢	<input type="checkbox"/>
(d) Geopolitical tensions 地緣政治緊張	<input type="checkbox"/>
(e) Currency Fluctuations 匯率波動	<input type="checkbox"/>

3. What is/are your future plan(s) to mitigate the effect arising from these challenges? (You may tick one or more options)

貴公司有那些計劃以應對未來有關的挑戰？（可剔選多於一項）

(a) Accelerate online sales channels 加速網上銷售渠道	<input type="checkbox"/>
(b) Accelerate the digital transformation of business models 加速數碼轉型運作模式	<input type="checkbox"/>
(c) Develop other types of product 開發其他產品類別	<input type="checkbox"/>
(d) Explore opportunities in ASEAN market 發掘東盟市場的機遇	<input type="checkbox"/>
(e) Explore opportunities in mainland market 發掘內地市場的機遇	<input type="checkbox"/>
(f) Diversify production or sourcing bases 分散生產及採購基地	<input type="checkbox"/>
(g) Relocation of functions 搬遷工種 Functions 工種： Location 地方： 1. _____ 2. _____ 3. _____	<input type="checkbox"/>
(h) Others (Please specify): 其他（請註明）： _____	<input type="checkbox"/>

Difficulties Encountered in Recruitment**招聘困難**

4. Please indicate whether recruitment of I/E employees was taken place in the past 12 months (i.e. from 1st October 2019 to 30th September 2020) and the difficulties in recruitment your company encountered.

請指出 貴公司過去十二個月內 (由2019年10月1日至2020年9月30日期間) 有否招聘出入口業員工及所遇到的招聘困難。

	<u>Managerial Level</u> 經理級	<u>Supervisory Level</u> 主任級	<u>Clerical / Operative Support Level</u> 文員／輔助人員級
(a) No recruitment was taken place 沒有招聘	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Recruitment was taken place and <u>did not</u> encounter difficulties in recruitment 有招聘，並 <u>沒有</u> 遇到招聘困難	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Recruitment was taken place and the following difficulties were encountered (You may tick “√” three major difficulties encountered in recruitment for each level of job) 有招聘及遇上以下招聘困難 (各職級可剔 “√” 選遇到 <u>最主要的三項</u> 招聘困難) :			
(i) Candidates had more choices in the market 應徵者在市場上有很多選擇	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Candidates lacked the relevant skills / expertise 應徵者並無相關技能／知識	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Candidates lacked the relevant experience 應徵者缺乏相關經驗	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv) Candidates lacked the relevant academic qualification 應徵者未具相關學歷	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(v) Candidates found the remuneration package and fringe benefit not attractive 應徵者認為薪酬及附帶福利欠吸引	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(vi) Candidates were lack of awareness of career opportunities available and the career prospect in import/export trades 應徵者缺乏在出入口業就業機會及前景的意識	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(vii) Others (please specify) 其他 (請說明)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Manpower Training and Development Plan

人力培訓及發展計劃

5. Please indicate the training areas for I/E employees required to keep up with the emerging trend and development in the import/export trades. (You may “√” one or more options)

請於下列表中選出出入口業僱員所需要的培訓，以配合出入口業的新興趨勢及發展。（可剔“√”選多於一項）。

<u>Training Areas</u> 訓練範疇	<u>Managerial Level</u> 經理級	<u>Supervisory Level</u> 主任級	<u>Clerical / Operative Support Level</u> 文員／輔助人員級
<u>Trade Specific Skills</u> 業內專業技能			
(a) Customer Acquisition and Retention / Customer Relationship Management 獲取和保留客戶／客戶關係管理	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Digital Marketing 數碼營銷	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Product Advisory / Product Demonstration 產品諮詢／產品演示	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Innovative Product Design / Product Development 創新產品設計／產品開發	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) E-Commerce 電子商貿	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) Merchandising and Purchasing 採購	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(g) Inventory Management / Supply Chain and Logistics Management 存貨管理／供應鏈及物流管理	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(h) Risk Management 風險管理	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(i) Big Data Analytics 大數據分析	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(j) Computer Programming 電腦程式編寫	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(k) Project Management 項目管理	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(l) Domestic Sales / Taxation / Laws in China 中國國內銷售／稅務／法律	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Generic & Other Skills</u> 一般及其他技巧			
(m) Digital Literacy 數碼應用能力	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(n) Emotional Intelligence 情緒智商	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(o) Design Thinking 設計思維	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(p) Change Management 變革管理	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(q) Sustainability (Economy, Society, Environment) 可持續發展（經濟、社會、環境）	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(r) Multi-languages (e.g. English, Putonghua, etc.) 多種語言（例如英文、普通話等）	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(s) Business Ethics 商業道德	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(t) Occupational Health and Safety 職業健康及安全	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(u) Others (please specify) _____ 其他（請註明）	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

End of questionnaire, Thank you for your co-operation.

問卷完，多謝合作。

The 2020 Manpower Survey of the Import/Export Trades
出入口業 2020 年人力調查

Explanatory Notes
附註

1. Principal Jobs - Column 'A'
主要職務—— 'A' 欄

- (a) Please go through column 'A' and mark those principal jobs applicable to your establishment. For detailed job descriptions for principal jobs, please refer to Appendix B.
請瀏覽 'A' 欄，選取適用於 貴機構的主要職務。有關詳細的工作說明，請參閱附錄 B。
- (b) Please note that some of the job titles may not be the same as those used in your firm, but if the jobs have similar or related functions, please treat them as the same and supply the required information in the questionnaires.
調查表內部分職稱可能有別於 貴公司所採用者，但若兩者職責相近，可視作相同職務；請在調查表內提供所需資料。
- (c) Please classify an employee according to his major duty irrespective of any additional secondary duties he may be required to perform.
請根據僱員的主要職務分類（不論其所兼任的次要職務）。
- (d) Please add in column 'A' titles of employees whose duties demand import/export trades training (please specify title), briefly describe them in respect of the appropriate job categories and fill in 'B' to 'G' accordingly.
倘 貴公司有其他人員因職責上需接受出入口業訓練，請一併填入 'A' 欄內，並簡述其所屬的職務類別及等級，同時填寫 'B' 至 'G' 欄。

2. Number of Employees as at 1.10.2020 - Column 'B'
在 2020 年 10 月 1 日的僱員人數—— 'B' 欄

For each principal job, please fill in the total number of employees as at survey reference date. 'Employees' refer to those who have worked for the same employer for 4 weeks or more and for not less than 18 hours in each week.
請填寫 貴公司於統計日期僱用的每個主要職務的僱員總數。「僱員」是指在 貴公司全職工作達 4 星期或以上，同時每星期工作不少於 18 小時的員工。

'Employees' include proprietors, partners and unpaid family members working for your company. This definition also applies to 'employee(s)' appearing in other parts of the questionnaire.
「僱員」包括在公司內工作的東主、合夥人及涉及業務的無薪家庭成員。調查表他處出現的「僱員」一詞，定義亦同。

3. Number of Vacancies as at 1.10.2020 - Column 'C'
在 2020 年 10 月 1 日的空缺額—— 'C' 欄

Please fill in the number of existing vacancies as at 1.10.2020. 'Existing Vacancies' refer to those unfilled, immediately available job openings for which the establishment is actively trying to recruit personnel as at survey reference date.
請填上在 2020 年 10 月 1 日每一主要職務的空缺額。「空缺額」是指該職位於統計參考日期仍懸空，須立刻填補，而現正積極招聘人員填補。

4. Forecast of Number Employed 12 Months from Survey Reference Date - Column 'D'
預測十二個月後(2021 年 10 月)僱員人數—— 'D' 欄

The forecast of number employed means the number of employees you will be employing 12 months from now (October 2021). The number given could be more/less than existing employees if an expansion/contraction is expected.
預計僱員人數指 貴公司在十二個月後(2021 年 10 月)的僱員人數。如估計業務可能擴張／收縮，此欄所填人數可能多於／少於現有僱員人數。

5. Average Monthly Income Range of Employees - Column 'E'

僱員每月平均收入 —— 'E' 欄

Please enter the code of average monthly income range during the past 12 months for each principal job of employees. This should include basic wages, regular overtime pay, cost of living allowance, meal allowance, commission and bonus etc. (less employees' contribution to MPF). If you have more than one employee doing the same job, please enter the average range. 請在 'E' 欄填入每個主要職務僱員過去十二個月每月平均收入幅度的編號，這包括底薪、定期超時工作津貼、生活津貼、膳食津貼、佣金及花紅等（扣除僱員所支付的強制性公積金供款）。若從事同類工作的僱員多於一名，則請取其平均收入。

6. Preferred Level of Education - Column 'F'

僱員宜有的教育程度 —— 'F' 欄

Please enter the code of preferred level of education for each principal job of employees should have.

請在 'F' 欄填入 貴機構認為每個主要職務僱員宜有的教育程度編號。

Definition of Preferred Level of Education:

宜有的教育程度的定義：

- ◆ “Postgraduate Degree” refers to higher degrees (e.g. master degrees) offered by local or non-local education institutions, or equivalent.
「研究生學位」是指本地或非本地教育機構提供的高等學位（如碩士學位），或同等教育程度。
- ◆ “First Degree” refers to First degrees offered by local or non-local education institutions, or equivalent.
「學士學位」是指本地或非本地教育機構提供的學士學位，或同等教育程度。
- ◆ “Sub-degree” refers to Associate Degrees, Higher Diplomas, Professional Diplomas, Higher Certificates, Endorsement Certificates, Associateship or equivalent programmes offered by local or non-local education institutions.
「副學位」是指本地或非本地教育機構提供的副學士、高級文憑、專業文憑、高級證書、增修證書、院士銜或同等課程。
- ◆ “Diploma/Certificate” refers to technical and vocational education programmes including Diploma/Certificate courses, Diploma of Foundation Studies, Diploma of Vocational Education and programmes at the craft level, or equivalent.
「文憑／證書」是指技術及職業教育課程之文憑／證書、基礎課程文憑、職專文憑及技工程度的課程，或同等教育程度。
- ◆ “Secondary 4 to 6/7” refers to Secondary 4-6 or Secondary 4-7, covering the education programmes in relation to the Hong Kong Certificate of Education Examination (HKCEE), the Hong Kong Diploma of Secondary Education (HKDSE) Examination, Diploma Yi Jin, or equivalent.
「中四至中六/七」是指中四至中六或中四至中七（包括與香港中學會考、香港中學文憑考試、毅進文憑等相關的教育課程）或同等教育程度。
- ◆ “Secondary 3 or below” refers to Secondary 3 or below, or equivalent.
「中三或以下」是指中三或以下，或同等教育程度。

7. Preferred Years of Relevant Experience - Column 'G'

僱員宜有的相關年資 —— 'G' 欄

Please enter the code of preferred years of relevant experience which your organisation requires each principal job employees to have.

請在 'G' 欄填入 貴機構認為每個主要職務宜有的相關年資編號。

Description of Principal Jobs for the Import/Export Trades

出入口業主要職務的工作說明

Job Code 職務編號	Job Title 職稱	Job Description 工作說明
MANAGERIAL LEVEL (including Senior and Assistant Managers) 經理級 (包括高級及助理經理)		
101	Research and Product Development Manager 研究及產品開發經理	<p>Lead and Manage the product development team; Conduct research to determine the best way to produce a particular item; Ensure the product is finalised according to market needs and company guidelines; Monitor the production schedule to make sure on time delivery; Prepare a cost analysis on the development of a new product; Review the product specification.</p> <p>領導和管理產品開發團隊；進行研究以確定生產特定物品的最佳方法；確保根據市場需求和公司指引完成產品的原型；監控生產進度以確保準時交貨；對新產品的開發進行成本分析；檢視產品規格。</p>
102	Engineering Manager 工程經理	<p>Lead a team of engineers in developing and participating in the product development and engineering works; Support production team to meet the product specifications; Liaise with relevant parties to ensure product development processes in compliance with relevant engineering standards; Provide technical advice and support to customers and internal teams.</p> <p>領導工程師團隊發展和參與產品開發和工程項目工作動；支援生產團隊以確保其產品乎合規格；與相關部門聯繫，以確保產品開發過程符合相關工程標準；為客戶和內部團隊提供技術意見和支援。</p>

Job Code 職務編號	Job Title 職稱	Job Description 工作說明
103	Product Design Manager 產品設計經理	<p>Provide direction and guidance to product design teams to meet timely deliveries; Provide design solutions to meet cost-effectiveness; Validate product designs and provide corrective actions; Implement process improvements to ensure product quality and productivity; Recommend new technologies and tools to optimise product design processes; Analyse and troubleshoot product issues in a timely fashion.</p> <p>為產品設計團隊提供方向和指引，以確保按時完成工作；提供設計解決方案以滿足成本效益；驗證產品設計並提供糾正措施；改進流程以確保產品質量和提升生產率；建議新技術和工具以優化產品設計流程；及時分析和解決產品問題。</p>
104	Business Development Manager 業務發展經理	<p>Lead and manage the business development team; Grow Strategic business partners; Identify new business opportunities; Develop business proposals for new and existing customers; Develop creative strategies to retain the clients and incorporate it into the growth plan; Look after the long-term profitability of a company by developing effective business strategies.</p> <p>領導和管理業務發展團隊；增建策略性業務夥伴；發掘新的商機；為新客戶和現有客戶制定業務方案，發展創新策略以留住客戶並將其納入增長計劃；制定有效的業務戰略，為公司保持長遠盈利增長的能力。</p>
105	Merchandising Manager 採購經理	<p>Lead the team to implement strategic sourcing plans; Develop an effective sourcing strategy; Review market and sales analysis to determine local and overseas market requirements; Build solid relationships with suppliers and existing business partners and proactively look for any future partnerships.</p> <p>領導團隊執行策略性採購計劃；制定有效的採購策略；檢視市場及銷售分析資料，以釐定本地及海外市場的需求；與供應商及現有業務合作夥伴建立牢固的關係，並積極尋找未來的合作夥伴。</p>

Job Code 職務編號	Job Title 職稱	Job Description 工作說明
106	Shipping Manager 船務經理	<p>Lead the shipping team and coordinate with internal parties in the matters of shipment schedules, I/E and L/C documents and customs declaration; Develop strategies and action plans for continuous improvement on the overall shipping process; Negotiate terms with forwarders for better services and pricing; Provide solutions to the shipping issues.</p> <p>領導船務團隊及與內部相關部門協調安排船期表、處理出入口、信用證文件和海關申報事宜；制定及執行政策，不斷改善整個船務流程；與貨運代理商討條款，以獲得更好的服務和價格；提與船務有關的解決方案。</p>
107	Quality Control Manager 品質管制經理	<p>Oversee the quality control activities, including quality control inspection schedules and the collection of quality records; Make sure the products meet the required quality standards; Ensure the production and manufacturing lines perform efficiently; Facilitate communications between management and production departments; Devise ways of improving the manufacturing process to ensure higher-quality goods.</p> <p>監督品質控制事務，包括品質控制檢查時間表和有關記錄；確保產品符合質量標準的要求；確保生產線及製造線高效運行；促進管理部門與生產部門之間的溝通；設計改良生產過程的方法，以確保生產高質量的商品。</p>
108	Compliance Manager 準則審核經理	<p>Ensure the transactions are in compliance with the regulations in Hong Kong or other countries/regions; Advise the management on the long term strategic direction on compliance issues; Conduct risk assessment on business operation; Implement trade compliance systems with reference to current business environment.</p> <p>確保交易合乎香港或其他國家／地區的貿易準則；就符合準則的長期策略方針，向管理層提供意見；進行業務風險評估；參照當前業務環境，進行貿易準則審核事宜。</p>

Job Code 職務編號	Job Title 職稱	Job Description 工作說明
109	Sales Manager 銷售經理	<p>Set goals for the sales team; Recruit and train the sales team; Keep in close contact with the sales team leader as well as clients, distributors and dealers; Review and analyse sales data and trends periodically.</p> <p>為銷售團隊設定目標；招聘和培訓銷售團隊；與銷售團隊組長以及客戶、分銷商和經銷商保持密切聯繫；定期檢查和分析銷售數據和趨勢。</p>
110	Marketing Manager 市場營銷經理	<p>Develop and execute marketing strategies and action plans to enhance the business image; Identify new customers; Manage the delivery of marketing campaigns and public relation activities and analyse its effectiveness; Conduct market research, market forecasts and intelligence analysis.</p> <p>制定及執行營銷策略和行動計劃，以提升企業形象；發掘新客戶；管理推廣和宣傳活動的進程並分析其成效；進行市場研究、市場預測及情報分析。</p>
111	Logistics Manager 物流經理	<p>Lead a logistics team; Construct logistics plan to maximize efficiency in accordance to customers' demands; Organise daily logistics activities to meet customers' request; Design KPI to maximise efficiency and goods quality; Review logistics' activities to improve work and cost efficiency.</p> <p>領導物流團隊；根據客戶的需求，制定物流計劃以達至最高效益；組織日常物流工作以滿足客戶的要求；制定 KPI 以提升效率和商品質量；審查物流工作以改善工作及成本效益。</p>
112	Warehouse Manager 倉務經理	<p>Lead a warehouse team; Ensure the warehousing process is operated in compliance with the company's standards; Monitor the warehousing process for enhancing the warehouse productivity and service level; Seek continuous cost and quality improvements by developing new operational practices and technological advancement.</p> <p>領導倉務團隊；確保倉務流程符合公司的標準；監控倉儲流程以提升倉庫生產力和服務水平；通過研發新的運營方案及新科技，持續改善服務質量和達至成本效益。</p>

Job Code 職務編號	Job Title 職稱	Job Description 工作說明
113	Sustainability Manager 可持續發展經理	<p>Lead the initiation and implementation of sustainability programs; Evaluate the existing sustainability performance and justify strategic recommendations for improvement; Develop and cultivate a strong network of relationships with the internal Product Development Team, Sourcing and Production Team, Product Integrity and Testing Team, and QA Team and external vendor partners; Establish a communication platform to deliver the key sustainability strategies among company's stakeholders for enhancing their awareness on the sustainable issues.</p> <p>領導團隊發展和執行可持續發展的策略和政策；評估現有的可持續發展績效並提出策略性的改善建議；與外部供應商、合作夥伴及內部團隊包括產品開發、採購和生產、產品測試、品質監控等建立強大關係網絡；建立可持續發展的語言平台，傳達有關訊息至各持份者，以提升他們的認知。</p>

Job Code 職務編號	Job Title 職稱	Job Description 工作說明
SUPERVISORY LEVEL (including Senior and Assistant Supervisors) 主任級 (包括高級和助理主任)		
201	Research and Product Development Officer 研究及產品開發主任	<p>Evaluate current production workflow and develop process improvement opportunities; Involve in new product development and follow the production process closely; Keep track and apply the new technology in the production process; Provide technical support to production, marketing, and purchasing business units.</p> <p>評估當前的生產流程並開發改進流程方案；參與新產品開發並密切跟進其生產的過程；緊貼新的生產技術並將其引入生產過程中；為生產、營銷和採購部門提供技術支援。</p>
202	Product Engineer 產品工程師	<p>Provide technical advice in product design and product development from introduction to mass production; Monitor production schedule to ensure on time product deliveries; Prepare cost model; Follow up with customers on the approval of engineering prototype; Perform product testing, evaluation and troubleshooting to ensure products meet product specifications and quality requirements; Prepare documentation and certification of products.</p> <p>在產品引進至大量生產的過程中，提供技術上的解決方案；監控生產進度以確保產品按時交付；為產品準備成本模型；與客戶跟進有關工程原型的批核；進行產品測試、評估和排解疑難，以確保產品符合規格和質量的要求；準備有關產品的文件和認證。</p>
203	Product Designer 產品設計師	<p>Create innovative design concepts for the product; Present product ideas to relevant team members for brainstorming; Suggest improvements to product design; Keep updating the current industry trends and market conditions; Modify the existing designs to meet customer expectations.</p> <p>為產品創建新穎的設計概念；向相關團隊成員介紹產品新穎的設計，並進行腦力激盪，以刺激設計思維；建議改進產品設計；不斷更新當前行業的趨勢和市場狀況；修訂現有設計，以滿足客戶的期望。</p>

Job Code 職務編號	Job Title 職稱	Job Description 工作說明
204	Business Development Officer 業務發展主任	<p>Conduct regular market research to identify emerging trends and new industry developments; Actively follow up with customer enquiries; Identify and evaluate business opportunities; Maintain existing client relationships and actively cultivate new customer relationships.</p> <p>進行定期的市場研究，以確定行業的最新趨勢和發展；積極跟進客戶查詢；識別和評估商機；與現有客戶保持良好關係並積極發掘新客戶。</p>
205	Merchandiser 採購主任	<p>Follow-up purchase orders with factory, customers and internal parties to ensure customer satisfaction and on-time delivery; Source reliable suppliers and negotiate with them on the payment terms and delivery schedule; Analysis and report on demands and procurement status.</p> <p>與工廠，客戶和內部相關部門跟進採購訂單，以確保客戶滿意度和按時交貨；尋求可靠的供應商，並與他們協商付款條件和交貨時間表；分析並報告需求和採購狀況。</p>
206	Shipping Officer 船務主任	<p>Monitor all shipments in transit to ensure timely arrival of goods and documents; Liaise and communicate with freight forwarder and local delivery agents for arranging order, shipment & customs matters; Verify and negotiate the best transportation cost with carrier.</p> <p>監控所有船運中的貨物，以確保貨物和文件及時到達；與貨運代理和當地交付代理商聯絡並進行溝通，以安排訂單，船運和海關事宜；與承運人核實並協商最優惠的運輸價格。</p>
207	Quality Control Officer 品質控制主任	<p>Perform regular quality assessments on all materials and products to ensure they meet quality requirements; Examine the product functionalities for meeting the product specifications; Recommend improvements to the production process to ensure quality control; Complete detailed inspection reports and performance records; Supervise the production process; Resolve quality-related issues in a timely manner.</p> <p>為產品及材料進行定期質量評估以確保符合質量的要求；驗證產品的功能是否合乎規格；建議改進生產過程以確保質量控制；填寫詳細的檢查報告和性能記錄；監督生產過程；及時解決與質量有關的問題。</p>

Job Code 職務編號	Job Title 職稱	Job Description 工作說明
208	Compliance Officer 準則審核主任	<p>Work collaboratively with relevant parties to ensure the trade practices are in compliance with the procedures and requirements; Provide training pertaining to trade compliance and regulation; Maintain up to date knowledge of policies, regulations, international guidelines and industry standards; Reduce risk.</p> <p>與有關部門保持緊密合作，以確保工作進程符合法規的要求；提供有關遵守法規的培訓；緊貼最新法規的政策、國際準則及行業標準的知識；降低風險。</p>
209	Sales Executive 銷售主任	<p>Plan, Coordinate and implement various sales activities; Develop new business trading channels; Establish and maintain good relationship with local and overseas clients; Explore new opportunities to achieve the targeted business objectives.</p> <p>計劃、協調和實行各種銷售活動；開發新的商業交易渠道；與本地及海外客戶建立和維持良好的關係；發掘機遇以實踐業務目標。</p>
210	Sales Engineer 銷售工程師	<p>Monitor the sales performance; Strive for the set target; Deliver product demonstrations and sales presentations for explaining key technical aspects of solutions to customers; Responsible for tender preparation and submission; Works with colleagues in Research and Product Development teams on product features and recommends changes where necessary to meet market demand.</p> <p>監控銷售業績；努力實現既定目標；透過產品及銷售演示，向客戶解釋有關技術方面的解決方案；負責招標的事宜；與研究和產品開發團隊合作，為產品功能提供建議，以迎合市場需求。</p>
211	Marketing Executive 市場營銷主任	<p>Plan and formulate marketing campaigns and exhibitions; Coordinate with internal and external parties to implement various marketing programs; Monitor web content management and other development of digital communications channels; Keep close contact with the mass media and advertising agents.</p> <p>計劃和制定營銷活動和展覽；與內部和外部各方協調以實施各種營銷計劃；管理網站內容和數碼化溝通渠道的發展；與大眾媒體和廣告代理商保持密切聯繫。</p>

Job Code 職務編號	Job Title 職稱	Job Description 工作說明
212	Logistics Officer 物流主任	<p>Monitor the flow of goods; Ensure the right products are delivered to the right location on time; Liaise with central warehouse and transportation teams on logistics and delivery arrangement; Handle order status and delivery scheduling with the clients and forwarders.</p> <p>監控物流狀況；確保產品能按時交付到正確的目的地；與中央倉庫和運輸團隊聯絡，安排物流和交貨安排；與客戶和貨運代理處理訂單狀態和交貨事宜。</p>
213	Warehouse Supervisor 倉務主任	<p>Supervise the daily activities in warehouse; Track and coordinate the receipt, storage, and timely delivery of goods and materials; Order supplies and maintain suitable inventory levels; Maintain records and report relevant information; Ensure the warehouse operation is in compliance with the health and safety regulations.</p> <p>監督倉庫日常活動；跟進並協調貨物和物料的接收、存儲和及時交付的情況；訂購耗材並維持適當的庫存水平；保存庫存記錄及上報相關事宜；確保倉庫運作符合健康和安全法規。</p>
214	Sustainability Officer 可持續發展主任	<p>Conduct assessment and deliver regular tracking of sustainability development progress; Prepare sustainability reporting; Provide sustainability related training and guiding materials; Analyse the current environmental and social sustainability trends and prepare proposal for new sustainability projects; Establish sustainability knowledge pool and sustainability-related presentations.</p> <p>為可持續發展項目進行評估及定期檢視其績效；撰寫可持續發展報告；提供與可持續發展相關的培訓和指導材料；分析當前的環境和社會可持續發展趨勢，並為新的可持續性項目提供意見；建立可持續發展知識庫和預備相關的文稿。</p>

Job Code 職務編號	Job Title 職稱	Job Description 工作說明
CLERICAL/OPERATIVE SUPPORT LEVEL 文員／輔助人員級		
301	Research and Product Development Assistant 研究及產品開發助理	<p>Assist in research and development activities in relation to new products or modification of existing products and processes, product testing, raw materials testing, product development, packaging, labeling and technical research; Perform general clerical support and assist in data analysis; Support prototype preparation of new/modified products or process design; Maintain samples management system of assigned products.</p> <p>協助研究和開發的工作，包括：新產品及現有產品及流程的修改、產品測試、原材料測試、產品開發、包裝、標籤和技術研究等；支援一般文書及數據分析工作；支援新／改良產品之原型設計及其流程開發方面的工作；維護指定產品的樣本管理系統。</p>
302	Product Design Assistant 產品設計助理	<p>Assist in design drawing and creating detailed sampling specifications; Ensure all digital files and sketches are current; Support the product design reviews; Communicate with relevant department to develop proto samples; Mark records for all company's samples that have been done.</p> <p>協助設計繪圖及制定詳細的樣本規格；確保所有數碼檔案和草圖都是最新的；協助檢視產品設計；與相關部門溝通有關開發原型樣本的事宜；記錄所有公司樣本的資料。</p>
303	Business Development Assistant 務發展助理	<p>Provide administration support to business development team; Responsible for data entry to system and quotation preparation; Communicate and maintain long-term relationships with business partners; Assist in collecting, analysing and evaluating different market information and its impact on overall business situation.</p> <p>為業務開發團隊提供行政支援；負責系統的數據輸入和報價準備；與業務夥伴溝通並保持長期關係；協助收集、分析和評估不同市場的資訊及其對整體業務狀況的影響。</p>

Job Code 職務編號	Job Title 職稱	Job Description 工作說明
304	Assistant Merchandiser 助理採購員	<p>Assist in sourcing, price negotiation and trading terms negotiation; Track ordering activities to meet the product specifications and delivery requirements; Assist in liaising with the existing or potential suppliers, vendors and internal relevant departments; Issue related documents e.g. purchase orders and invoices, etc.</p> <p>協助採購、議價及訂定交易條款；跟進訂購事宜，包括數量、品質、產品規格和交貨要求；與現有或潛在的供應商、賣方和內部各方保持聯繫；發出相關文件，例如：採購訂單和發票等。</p>
305	Shipping Clerk 船務文員	<p>Ensure all orders can ship on time, Handle full set of import/export and L/C documents; Handle Tradelink system and customs declaration; Data entry and filing.</p> <p>確保所有訂單都能按時寄出，處理整套出入口及信用證文件；處理貿易通系統和海關申報；輸入數據和執行存檔工作。</p>
306	Quality Control Assistant 品質管制助理	<p>Participate the in-house raw materials and finished products testing procedures; Follow up routine laboratory clerical work within the Quality Control Department; Assist the preparation of technical test results; Provide support on the technical problem shooting matters.</p> <p>參與內部原材料和成品測試的程序；跟進品質管制部門的日常實驗室的文書工作；協助準備技術測試結果；支援技術問題上的解決方案。</p>
307	Compliance Assistant 準則審核助理	<p>Assist in drafting and reviewing the contracts, agreements and related compliance documents; Typesetting the contracts, documents and related files and filing.</p> <p>協助草擬、審查合約、協議和相關法規準則的文件；為合約、文件和相關檔案排版和執行存檔工作。</p>

Job Code 職務編號	Job Title 職稱	Job Description 工作說明
308	Sales Representative 營業代表	<p>Responsible for sales activities; Deliver quality and consistency of service to customers; Achieve sales target and maintain a high level of customer service and product knowledge; Build and maintain long-term relationship with customers by providing excellent customer experience.</p> <p>負責銷售工作；為客戶提供優質和貫徹始終的服務；達到銷售目標並保持高水平的客戶服務和產品知識；透過提供優質的客戶體驗建立和維護與客人的長期關係。</p>
309	Marketing Assistant 市場營銷助理	<p>Support the marketing activities; Design and prepare advertising materials; Responsible for updating the company website; Liaise with potential business partners for joint promotion activities.</p> <p>支援市場推廣活動；設計和準備廣告材料；負責公司網站資訊更新；與潛在的業務合作夥伴聯繫，協助籌劃聯辦的推廣活動。</p>
310	Logistics Assistant 物流助理	<p>Provide routine administrative support; Perform load planning and data input; Communicate with different parties on documentation, operation and transportation issues.</p> <p>提供日常行政支援；執行貨物負載安排和數據輸入；在文件紀錄、運作及運輸事宜上，與相關部門保持溝通。</p>
311	Warehouse Clerk 倉務文員	<p>Support the warehouse in/out record maintenance; Coordinate daily communication between internal staff and customers; Handle data entry and update the Warehouse System; Prepare daily warehouse document; Receipt, storage and delivery of goods.</p> <p>支援倉庫進出記錄的保存；協調內部員工與客戶之間的日常溝通；數據輸入及更新倉庫系統；準備每日倉庫文件；貨物的接收、儲存和交付。</p>
312	Promoter 推銷員	<p>Promote products and services to customers.</p> <p>向客戶推廣產品和服務。</p>

Job Code 職務編號	Job Title 職稱	Job Description 工作說明
313	Sustainability Assistant 可持續發展助理	<p>Assist the preparation of sustainability reports and the analysis of the intelligence of sustainability landscape; Support the provision of sustainability services, including update of presentation materials, building and managing data collection platform, data analysis and verification etc; Participate in sustainability research; Prepare business proposals, and reports for clients.</p> <p>協助編寫可持續發展的報告及分析有關的情報；支援可持續發展的服務，包括更新演示材料、建立和管理數據收集平台、數據分析及驗證等；參與有關可持續發展項目的研究；為客戶準備有關商業的計劃書和報告。</p>

Vocational Training Council 職業訓練局

Headquarters (Industry Partnership) 總辦事處(行業合作)

30F, Billion Plaza II, 10 Cheung Yue Street, Cheung Sha Wan, Kowloon, Hong Kong

香港九龍長沙灣長裕街10號億京廣場2期30樓

www.vtc.edu.hk

Telephone No 電話

Facsimile No 傳真

Our Reference 本局檔號

Your Reference 來函檔號



14 September 2020

Dear Sir/Madam,

The 2020 Manpower Survey of the Wholesale Trade

The Import/Export/Wholesale Trades Training Board (the Training Board) of the Vocational Training Council (VTC), appointed by the Chief Executive of the Hong Kong Special Administrative Region (HKSAR), is responsible for matters pertaining to manpower training in the industry. In order to collect the latest manpower information for formulating recommendations on future manpower training, the Training Board will conduct the captioned survey from **October to November 2020**. I am writing to enlist your help by providing the relevant information to the survey and your co-operation would be much appreciated.

I enclose the following documents for your reference and completion:

- (a) The Questionnaire;
- (b) Explanatory Notes (Appendix A); and
- (c) Job Descriptions for Principal Jobs (Appendix B).

The VTC has appointed **Mercado Solutions Associates Ltd. (MSA)** to assist in conducting the above survey. During the survey period, the enumerator of MSA will contact your establishment for the survey and answer the questions you may have. If necessary, visit will be made to your establishment to assist in completing and collecting the questionnaire. Alternatively, you may return the copy of the completed questionnaire to MSA via fax 2538 8123 or email to ms@mercadosolutions.com.

I wish to assure you that the information provided will be handled **in strict confidence** and published on aggregate basis without reference to individual establishments.

The Manpower Survey Report will be uploaded onto the VTC website after completion of the survey. Should you have any queries, please do not hesitate to contact the following hotline during 9:30 a.m. to 6:00 p.m. from Monday to Friday :

- ✧ For matters regarding completion and return of questionnaire(s), please contact Ms. LI of MSA at 2538 8150.
- ✧ In case you want to approach VTC directly, please contact Mr. Alpha LEE of VTC Manpower Survey (Statistical Team) at 3907 6613.

Yours faithfully,

(Brian SUN)
Chairman

Import/Export/Wholesale Trades Training Board

Encl.

Vocational Training Council 職業訓練局

Headquarters (Industry Partnership) 總辦事處(行業合作)

30F, Billion Plaza II, 10 Cheung Yue Street, Cheung Sha Wan, Kowloon, Hong Kong

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執事先生／女士：



2020年批發業人力調查

職業訓練局(VTC)屬下出入口及批發業訓練委員會(訓練委員會)由香港特別行政區行政長官委任，負責就業內人力訓練事宜提供意見。本會將於 **2020年10月至11月** 期間進行調查，蒐集業內人力情況的最新資料，並按此為未來人力訓練制訂適當建議。謹代表訓練委員會致函，懇請 貴機構惠予合作提供相關資料，以便進行上述人力調查。

茲夾附下述文件，供 貴機構參閱及填寫：

- (1) 調查問卷；
- (2) 附註（附錄 A）；及
- (3) 主要職務工作說明（附錄 B）。

VTC已委託米嘉道資訊策略有限公司(米嘉道)協助進行是次人力調查。調查期間，米嘉道的統計員將聯絡 貴機構進行訪問及解答相關問題。如有需要，統計員會造訪 貴機構協助填寫並收回已填妥的問卷。貴機構亦可將完成的問卷，以傳真 (2538 8123) 或電郵 (ms@mercadosolutions.com) 交回米嘉道。

調查所得的資料將**絕對保密**，局方在發表報告時，只會公布合計數字，不會提及個別機構情況。

人力調查報告將於調查完結後上載本局網頁。如對調查有任何查詢，請於星期一至五上午九時半至下午六時聯絡以下人士：

- ✧ 如查詢有關填寫及寄回問卷事宜，請與米嘉道李小姐聯絡（電話：2538 8150）。
- ✧ 如希望直接與 VTC 聯絡，請致電 VTC 人力調查(統計組)李漢明先生（電話：3907 6613）。

A handwritten signature in black ink, appearing to be 'Sun Teng Zhang' (孫騰章), written in a cursive style. The signature is enclosed within a large, hand-drawn oval shape.

出入口及批發業訓練委員會主席
(孫騰章)

二〇二〇年九月十四日
附件



CONFIDENTIAL
WHEN ENTERED WITH DATA

填入數據後即成
機密文件

VOCATIONAL TRAINING COUNCIL
職業訓練局

THE 2020 MANPOWER SURVEY OF THE WHOLESALE TRADE
批發業2020年人力調查

The 2020 Manpower Survey of the Wholesale Trade aims at collecting manpower information of the sector concerned for formulating recommendations on future manpower training. Please provide the information of your company as at **1st October 2020** by answering the questionnaire. Thank you.

批發業2020年人力調查旨在蒐集業內人力情況的最新資料，並按此為未來人力訓練制訂適當建議。懇請貴公司根據**2020年10月1日**的人力情況填寫此問卷。多謝合作。

Establishment Information

機構資料

TYPE OF SERVICE: _____
服務性質

TOTAL NO. OF PERSONS ENGAGED: _____
僱員總人數

(For official use)
Industry Code _____

Detail of Contact Person*

聯絡人資料*

NAME OF PERSON TO CONTACT: _____
聯絡人姓名

POSITION: _____
職位

TEL. NO.: _____
電話

FAX NO.: _____
圖文傳真

E-MAIL: _____
電郵

* *The information provided will be used for the purpose of this and subsequent manpower surveys.*
所提供資料將用作是次及日後人力調查之用。

Survey Reference Date : 1st October 2020

統計參考日期 : 2020年10月1日

Part I – Manpower Information

第一部份 – 人力情況

Please complete columns 'B' to 'G' of the questionnaire according to the list of principal jobs by referring to Appendix B for job description of individual job.

請根據列表中的主要職務，並參考附錄B有關各種職務的工作說明來填寫表內各欄 'B' 至 'G'。

(A) Principal Jobs 主要職務

Please refer to Appendix A for column explanations. 請參考附錄A內各欄的說明。						
(A) Principal Job 主要職務 (See Appendix B) (參閱附錄 B)	(B) No. of Employees as at 1.10.2020 在2020年 10月1日 的僱員人 數	(C) No. of Vacancies as at 1.10.2020 在2020年 10月1日 的空缺額	(D) Forecast of No. of Employees 12 Months from Now (October 2021) 預測十二 個月後 (2021年10月) 僱員人數	(E) Average Monthly Income Range 每月平均收入幅度 Code 編號	(F) Preferred Level of Education 僱員宜有的教育程度 Code 編號	(G) Preferred Years of Relevant Experience 僱員宜有的相關年資 Code 編號
				1 Over \$50,000以上 2 \$30,001 - \$50,000 3 \$20,001 - \$30,000 4 \$15,001 - \$20,000 5 \$10,001 - \$15,000 6 Under \$10,001以下	7 Postgraduate Degree 研究生學位 8 First Degree 學士學位 9 Sub-degree (e.g. Higher Diploma) 副學位 (例如高級文憑) 10 Diploma/Certificate 文憑/證書 11 Secondary 4 to 6/7 中四至中六/七 12 Secondary 3 or below 中三或以下	6 10 yrs or more 十年或以上 7 6 yrs to less than 10 yrs 六年至十年以下 8 3 yrs to less than 6 yrs 三年至六年以下 9 1 yrs to less than 3 yrs 一年至三年以下 10 Less than 1 yr 一年以下
Job Code 職位 編號 e.g. 例子						
Job Title A (3 employees and 2 vacancies) 職位甲 (3名僱員及2個空缺)	3	2	5	4	3	2
Managerial Level 經理級						
121 Research and Product Development Manager 研究及產品開發經理						
122 Engineering Manager 工程經理						
123 Product Design Manager 產品設計經理						
124 Business Development Manager 業務發展經理						
125 Merchandising Manager 商品採購經理						
126 Shipping Manager 船務經理						
127 Quality Control Manager 品質管制經理						
128 Compliance Manager 準則審核經理						
129 Sales Manager 銷售經理						
130 Marketing Manager 市場推廣經理						
131 Logistics Manager 物流經理						
132 Warehouse Manager 倉庫經理						
133 Sustainability Manager 可持續發展經理						
Supervisory Level 主任級						
221 Research and Product Development Officer 研究及產品開發主任						
222 Product Engineer 產品工程師						

Please refer to Appendix A for column explanations. 請參考附錄A內各欄的說明。

Job Code
職位編號

(A) Principal Job 主要職務 (See Appendix B) (參閱附錄 B)	(B) No. of Employee s as at 1.10.2020 在2020年 10月1日 的僱員人 數	(C) No. of Vacancies as at 1.10.2020 在2020年 10月1日 的空缺額	(D) Forecast of No. of Employees 12 Months from Now (October 2021) 預測十二 個月後 (2021年10月) 僱員人數	(E) Average Monthly Income Range 每月平均收入幅度 Code 編號	(F) Preferred Level of Education 僱員宜有的教育程度 Code 編號	(G) Preferred Years of Relevant Experience 僱員宜有的相關年資 Code 編號
	Please enter a zero '0' in the box if no employee/vacancy. 如沒有僱員/空缺，請在方格內填入 '0'。			1 Over \$50,000以上 2 \$30,001 - \$50,000 3 \$20,001 - \$30,000 4 \$15,001 - \$20,000 5 \$10,001 - \$15,000 6 Under \$10,001以下	7 Postgraduate Degree 研究生學位 8 First Degree 學士學位 9 Sub-degree (e.g. Higher Diploma) 副學位 (例如高級文憑) 10 Diploma/Certificate 文憑/證書 11 Secondary 4 to 6/7 中四至中六/七 12 Secondary 3 or below 中三或以下	6 10 yrs or more 十年或以上 7 6 yrs to less than 10 yrs 六年至十年以下 8 3 yrs to less than 6 yrs 三年至六年以下 9 1 yrs to less than 3 yrs 一年至三年以下 10 Less than 1 yr 一年以下

Supervisory Level (Continued) 主任級 (續)

223	Product Designer 產品設計師					
224	Business Development Officer 業務發展主任					
225	Merchandiser 採購主任					
226	Shipping Officer 船務主任					
227	Quality Control Officer 品質管制主任					
228	Compliance Officer 準則審核主任					
229	Sales Executive 銷售主任					
230	Sales Engineer 銷售工程師					
231	Marketing Executive 市場推廣主任					
232	Logistics Officer 物流主任					
233	Warehouse Officer 倉庫主任					
234	Sustainability Officer 可持續發展主任					

Clerical / Operative Support Level 文員/輔助人員級

321	Research and Product Development Assistant 研究及產品開發助理					
322	Product Design Assistant 產品設計助理					
323	Business Development Assistant 業務發展助理					
324	Assistant Merchandiser 助理採購員					
325	Shipping Clerk 船務文員					
326	Quality Control Assistant 品質管制助理					
327	Compliance Assistant 準則審核助理					
328	Sales Representative 營業代表					
329	Marketing Assistant 市場推廣助理					
330	Logistics Assistant 物流助理					
331	Warehouse Clerk 貨倉文員					
332	Promoter 推銷員					

Please refer to Appendix A for column explanations. 請參考附錄A內各欄的說明。

(A) Principal Job 主要職務 (See Appendix B) (參閱附錄 B)	(B) No. of Employee s as at 1.10.2020 在2020年 10月1日 的僱員人 數	(C) No. of Vacancies as at 1.10.2020 在2020年 10月1日 的空缺額	(D) Forecast of No. of Employees 12 Months from Now (October 2021) 預測十二 個月後 (2021年10月) 僱員人數	(E) Average Monthly Income Range 每月平均收入幅度 Code 編號	(F) Preferred Level of Education 僱員宜有的教育程度 Code 編號	(G) Preferred Years of Relevant Experience 僱員宜有的相關年資 Code 編號
Job Code 職位 編號				1 Over \$50,000以上 2 \$30,001 - \$50,000 3 \$20,001 - \$30,000 4 \$15,001 - \$20,000 5 \$10,001 - \$15,000 6 Under \$10,001以下	7 Postgraduate Degree 研究生學位 8 First Degree 學士學位 9 Sub-degree (e.g. Higher Diploma) 副學位 (例如高級文憑) 10 Diploma/Certificate 文憑/證書 11 Secondary 4 to 6/7 中四至中六七 12 Secondary 3 or below 中三或以下	6 10 yrs or more 十年或以上 7 6 yrs to less than 10 yrs 六年至十年以下 8 3 yrs to less than 6 yrs 三年至六年以下 9 1 yrs to less than 3 yrs 一年至三年以下 10 Less than 1 yr 一年以下
333 Sustainability Assistant 可持續發展助理						
Other Relevant Wholesale Trade Staff 其他相關批發業員工						
Other Staff of Supporting Services 其他支援員工						
000 Other Staff of Supporting Services, e.g. human resources, finance, IT and administration work 其他支援員工，例如參與人力資源、財務 、資訊科技或行政工作之員工						
<i>For Official Use</i>						

Part II 第二部份

Employees' Whereabouts After Leaving the Company

離職僱員去向

1. Please state the number of wholesale trade employees leaving your company in the past 12 months (i.e. from 1st October 2019 to 30th September 2020) according to their whereabouts.

請列出 貴機構過去十二個月內 (由2019年10月1日至2020年9月30日期間) 離職的批發業僱員人數 (按去向分類)。

	Managerial Level 經理級	Supervisory Level 主任級	Clerical / Operative Support Level 文員/輔助人員級
(a) Taking up wholesale trade related jobs (Including starting own business in related trades) 從事與批發業有關的工作 (包括創業)			
(b) Taking up non-wholesale trade related jobs (Including starting own business in non-wholesale trade) 從事與批發業無關的工作 (包括創業)			
(c) Emigration, retirement or further studies 移民、退休或進修			
(d) Unknown 不知道			
(e) Others (Please specify) 其他 (請註明)			
Total 總人數			

Involvement of Other Wholesale Trade-related Services**其他批發業相關服務的參與**

2. Please indicate the wholesale trade-related functions/activities that your company is involving now and expect to involve in the next 12 months:
請指出 貴公司現時及預計未來十二個月內參與的批發業相關工作／業務：

Functions/activities 工作／業務	<u>Involving Now</u> (October 2020) 現時參與 (2020年10月)	<u>Expect to involve</u> <u>in the next 12 month</u> (November 2020 to October 2021) 預計未來十二個月內參與 (2020年11月至2021年10月)
(a) Import/Export 出入口	<input type="checkbox"/>	<input type="checkbox"/>
(b) Retail 零售	<input type="checkbox"/>	<input type="checkbox"/>
(c) Brand Development 品牌發展	<input type="checkbox"/>	<input type="checkbox"/>
(d) Sales and Marketing 銷售及市場推廣	<input type="checkbox"/>	<input type="checkbox"/>
(e) Distribution 分銷	<input type="checkbox"/>	<input type="checkbox"/>
(f) Manufacturing 生產	<input type="checkbox"/>	<input type="checkbox"/>
(g) Procurement 採購	<input type="checkbox"/>	<input type="checkbox"/>
(h) Warehousing 倉務	<input type="checkbox"/>	<input type="checkbox"/>
(i) Quality Control 品質控制	<input type="checkbox"/>	<input type="checkbox"/>
(j) Product Design 產品設計	<input type="checkbox"/>	<input type="checkbox"/>
(k) Technical Support 技術支援	<input type="checkbox"/>	<input type="checkbox"/>
(l) Others (Please specify) 其他(請註明)_____	<input type="checkbox"/>	<input type="checkbox"/>

Difficulties Encountered in Recruitment**招聘困難**

3. Please indicate whether recruitment of wholesale trade employees was taken place in the past 12 months (i.e. from 1st October 2019 to 30th September 2020) and the difficulties in recruitment your company encountered.

請指出 貴公司過去十二個月內 (由2019年10月1日至2020年9月30日期間) 有否招聘批發業員工及所遇到的招聘困難。

	Managerial <u>Level</u> 經理級	Supervisory <u>Level</u> 主任級	Clerical / Operative <u>Support Level</u> 文員／輔助人員級
(a) No recruitment was taken place 沒有招聘	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Recruitment was taken place and <u>did not</u> encounter difficulties in recruitment 有招聘，並 <u>沒有</u> 遇到招聘困難	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Recruitment was taken place and the following difficulties were encountered (You may tick “√” three major difficulties encountered in recruitment for each level of job) 有招聘及遇上以下招聘困難 (各職級可剔 “√” 選遇到 最主要的三項 招聘困難) :			
(i) Candidates had more choices in the market 應徵者在市場上有很多選擇	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Candidates lacked the relevant skills / expertise 應徵者並無相關技能／知識	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Candidates lacked the relevant experience 應徵者缺乏相關經驗	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv) Candidates lacked the relevant academic qualification 應徵者未具相關學歷	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(v) Candidates found the remuneration package and fringe benefit not attractive 應徵者認為薪酬及附帶福利欠吸引	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(vi) Candidates were lack of awareness of career opportunities available and the career prospect in wholesale trade 應徵者缺乏在批發業就業機會及前景的意識	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(vii) Others (please specify) 其他 (請說明)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Manpower Training and Development Plan
人力培訓及發展計劃

4. Please indicate the training areas for wholesale trade employees required to keep up with the emerging trend and development in the wholesale trade. (You may “√” one or more options)

請於下列表中選出批發業僱員所需要的培訓，以配合批發業的新興趨勢及發展。（可剔“√”選多於一項）。

<u>Training Areas</u> 訓練範疇	<u>Managerial Level</u> 經理級	<u>Supervisory Level</u> 主任級	<u>Clerical / Operative Support Level</u> 文員／輔助人員級
<u>Trade Specific Skills</u> 業內專業技能			
(a) Customer Acquisition and Retention / Customer Relationship Management 獲取和保留客戶／客戶關係管理	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Digital Marketing 數碼營銷	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Product Advisory / Product Demonstration 產品諮詢／產品演示	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Innovative Product Design / Product Development 創新產品設計／產品開發	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) E-Commerce 電子商貿	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) Merchandising and Purchasing 採購	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(g) Inventory Management / Supply Chain and Logistics Management 存貨管理／供應鏈及物流管理	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(h) Risk Management 風險管理	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(i) Big Data Analytics 大數據分析	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(j) Computer Programming 電腦程式編寫	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(k) Project Management 項目管理	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(l) Domestic Sales / Taxation / Laws in China 中國國內銷售／稅務／法律	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Generic & Other Skills</u> 一般及其他技巧			
(m) Digital Literacy 數碼應用能力	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(n) Emotional Intelligence 情緒智商	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(o) Design Thinking 設計思維	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(p) Change Management 變革管理	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(q) Sustainability (Economy, Society, Environment) 可持續發展 (經濟、社會、環境)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(r) Multi-languages (e.g. English, Putonghua, etc.) 多種語言 (例如英文、普通話等)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(s) Business Ethics 商業道德	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(t) Occupational Health and Safety 職業健康及安全	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(u) Others (please specify) 其他 (請註明) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

End of questionnaire, Thank you for your co-operation.

問卷完，多謝合作。

The 2020 Manpower Survey of the Wholesale Trade
批發業 2020 年人力調查

Explanatory Notes
附註

1. Principal Jobs - Column 'A'
主要職務—— 'A' 欄

- (b) Please go through column 'A' and mark those principal jobs applicable to your establishment. For detailed job descriptions for principal jobs, please refer to Appendix B.
請瀏覽 'A' 欄，選取適用於 貴機構的主要職務。有關詳細的工作說明，請參閱附錄 B。
- (b) Please note that some of the job titles may not be the same as those used in your firm, but if the jobs have similar or related functions, please treat them as the same and supply the required information in the questionnaires.
調查表內部分職稱可能有別於 貴公司所採用者，但若兩者職責相近，可視作相同職務；請在調查表內提供所需資料。
- (c) Please classify an employee according to his major duty irrespective of any additional secondary duties he may be required to perform.
請根據僱員的主要職務分類（不論其所兼任的次要職務）。
- (d) Please add in column 'A' titles of employees whose duties demand wholesale trade training (please specify title), briefly describe them in respect of the appropriate job categories and fill in 'B' to 'G' accordingly.
倘 貴公司有其他人員因職責上需接受批發業訓練，請一併填入 'A' 欄內，並簡述其所屬的職務類別及等級，同時填寫 'B' 至 'G' 欄。

2. Number of Employees as at 1.10.2020 - Column 'B'
在 2020 年 10 月 1 日的僱員人數—— 'B' 欄

For each principal job, please fill in the total number of employees as at survey reference date. 'Employees' refer to those who have worked for the same employer for 4 weeks or more and for not less than 18 hours in each week.
請填寫 貴公司於統計日期僱用的每個主要職務的僱員總數。「僱員」是指在 貴公司全職工作達 4 星期或以上，同時每星期工作不少於 18 小時的員工。

'Employees' include proprietors, partners and unpaid family members working for your company. This definition also applies to 'employee(s)' appearing in other parts of the questionnaire.
「僱員」包括在公司內工作的東主、合夥人及涉及業務的無薪家庭成員。調查表他處出現的「僱員」一詞，定義亦同。

3. Number of Vacancies as at 1.10.2020 - Column 'C'
在 2020 年 10 月 1 日的空缺額—— 'C' 欄

Please fill in the number of existing vacancies as at 1.10.2020. 'Existing Vacancies' refer to those unfilled, immediately available job openings for which the establishment is actively trying to recruit personnel as at survey reference date.
請填上在 2020 年 10 月 1 日每一主要職務的空缺額。「空缺額」是指該職位於統計參考日期仍懸空，須立刻填補，而現正積極招聘人員填補。

4. Forecast of Number Employed 12 Months from Survey Reference Date - Column 'D'
預測十二個月後(2021 年 10 月)僱員人數—— 'D' 欄

The forecast of number employed means the number of employees you will be employing 12 months from now (October 2021). The number given could be more/less than existing employees if an expansion/contraction is expected.
預計僱員人數指 貴公司在十二個月後(2021 年 10 月)的僱員人數。如估計業務可能擴張／收縮，此欄所填人數可能多於／少於現有僱員人數。

5. Average Monthly Income Range of Employees - Column 'E'

僱員每月平均收入 —— 'E' 欄

Please enter the code of average monthly income range during the past 12 months for each principal job of employees. This should include basic wages, regular overtime pay, cost of living allowance, meal allowance, commission and bonus etc. (less employees' contribution to MPF). If you have more than one employee doing the same job, please enter the average range. 請在 'E' 欄填入每個主要職務僱員過去十二個月每月平均收入幅度的編號，這包括底薪、定期超時工作津貼、生活津貼、膳食津貼、佣金及花紅等（扣除僱員所支付的強制性公積金供款）。若從事同類工作的僱員多於一名，則請取其平均收入。

6. Preferred Level of Education - Column 'F'

僱員宜有的教育程度 —— 'F' 欄

Please enter the code of preferred level of education for each principal job of employees should have. 請在 'F' 欄填入 貴機構認為每個主要職務僱員宜有的教育程度編號。

Definition of Preferred Level of Education:

宜有的教育程度的定義：

- ◆ “Postgraduate Degree” refers to higher degrees (e.g. master degrees) offered by local or non-local education institutions, or equivalent.
「研究生學位」是指本地或非本地教育機構提供的高等學位（如碩士學位），或同等教育程度。
- ◆ “First Degree” refers to First degrees offered by local or non-local education institutions, or equivalent.
「學士學位」是指本地或非本地教育機構提供的學士學位，或同等教育程度。
- ◆ “Sub-degree” refers to Associate Degrees, Higher Diplomas, Professional Diplomas, Higher Certificates, Endorsement Certificates, Associateship or equivalent programmes offered by local or non-local education institutions.
「副學位」是指本地或非本地教育機構提供的副學士、高級文憑、專業文憑、高級證書、增修證書、院士銜或同等課程。
- ◆ “Diploma/Certificate” refers to technical and vocational education programmes including Diploma/Certificate courses, Diploma of Foundation Studies, Diploma of Vocational Education and programmes at the craft level, or equivalent.
「文憑／證書」是指技術及職業教育課程之文憑／證書、基礎課程文憑、職專文憑及技工程度的課程，或同等教育程度。
- ◆ “Secondary 4 to 6/7” refers to Secondary 4-6 or Secondary 4-7, covering the education programmes in relation to the Hong Kong Certificate of Education Examination (HKCEE), the Hong Kong Diploma of Secondary Education (HKDSE) Examination, Diploma Yi Jin, or equivalent.
「中四至中六/七」是指中四至中六或中四至中七（包括與香港中學會考、香港中學文憑考試、毅進文憑等相關的教育課程）或同等教育程度。
- ◆ “Secondary 3 or below” refers to Secondary 3 or below, or equivalent.
「中三或以下」是指中三或以下，或同等教育程度。

7. Preferred Years of Relevant Experience - Column 'G'

僱員宜有的相關年資 —— 'G' 欄

Please enter the code of preferred years of relevant experience which your organisation requires each principal job employees to have.

請在 'G' 欄填入 貴機構認為每個主要職務宜有的相關年資編號。

Description of Principal Jobs for the Wholesale Trade

批發業主要職務的工作說明

Job Code 職務編號	Job Title 職稱	Job Description 工作說明
MANAGERIAL LEVEL (including Senior and Assistant Managers) 經理級 (包括高級及助理經理)		
121	Research and Product Development Manager 研究及產品開發經理	<p>Lead and Manage the product development team; Conduct research to determine the best way to produce a particular item; Ensure the product is finalised according to market needs and company guidelines; Monitor the production schedule to make sure on time delivery; Prepare a cost analysis on the development of a new product; Review the product specification.</p> <p>領導和管理產品開發團隊；進行研究以確定生產特定物品的最佳方法；確保根據市場需求和公司指引完成產品的原型；監控生產進度以確保準時交貨；對新產品的開發進行成本分析；檢視產品規格。</p>
122	Engineering Manager 工程經理	<p>Lead a team of engineers in developing and participating in the product development and engineering works; Support production team to meet the product specifications; Liaise with relevant parties to ensure product development processes in compliance with relevant engineering standards; Provide technical advice and support to customers and internal teams.</p> <p>領導工程師團隊發展和參與產品開發和工程項目工作；支援生產團隊以確保其產品乎合規格；與相關部門聯繫，以確保產品開發過程符合相關工程標準；為客戶和內部團隊提供技術意見和支援。</p>
123	Product Design Manager 產品設計經理	<p>Provide direction and guidance to product design teams to meet timely deliveries; Provide design solutions to meet cost-effectiveness; Validate product designs and provide corrective actions; Implement process improvements to ensure product quality and productivity; Recommend new technologies and tools to optimise product design processes; Analyse and troubleshoot product issues in a timely fashion.</p> <p>為產品設計團隊提供方向和指引，以確保按時完成工作；提供設計解決方案以滿足成本效益；驗證產品設計並提供糾正措施；改進流程以確保產品質量和提升生產率；建議新技術和工具以優化產品設計流程；及時分析和解決產品問題。</p>

Job Code 職務編號	Job Title 職稱	Job Description 工作說明
124	Business Development Manager 業務發展經理	<p>Lead and manage the business development team; Grow Strategic business partners; Identify new business opportunities; Develop business proposals for new and existing customers; Develop creative strategies to retain the clients and incorporate it into the growth plan; Look after the long-term profitability of a company by developing effective business strategies.</p> <p>領導和管理業務發展團隊；增建策略性業務夥伴；發掘新的商機；為新客戶和現有客戶制定業務方案，發展創新策略以留住客戶並將其納入增長計劃；制定有效的業務戰略，為公司保持長遠盈利增長的能力。</p>
125	Merchandising Manager 採購經理	<p>Lead the team to implement strategic sourcing plans; Develop an effective sourcing strategy; Review market and sales analysis to determine local and overseas market requirements; Build solid relationships with suppliers and existing business partners and proactively look for any future partnerships.</p> <p>領導團隊執行策略性採購計劃；制定有效的採購策略；檢視市場及銷售分析資料，以釐定本地及海外市場的需求；與供應商及現有業務合作夥伴建立牢固的關係，並積極尋找未來的合作夥伴。</p>
126	Shipping Manager 船務經理	<p>Lead the shipping team and coordinate with internal parties in the matters of shipment schedules, I/E and L/C documents and customs declaration; Develop strategies and action plans for continuous improvement on the overall shipping process; Negotiate terms with forwarders for better services and pricing; Provide solutions to the shipping issues.</p> <p>領導船務團隊及與內部相關部門協調安排船期表、處理出入口、信用證文件和海關申報事宜；制定及執行政策，不斷改善整個船務流程；與貨運代理商討條款，以獲得更好的服務和價格；提與船務有關的解決方案。</p>

Job Code 職務編號	Job Title 職稱	Job Description 工作說明
127	Quality Control Manager 品質管制經理	<p>Oversee the quality control activities, including quality control inspection schedules and the collection of quality records; Make sure the products meet the required quality standards; Ensure the production and manufacturing lines perform efficiently; Facilitate communications between management and production departments; Devise ways of improving the manufacturing process to ensure higher-quality goods.</p> <p>監督品質控制事務，包括品質控制檢查時間表和有關記錄；確保產品符合質量標準的要求；確保生產線及製造線高效運行；促進管理部門與生產部門之間的溝通；設計改良生產過程的方法，以確保生產高質量的商品。</p>
128	Compliance Manager 準則審核經理	<p>Ensure the transactions are in compliance with the regulations in Hong Kong or other countries/regions; Advise the management on the long term strategic direction on compliance issues; Conduct risk assessment on business operation; Implement trade compliance systems with reference to current business environment.</p> <p>確保交易合乎香港或其他國家／地區的貿易準則；就符合準則的長期策略方針，向管理層提供意見；進行業務風險評估；參照當前業務環境，進行貿易準則審核事宜。</p>
129	Sales Manager 銷售經理	<p>Set goals for the sales team; Recruit and train the sales team; Keep in close contact with the sales team leader as well as clients, distributors and dealers; Review and analyse sales data and trends periodically.</p> <p>為銷售團隊設定目標；招聘和培訓銷售團隊；與銷售團隊組長以及客戶、分銷商和經銷商保持密切聯繫；定期檢查和分析銷售數據和趨勢。</p>

Job Code 職務編號	Job Title 職稱	Job Description 工作說明
130	Marketing Manager 市場營銷經理	<p>Develop and execute marketing strategies and action plans to enhance the business image; Identify new customers; Manage the delivery of marketing campaigns and public relation activities and analyse its effectiveness; Conduct market research, market forecasts and intelligence analysis.</p> <p>制定及執行營銷策略和行動計劃，以提升企業形象；發掘新客戶；管理推廣和宣傳活動的進程並分析其成效；進行市場研究、市場預測及情報分析。</p>
131	Logistics Manager 物流經理	<p>Lead a logistics team; Construct logistics plan to maximize efficiency in accordance to customers' demands; Organise daily logistics activities to meet customers' request; Design KPI to maximise efficiency and goods quality; Review logistics' activities to improve work and cost efficiency.</p> <p>領導物流團隊；根據客戶的需求，制定物流計劃以達至最高效益；組織日常物流工作以滿足客戶的要求；制定 KPI 以提升效率和商品質量；審查物流工作以改善工作及成本效益。</p>
132	Warehouse Manager 倉務經理	<p>Lead a warehouse team; Ensure the warehousing process is operated in compliance with the company's standards; Monitor the warehousing process for enhancing the warehouse productivity and service level; Seek continuous cost and quality improvements by developing new operational practices and technological advancement.</p> <p>領導倉務團隊；確保倉務流程符合公司的標準；監控倉儲流程以提升倉庫生產力和服務水平；通過研發新的運營方案及新科技，持續改善服務質量和達至成本效益。</p>

Job Code 職務編號	Job Title 職稱	Job Description 工作說明
133	Sustainability Manager 可持續發展經理	<p>Lead the initiation and implementation of sustainability programs; Evaluate the existing sustainability performance and justify strategic recommendations for improvement; Develop and cultivate a strong network of relationships with the internal Product Development Team, Sourcing and Production Team, Product Integrity and Testing Team, and QA Team and external vendor partners; Establish a communication platform to deliver the key sustainability strategies among company's stakeholders for enhancing their awareness on the sustainable issues.</p> <p>領導團隊發展和執行可持續發展的策略和政策；評估現有的可持續發展績效並提出策略性的改善建議；與外部供應商、合作夥伴及內部團隊包括產品開發、採購和生產、產品測試、品質監控等建立強大關係網絡；建立可持續發展的語言平台，傳達有關訊息至各持份者，以提升他們的認知。</p>

Job Code 職務編號	Job Title 職稱	Job Description 工作說明
SUPERVISORY LEVEL (including Senior and Assistant Supervisors) 主任級 (包括高級和助理主任)		
221	Research and Product Development Officer 研究及產品開發主任	<p>Evaluate current production workflow and develop process improvement opportunities; Involve in new product development and follow the production process closely; Keep track and apply the new technology in the production process; Provide technical support to production, marketing, and purchasing business units.</p> <p>評估當前的生產流程並開發改進流程方案；參與新產品開發並密切跟進其生產的過程；緊貼新的生產技術並將其引入生產過程中；為生產、營銷和採購部門提供技術支援。</p>
222	Product Engineer 產品工程師	<p>Provide technical advice in product design and product development from introduction to mass production; Monitor production schedule to ensure on time product deliveries; Prepare cost model; Follow up with customers on the approval of engineering prototype; Perform product testing, evaluation and troubleshooting to ensure products meet product specifications and quality requirements; Prepare documentation and certification of products.</p> <p>在產品引進至大量生產的過程中，提供技術上的解決方案；監控生產進度以確保產品按時交付；為產品準備成本模型；與客戶跟進有關工程原型的批核；進行產品測試、評估和排解疑難，以確保產品符合規格和質量的要求；準備有關產品的文件和認證。</p>
223	Product Designer 產品設計師	<p>Create innovative design concepts for the product; Present product ideas to relevant team members for brainstorming; Suggest improvements to product design; Keep updating the current industry trends and market conditions; Modify the existing designs to meet customer expectations.</p> <p>為產品創建新穎的設計概念；向相關團隊成員介紹產品新穎的設計，並進行腦力激盪，以刺激設計思維；建議改進產品設計；不斷更新當前行業的趨勢和市場狀況；修訂現有設計，以滿足客戶的期望。</p>

Job Code 職務編號	Job Title 職稱	Job Description 工作說明
224	Business Development Officer 業務發展主任	<p>Conduct regular market research to identify emerging trends and new industry developments; Actively follow up with customer enquiries; Identify and evaluate business opportunities; Maintain existing client relationships and actively cultivate new customer relationships.</p> <p>進行定期的市場研究，以確定行業的最新趨勢和發展；積極跟進客戶查詢；識別和評估商機；與現有客戶保持良好關係並積極發掘新客戶。</p>
225	Merchandiser 採購主任	<p>Follow-up purchase orders with factory, customers and internal parties to ensure customer satisfaction and on-time delivery; Source reliable suppliers and negotiate with them on the payment terms and delivery schedule; Analysis and report on demands and procurement status.</p> <p>與工廠，客戶和內部相關部門跟進採購訂單，以確保客戶滿意度和按時交貨；尋求可靠的供應商，並與他們協商付款條件和交貨時間表；分析並報告需求和採購狀況。</p>
226	Shipping Officer 船務主任	<p>Monitor all shipments in transit to ensure timely arrival of goods and documents; Liaise and communicate with freight forwarder and local delivery agents for arranging order, shipment & customs matters; Verify and negotiate the best transportation cost with carrier.</p> <p>監控所有船運中的貨物，以確保貨物和文件及時到達；與貨運代理和當地交付代理商聯絡並進行溝通，以安排訂單，船運和海關事宜；與承運人核實並協商最優惠的運輸價格。</p>
227	Quality Control Officer 品質控制主任	<p>Perform regular quality assessments on all materials and products to ensure they meet quality requirements; Examine the product functionalities for meeting the product specifications; Recommend improvements to the production process to ensure quality control; Complete detailed inspection reports and performance records; Supervise the production process; Resolve quality-related issues in a timely manner.</p> <p>為產品及材料進行定期質量評估以確保符合質量的要求；驗證產品的功能是否合乎規格；建議改進生產過程以確保質量控制；填寫詳細的檢查報告和性能記錄；監督生產過程；及時解決與質量有關的問題。</p>

Job Code 職務編號	Job Title 職稱	Job Description 工作說明
228	Compliance Officer 準則審核主任	<p>Work collaboratively with relevant parties to ensure the trade practices are in compliance with the procedures and requirements; Provide training pertaining to trade compliance and regulation; Maintain up to date knowledge of policies, regulations, international guidelines and industry standards; Reduce risk.</p> <p>與有關部門保持緊密合作，以確保工作進程符合法規的要求；提供有關遵守法規的培訓；緊貼最新法規的政策、國際準則及行業標準的知識；降低風險。</p>
229	Sales Executive 銷售主任	<p>Plan, Coordinate and implement various sales activities; Develop new business trading channels; Establish and maintain good relationship with local and overseas clients; Explore new opportunities to achieve the targeted business objectives.</p> <p>計劃、協調和實行各種銷售活動；開發新的商業交易渠道；與本地及海外客戶建立和維持良好的關係；發掘機遇以實踐業務目標。</p>
230	Sales Engineer 銷售工程師	<p>Monitor the sales performance; Strive for the set target; Deliver product demonstrations and sales presentations for explaining key technical aspects of solutions to customers; Responsible for tender preparation and submission; Works with colleagues in Research and Product Development teams on product features and recommends changes where necessary to meet market demand.</p> <p>監控銷售業績；努力實現既定目標；透過產品及銷售演示，向客戶解釋有關技術方面的解決方案；負責招標的事宜；與研究和產品開發團隊合作，為產品功能提供建議，以迎合市場需求。</p>
231	Marketing Executive 市場營銷主任	<p>Plan and formulate marketing campaigns and exhibitions; Coordinate with internal and external parties to implement various marketing programs; Monitor web content management and other development of digital communications channels; Keep close contact with the mass media and advertising agents.</p> <p>計劃和制定營銷活動和展覽；與內部和外部各方協調以實施各種營銷計劃；管理網站內容和數碼化溝通渠道的發展；與大眾媒體和廣告代理商保持密切聯繫。</p>

Job Code 職務編號	Job Title 職稱	Job Description 工作說明
232	Logistics Officer 物流主任	<p>Monitor the flow of goods; Ensure the right products are delivered to the right location on time; Liaise with central warehouse and transportation teams on logistics and delivery arrangement; Handle order status and delivery scheduling with the clients and forwarders.</p> <p>監控物流狀況；確保產品能按時交付到正確的目的地；與中央倉庫和運輸團隊聯絡，安排物流和交貨安排；與客戶和貨運代理處理訂單狀態和交貨事宜。</p>
233	Warehouse Supervisor 倉務主任	<p>Supervise the daily activities in warehouse; Track and coordinate the receipt, storage, and timely delivery of goods and materials; Order supplies and maintain suitable inventory levels; Maintain records and report relevant information; Ensure the warehouse operation is in compliance with the health and safety regulations.</p> <p>監督倉庫日常活動；跟進並協調貨物和物料的接收、存儲和及時交付的情況；訂購耗材並維持適當的庫存水平；保存庫存記錄及上報相關事宜；確保倉庫運作符合健康和安全法規。</p>
234	Sustainability Officer 可持續發展主任	<p>Conduct assessment and deliver regular tracking of sustainability development progress; Prepare sustainability reporting; Provide sustainability related training and guiding materials; Analyse the current environmental and social sustainability trends and prepare proposal for new sustainability projects; Establish sustainability knowledge pool and sustainability-related presentations.</p> <p>為可持續發展項目進行評估及定期檢視其績效；撰寫可持續發展報告；提供與可持續發展相關的培訓和指導材料；分析當前的環境和社會可持續發展趨勢，並為新的可持續性項目提供意見；建立可持續發展知識庫和預備相關的文稿。</p>

Job Code 職務編號	Job Title 職稱	Job Description 工作說明
CLERICAL/OPERATIVE SUPPORT LEVEL 文員／輔助人員級		
321	Research and Product Development Assistant 研究及產品開發助理	<p>Assist in research and development activities in relation to new products or modification of existing products and processes, product testing, raw materials testing, product development, packaging, labeling and technical research; Perform general clerical support and assist in data analysis; Support prototype preparation of new/modified products or process design; Maintain samples management system of assigned products.</p> <p>協助研究和開發的工作，包括：新產品及現有產品及流程的修改、產品測試、原材料測試、產品開發、包裝、標籤和技術研究等；支援一般文書及數據分析工作；支援新/改良產品之原型設計及其流程開發方面的工作；維護指定產品的樣本管理系統。</p>
322	Product Design Assistant 產品設計助理	<p>Assist in design drawing and creating detailed sampling specifications; Ensure all digital files and sketches are current; Support the product design reviews; Communicate with relevant department to develop proto samples; Mark records for all company's samples that have been done.</p> <p>協助設計繪圖及制定詳細的樣本規格；確保所有數碼檔案和草圖都是最新的；協助檢視產品設計；與相關部門溝通有關開發原型樣本的事宜；記錄所有公司樣本的資料。</p>
323	Business Development Assistant 業務發展助理	<p>Provide administration support to business development team; Responsible for data entry to system and quotation preparation; Communicate and maintain long-term relationships with business partners; Assist in collecting, analysing and evaluating different market information and its impact on overall business situation.</p> <p>為業務開發團隊提供行政支援；負責系統的數據輸入和報價準備；與業務夥伴溝通並保持長期關係；協助收集、分析和評估不同市場的資訊及其對整體業務狀況的影響。</p>

Job Code 職務編號	Job Title 職稱	Job Description 工作說明
324	Assistant Merchandiser 助理採購員	<p>Assist in sourcing, price negotiation and trading terms negotiation; Track ordering activities to meet the product specifications and delivery requirements; Assist in liaising with the existing or potential suppliers, vendors and internal relevant departments; Issue related documents e.g. purchase orders and invoices, etc.</p> <p>協助採購、議價及訂定交易條款；跟進訂購事宜，包括數量、品質、產品規格和交貨要求；與現有或潛在的供應商、賣方和內部各方保持聯繫；發出相關文件，例如：採購訂單和發票等。</p>
325	Shipping Clerk 船務文員	<p>Ensure all orders can ship on time, Handle full set of import/export and L/C documents; Handle Tradelink system and customs declaration; Data entry and filing.</p> <p>確保所有訂單都能按時寄出，處理整套出入口及信用證文件；處理貿易通系統和海關申報；輸入數據和執行存檔工作。</p>
326	Quality Control Assistant 品質管制助理	<p>Participate the in-house raw materials and finished products testing procedures; Follow up routine laboratory clerical work within the Quality Control Department; Assist the preparation of technical test results; Provide support on the technical problem shooting matters.</p> <p>參與內部原材料和成品測試的程序；跟進品質管制部門的日常實驗室的文書工作；協助準備技術測試結果；支援技術問題上的解決方案。</p>
327	Compliance Assistant 準則審核助理	<p>Assist in drafting and reviewing the contracts, agreements and related compliance documents; Typesetting the contracts, documents and related files and filing.</p> <p>協助草擬、審查合約、協議和相關法規準則的文件；為合約、文件和相關檔案排版和執行存檔工作。</p>

Job Code 職務編號	Job Title 職稱	Job Description 工作說明
328	Sales Representative 營業代表	<p>Responsible for sales activities; Deliver quality and consistency of service to customers; Achieve sales target and maintain a high level of customer service and product knowledge; Build and maintain long-term relationship with customers by providing excellent customer experience.</p> <p>負責銷售工作；為客戶提供優質和貫徹始終的服務；達到銷售目標並保持高水平的客戶服務和產品知識；透過提供優質的客戶體驗建立和維護與客人的長期關係。</p>
329	Marketing Assistant 市場營銷助理	<p>Support the marketing activities; Design and prepare advertising materials; Responsible for updating the company website; Liaise with potential business partners for joint promotion activities.</p> <p>支援市場推廣活動；設計和準備廣告材料；負責公司網站資訊更新；與潛在的業務合作夥伴聯繫，協助籌劃聯辦的推廣活動。</p>
330	Logistics Assistant 物流助理	<p>Provide routine administrative support; Perform load planning and data input; Communicate with different parties on documentation, operation and transportation issues.</p> <p>提供日常行政支援；執行貨物負載安排和數據輸入；在文件紀錄、運作及運輸事宜上，與相關部門保持溝通。</p>
331	Warehouse Clerk 倉務文員	<p>Support the warehouse in/out record maintenance; Coordinate daily communication between internal staff and customers; Handle data entry and update the Warehouse System; Prepare daily warehouse document; Receipt, storage and delivery of goods.</p> <p>支援倉庫進出記錄的保存；協調內部員工與客戶之間的日常溝通；數據輸入及更新倉庫系統；準備每日倉庫文件；貨物的接收、儲存和交付。</p>
332	Promoter 推銷員	<p>Promote products and services to customers.</p> <p>向客戶推廣產品和服務。</p>

Job Code 職務編號	Job Title 職稱	Job Description 工作說明
333	Sustainability Assistant 可持續發展助理	<p>Assist the preparation of sustainability reports and the analysis of the intelligence of sustainability landscape; Support the provision of sustainability services, including update of presentation materials, building and managing data collection platform, data analysis and verification etc; Participate in sustainability research; Prepare business proposals, and reports for clients.</p> <p>協助編寫可持續發展的報告及分析有關的情報；支援可持續發展的服務，包括更新演示材料、建立和管理數據收集平台、數據分析及驗證等；參與有關可持續發展項目的研究；為客戶準備有關商業的計劃書和報告。</p>

In-depth Interviews
For the 2020 Manpower Survey of the
Import / Export / Wholesale Trades

Lists of Participants

Ms Nicole CHAN	(Shenzhen Lanlian Digital Technology Co. Ltd.) / (Hong Kong Australia Link Holdings Ltd.)
Mr Ron CHAN	(Hong Kong Shippers' Council)
Ms Amy LAI	(Laison & Co. Ltd.)
Mr Ray LAU	(Jeanswest International (HK) Ltd.)
Mr Ting Wing-fai	(Wilson (H.K.) Trading Limited)

Quality Control Measures

Prior Fieldwork Preparation

- Before the commencement of fieldwork, efforts were made to collect contact telephone numbers of the sampled establishments as far as possible. In addition, sampled establishments belonged to the same business organisations were grouped together to facilitate the fieldwork execution.

Thorough Training of Fieldwork Staff

- VTC organised an industry briefing workshop to familiarise the fieldwork staff with industry related knowledge.
- An intensive briefing and training session were given to all fieldwork staff involved to ensure that they had a good understanding of the survey objectives, the contents of the questionnaire and the operational procedures. Representatives of VTC had participated as guest speakers in the briefing session to answer and clarify queries.

Monitoring of the Fieldwork Execution

- Well-trained enumerators who are experienced in conducting establishment surveys were deployed to conduct the fieldwork. The fieldwork progress and the work of enumerators were closely monitored by fieldwork supervisors. Debriefing sessions were held to discuss and solve the problems encountered and to review the quality of the questionnaires completed.

Measures to Increase the Response Rate

- A number of measures were employed to increase the response rate. In particular, assistance from the Training Board and trade associations was rendered in and soliciting cooperation from their members to participate in the survey.

Checking of the Completed Questionnaires

- Completed questionnaires returned by each enumerator were subject to sample check by an independent team of experienced checkers to verify if field visits had really been made.
- ALL completed questionnaires had undergone vetting process by staff of VTC. Dubious cases identified were followed up by telephone and field verification with the parties concerned.

Double Data Entry and Validation of the Collected Data

- A double data entry system was adopted to minimise the risk of incorrect data entry. Besides, all inputted data were subject to computer validation and dubious cases identified were followed up by field verification.

Response Profile

Branch	(a) No. of valid samples*	(b) No. of successfully enumerated samples	(b)/(a) Effective response rate
Import / Export Trades	427	376	88.1%
Wholesale Trade	217	204	94.0%
Total	644	580	90.1%

Note: * Sampled establishments with cease of operation, moved, not engaged in IEW industry, etc. were considered as invalid.

Table A1(a) Manpower Statistics by branch (Import and Export Trades)

表 A1(a) 按門類劃分的人力統計（出入口業）

Job Code 職務 編號	Job Title 職稱	No. of Employees as at Survey Reference Date 在統計日期 的僱員人數	No. of Vacancies as at Survey Reference Date 在統計日期 的空缺額	Forecasted No. of Employees as at October 2021 預計在 2021年10月 的僱員人數
Managerial Level 經理級				
101	Research and Product Development Manager 研究及產品開發經理	1 614	7	1 609
102	Engineering Manager 工程經理	1 518	5	1 523
103	Product Design Manager 產品設計經理	354	0	354
104	Business Development Manager 業務發展經理	5 926	102	6 029
105	Merchandising Manager 採購經理	8 671	28	8 695
106	Shipping Manager 船務經理	519	0	519
107	Quality Control Manager 品質管制經理	1 433	0	1 433
108	Compliance Manager 準則審核經理	98	0	98
109	Sales Manager 銷售經理	12 421	10	12 431
110	Marketing Manager 市場營銷經理	2 670	0	2 685
111	Logistics Manager 物流經理	757	0	757
112	Warehouse Manager 倉務經理	503	0	503
113	Sustainability Manager 可持續發展經理	23	1	24
Sub-Total 小計		36 507	153	36 660
Supervisory Level 主任級				
201	Research and Product Development Officer 研究及產品開發主任	1 642	0	1 642

Job Code 職務編號	Job Title 職稱	No. of Employees as at Survey Reference Date 在統計日期 的僱員人數	No. of Vacancies as at Survey Reference Date 在統計日期 的空缺額	Forecasted No. of Employees as at October 2021 預計在 2021年10月 的僱員人數
Supervisory Level (Continued) 主任級 (續)				
202	Product Engineer 產品工程師	3 611	15	3 625
203	Product Designer 產品設計師	5 061	118	5 185
204	Business Development Officer 業務發展主任	5 039	0	5 039
205	Merchandiser 採購主任	29 690	72	29 750
206	Shipping Officer 船務主任	2 507	2	2 510
207	Quality Control Officer 品質控制主任	1 674	0	1 674
208	Compliance Officer 準則審核主任	244	0	244
209	Sales Executive 銷售主任	26 640	75	26 715
210	Sales Engineer 銷售工程師	952	3	955
211	Marketing Executive 市場營銷主任	3 908	3	3 911
212	Logistics Officer 物流主任	568	0	568
213	Warehouse Supervisor 倉務主任	1 165	8	1 173
214	Sustainability Officer 可持續發展主任	14	0	14
Sub-Total 小計		82 715	296	83 005
Clerical / Operative Support Level 文員／輔助人員級				
301	Research and Product Development Assistant 研究及產品開發助理	2 557	6	2 561
302	Product Design Assistant 產品設計助理	2 690	10	2 700
303	Business Development Assistant 業務發展助理	1 174	0	1 175

Job Code 職務編號	Job Title 職稱	No. of Employees as at Survey Reference Date 在統計日期的僱員人數	No. of Vacancies as at Survey Reference Date 在統計日期的空缺額	Forecasted No. of Employees as at October 2021 預計在2021年10月的僱員人數
Clerical / Operative Support Level (Continued) 文員／輔助人員級（續）				
304	Assistant Merchandiser 助理採購員	17 309	23	17 332
305	Shipping Clerk 船務文員	41 342	48	41 388
306	Quality Control Assistant 品質管制助理	3 744	0	3 744
307	Compliance Assistant 準則審核助理	127	0	127
308	Sales Representative 營業代表	67 066	922	67 988
309	Marketing Assistant 市場營銷助理	5 124	90	5 214
310	Logistics Assistant 物流助理	6 042	8	6 050
311	Warehouse Clerk 倉務文員	22 605	43	22 648
312	Promoter 推銷員	3 549	60	3 609
313	Sustainability Assistant 可持續發展助理	67	0	67
Sub-Total 小計		173 396	1 210	174 603
GRAND TOTAL 總計		292 618	1 659	294 268

Table A1(b) Manpower Statistics by branch (Wholesales Trade)

表 A1(b) 按門類劃分的人力統計（批發業）

Job Code 職務 編號	Job Title 職稱	No. of Employees as at Survey Reference Date 在統計日期 的僱員人數	No. of Vacancies as at Survey Reference Date 在統計日期 的空缺額	Forecasted No. of Employees as at October 2021 預計在 2021年10月 的僱員人數
Managerial Level 經理級				
121	Research and Product Development Manager 研究及產品開發經理	81	0	81
122	Engineering Manager 工程經理	19	0	19
123	Product Design Manager 產品設計經理	23	0	23
124	Business Development Manager 業務發展經理	466	1	467
125	Merchandising Manager 採購經理	149	1	150
126	Shipping Manager 船務經理	32	0	32
127	Quality Control Manager 品質管制經理	45	0	45
128	Compliance Manager 準則審核經理	3	0	3
129	Sales Manager 銷售經理	1 199	13	1 206
130	Marketing Manager 市場營銷經理	226	1	233
131	Logistics Manager 物流經理	29	1	30
132	Warehouse Manager 倉務經理	73	2	75
133	Sustainability Manager 可持續發展經理	2	0	2
Sub-Total 小計		2 347	19	2 366
Supervisory Level 主任級				
221	Research and Product Development Officer 研究及產品開發主任	41	0	41

Job Code 職務編號	Job Title 職稱	No. of Employees as at Survey Reference Date 在統計日期的僱員人數	No. of Vacancies as at Survey Reference Date 在統計日期的空缺額	Forecasted No. of Employees as at October 2021 預計在2021年10月的僱員人數
Supervisory Level (Continued) 主任級 (續)				
222	Product Engineer 產品工程師	296	22	318
223	Product Designer 產品設計師	158	0	158
224	Business Development Officer 業務發展主任	559	0	559
225	Merchandiser 採購主任	1 102	0	1 102
226	Shipping Officer 船務主任	49	0	49
227	Quality Control Officer 品質控制主任	90	0	90
228	Compliance Officer 準則審核主任	2	0	2
229	Sales Executive 銷售主任	5 068	12	5 079
230	Sales Engineer 銷售工程師	149	2	151
231	Marketing Executive 市場營銷主任	178	0	178
232	Logistics Officer 物流主任	120	5	125
233	Warehouse Supervisor 倉務主任	278	0	278
234	Sustainability Officer 可持續發展主任	0	0	0
Sub-Total 小計		8 090	41	8 130
Clerical / Operative Support Level 文員／輔助人員級				
321	Research and Product Development Assistant 研究及產品開發助理	8	1	9
322	Product Design Assistant 產品設計助理	274	0	274
323	Business Development Assistant 業務發展助理	158	1	160

Job Code 職務編號	Job Title 職稱	No. of Employees as at Survey Reference Date 在統計日期的僱員人數	No. of Vacancies as at Survey Reference Date 在統計日期的空缺額	Forecasted No. of Employees as at October 2021 預計在2021年10月的僱員人數
Clerical / Operative Support Level (Continued) 文員／輔助人員級（續）				
324	Assistant Merchandiser 助理採購員	1 250	6	1 254
325	Shipping Clerk 船務文員	3 128	1	3 130
326	Quality Control Assistant 品質管制助理	79	0	79
327	Compliance Assistant 準則審核助理	2	0	2
328	Sales Representative 營業代表	13 811	469	14 330
329	Marketing Assistant 市場營銷助理	960	0	960
330	Logistics Assistant 物流助理	464	0	464
331	Warehouse Clerk 倉務文員	2 040	28	2 068
332	Promoter 推銷員	735	2	737
333	Sustainability Assistant 可持續發展助理	0	0	0
Sub-Total 小計		22 909	508	23 467
GRAND TOTAL 總計		33 346	568	33 963

Table A2 (a) Distribution of Employees by Average Monthly Income Range
(Import / Export Trades)

表 A2 (a) 按每月平均收入幅度劃分的僱員分佈（出入口業）

Job Code 職務編號	Job Title 職稱	Total no. of employees 僱員人數	Over \$50,000 以上	\$30,001 - \$50,000	\$20,001 - \$30,000	\$15,001 - \$20,000	\$10,001 - \$15,000	Under \$10,001 以下
Managerial Level 經理級								
101	Research and Product Development Manager 研究及產品開發經理	1 614	21.2%	71.7%	7.1%	0.0%	0.0%	0.0%
102	Engineering Manager 工程經理	1 518	5.8%	36.5%	57.7%	0.0%	0.0%	0.0%
103	Product Design Manager 產品設計經理	354	23.2%	59.9%	16.9%	0.0%	0.0%	0.0%
104	Business Development Manager 業務發展經理	5 926	34.8%	57.4%	7.8%	0.0%	0.0%	0.0%
105	Merchandising Manager 採購經理	8 671	15.5%	70.6%	13.0%	0.9%	0.0%	0.0%
106	Shipping Manager 船務經理	519	1.0%	77.7%	21.3%	0.0%	0.0%	0.0%
107	Quality Control Manager 品質管制經理	1 433	18.3%	79.4%	2.3%	0.0%	0.0%	0.0%
108	Compliance Manager 準則審核經理	98	12.4%	87.6%	0.0%	0.0%	0.0%	0.0%
109	Sales Manager 銷售經理	12 421	3.4%	42.7%	53.9%	0.0%	0.0%	0.0%
110	Marketing Manager 市場營銷經理	2 670	26.6%	59.4%	9.3%	4.7%	0.0%	0.0%
111	Logistics Manager 物流經理	757	5.9%	91.9%	2.1%	0.0%	0.0%	0.0%
112	Warehouse Manager 倉務經理	503	1.2%	91.2%	6.0%	1.6%	0.0%	0.0%

Job Code 職務編號	Job Title 職稱	Total no. of employees 僱員人數	Over \$50,000 以上	\$30,001 - \$50,000	\$20,001 - \$30,000	\$15,001 - \$20,000	\$10,001 - \$15,000	Under \$10,001 以下
Managerial Level (Continued) 經理級 (續)								
113	Sustainability Manager 可持續發展經理	23	82.6%	17.4%	0.0%	0.0%	0.0%	0.0%
Sub-Total 小計		36 507	14.8%	57.8%	26.9%	0.6%	0.0%	0.0%
Supervisory Level 主任級								
201	Research and Product Development Officer 研究及產品開發主任	1 642	0.0%	29.1%	69.9%	1.0%	0.0%	0.0%
202	Product Engineer 產品工程師	3 611	0.0%	10.1%	37.6%	34.0%	18.3%	0.0%
203	Product Designer 產品設計師	5 061	0.0%	13.5%	84.3%	2.0%	0.2%	0.0%
204	Business Development Officer 業務發展主任	5 039	0.0%	31.4%	61.5%	7.1%	0.0%	0.0%
205	Merchandiser 採購主任	29 690	0.0%	13.0%	79.0%	7.8%	0.0%	0.2%
206	Shipping Officer 船務主任	2 507	0.0%	0.5%	79.8%	18.3%	1.4%	0.0%
207	Quality Control Officer 品質控制主任	1 674	0.0%	0.7%	86.3%	13.0%	0.0%	0.0%
208	Compliance Officer 準則審核主任	244	0.0%	0.4%	90.2%	9.4%	0.0%	0.0%
209	Sales Executive 銷售主任	26 640	0.0%	15.1%	81.1%	3.4%	0.4%	0.0%
210	Sales Engineer 銷售工程師	952	0.0%	0.0%	96.3%	3.7%	0.0%	0.0%
211	Marketing Executive 市場營銷主任	3 908	0.0%	15.4%	68.9%	15.7%	0.1%	0.0%
212	Logistics Officer 物流主任	568	0.0%	1.6%	79.9%	18.5%	0.0%	0.0%

Job Code 職務編號	Job Title 職稱	Total no. of employees 僱員人數	Over \$50,000 以上	\$30,001 - \$50,000	\$20,001 - \$30,000	\$15,001 - \$20,000	\$10,001 - \$15,000	Under \$10,001 以下
Supervisory Level (Continued) 主任級 (續)								
213	Warehouse Supervisor 倉務主任	1 165	0.0%	0.6%	48.2%	50.8%	0.3%	0.0%
214	Sustainability Officer 可持續發展主任	14	0.0%	7.1%	50.0%	42.9%	0.0%	0.0%
Sub-Total 小計		82 715	0.0%	14.1%	76.5%	8.3%	1.0%	0.1%
Clerical / Operative Support Level 文員／輔助人員級								
301	Research and Product Development Assistant 研究及產品開發助理	2 557	0.0%	0.0%	5.9%	92.7%	1.4%	0.0%
302	Product Design Assistant 產品設計助理	2 690	0.0%	0.0%	17.4%	73.5%	9.0%	0.0%
303	Business Development Assistant 業務發展助理	1 174	0.0%	0.0%	4.8%	49.5%	25.8%	19.9%
304	Assistant Merchandiser 助理採購員	17 309	0.0%	0.0%	0.5%	65.8%	30.7%	3.0%
305	Shipping Clerk 船務文員	41 342	0.0%	0.0%	6.1%	66.3%	26.3%	1.3%
306	Quality Control Assistant 品質管制助理	3 744	0.0%	0.0%	0.9%	72.9%	24.9%	1.3%
307	Compliance Assistant 準則審核助理	127	0.0%	0.0%	0.0%	77.2%	22.8%	0.0%
308	Sales Representative 營業代表	67 066	0.0%	0.0%	16.3%	49.3%	34.4%	0.0%
309	Marketing Assistant 市場營銷助理	5 124	0.0%	0.0%	0.8%	28.7%	70.5%	0.0%

Job Code 職務編號	Job Title 職稱	Total no. of employees 僱員人數	Over \$50,000 以上	\$30,001 - \$50,000	\$20,001 - \$30,000	\$15,001 - \$20,000	\$10,001 - \$15,000	Under \$10,001 以下
Clerical / Operative Support Level (Continued) 文員／輔助人員級（續）								
310	Logistics Assistant 物流助理	6 042	0.0%	0.0%	2.0%	52.1%	44.8%	1.0%
311	Warehouse Clerk 倉務文員	22 605	0.0%	0.0%	0.5%	41.4%	46.8%	11.3%
312	Promoter 推銷員	3 549	0.0%	0.0%	11.2%	64.3%	21.3%	3.2%
313	Sustainability Assistant 可持續發展助理	67	0.0%	0.0%	0.0%	98.5%	1.5%	0.0%
Sub-Total 小計		173 396	0.0%	0.0%	8.6%	55.3%	33.7%	2.3%
GRAND TOTAL 總計		292 618	1.8%	11.1%	29.9%	35.4%	20.3%	1.4%

Table A2 (b) Distribution of Employees by Average Monthly Income Range
(Wholesales Trade)

表 A2 (b) 按每月平均收入幅度劃分的僱員分佈 (批發業)

Job Code 職務編號	Job Title 職稱	Total no. of employees 僱員人數	Over \$50,000 以上	\$30,001 - \$50,000	\$20,001 - \$30,000	\$15,001 - \$20,000	\$10,001 - \$15,000	Under \$10,001 以下
Managerial Level 經理級								
121	Research and Product Development Manager 研究及產品開發經理	81	36.3%	63.8%	0.0%	0.0%	0.0%	0.0%
122	Engineering Manager 工程經理	19	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
123	Product Design Manager 產品設計經理	23	17.4%	82.6%	0.0%	0.0%	0.0%	0.0%
124	Business Development Manager 業務發展經理	466	5.6%	83.7%	10.7%	0.0%	0.0%	0.0%
125	Merchandising Manager 採購經理	149	0.0%	31.5%	68.5%	0.0%	0.0%	0.0%
126	Shipping Manager 船務經理	32	0.0%	40.6%	59.4%	0.0%	0.0%	0.0%
127	Quality Control Manager 品質管制經理	45	37.8%	22.2%	40.0%	0.0%	0.0%	0.0%
128	Compliance Manager 準則審核經理	3	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
129	Sales Manager 銷售經理	1 199	8.9%	57.5%	22.7%	10.9%	0.0%	0.0%
130	Marketing Manager 市場營銷經理	226	15.0%	73.2%	11.8%	0.0%	0.0%	0.0%
131	Logistics Manager 物流經理	29	0.0%	96.6%	3.4%	0.0%	0.0%	0.0%
132	Warehouse Manager 倉務經理	73	0.0%	81.7%	18.3%	0.0%	0.0%	0.0%

Job Code 職務編號	Job Title 職稱	Total no. of employees 僱員人數	Over \$50,000 以上	\$30,001 - \$50,000	\$20,001 - \$30,000	\$15,001 - \$20,000	\$10,001 - \$15,000	Under \$10,001 以下
Managerial Level (Continued) 經理級 (續)								
133	Sustainability Manager 可持續發展經理	2	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Sub-Total 小計		2 347	9.2%	64.1%	21.4%	5.3%	0.0%	0.0%
Supervisory Level 主任級								
221	Research and Product Development Officer 研究及產品開發主任	41	0.0%	2.4%	0.0%	97.6%	0.0%	0.0%
222	Product Engineer 產品工程師	296	0.0%	0.0%	99.3%	0.7%	0.0%	0.0%
223	Product Designer 產品設計師	158	0.0%	15.8%	83.5%	0.6%	0.0%	0.0%
224	Business Development Officer 業務發展主任	559	0.0%	0.5%	94.1%	5.4%	0.0%	0.0%
225	Merchandiser 採購主任	1 102	0.0%	11.6%	71.4%	17.0%	0.0%	0.0%
226	Shipping Officer 船務主任	49	0.0%	0.0%	44.9%	55.1%	0.0%	0.0%
227	Quality Control Officer 品質控制主任	90	0.0%	2.3%	55.2%	34.5%	8.0%	0.0%
228	Compliance Officer 準則審核主任	2	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%
229	Sales Executive 銷售主任	5 068	0.0%	39.4%	54.2%	4.4%	2.0%	0.0%
230	Sales Engineer 銷售工程師	149	0.0%	0.0%	18.4%	81.6%	0.0%	0.0%
231	Marketing Executive 市場營銷主任	178	0.0%	2.2%	93.8%	3.9%	0.0%	0.0%

Job Code 職務編號	Job Title 職稱	Total no. of employees 僱員人數	Over \$50,000 以上	\$30,001 - \$50,000	\$20,001 - \$30,000	\$15,001 - \$20,000	\$10,001 - \$15,000	Under \$10,001 以下
Supervisory Level (Continued) 主任級 (續)								
232	Logistics Officer 物流主任	120	0.0%	0.0%	60.8%	39.2%	0.0%	0.0%
233	Warehouse Supervisor 倉務主任	278	0.0%	0.4%	49.4%	50.2%	0.0%	0.0%
Sub-Total 小計		8 090	0.0%	26.8%	61.5%	10.3%	1.3%	0.0%
Clerical / Operative Support Level 文員／輔助人員級								
321	Research and Product Development Assistant 研究及產品開發助理	8	0.0%	0.0%	0.0%	75.0%	25.0%	0.0%
322	Product Design Assistant 產品設計助理	274	0.0%	0.0%	0.0%	8.8%	91.2%	0.0%
323	Business Development Assistant 業務發展助理	158	0.0%	0.0%	0.0%	63.3%	36.7%	0.0%
324	Assistant Merchandiser 助理採購員	1 250	0.0%	0.0%	3.9%	63.8%	32.2%	0.2%
325	Shipping Clerk 船務文員	3 128	0.0%	0.0%	1.5%	84.2%	14.3%	0.0%
326	Quality Control Assistant 品質管制助理	79	0.0%	0.0%	0.0%	26.6%	73.4%	0.0%
327	Compliance Assistant 準則審核助理	2	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%
328	Sales Representative 營業代表	13 811	0.0%	0.0%	19.9%	63.3%	16.9%	0.0%
329	Marketing Assistant 市場營銷助理	960	0.0%	0.0%	0.0%	35.4%	39.6%	25.0%
330	Logistics Assistant 物流助理	464	0.0%	0.0%	0.4%	30.4%	69.2%	0.0%

Job Code 職務編號	Job Title 職稱	Total no. of employees 僱員人數	Over \$50,000 以上	\$30,001 - \$50,000	\$20,001 - \$30,000	\$15,001 - \$20,000	\$10,001 - \$15,000	Under \$10,001 以下
Clerical / Operative Support Level (Continued) 文員／輔助人員級（續）								
331	Warehouse Clerk 倉務文員	2 040	0.0%	0.0%	1.5%	34.6%	63.7%	0.1%
332	Promoter 推銷員	735	0.0%	0.0%	3.5%	25.9%	58.4%	12.2%
333	Sustainability Assistant 可持續發展助理	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Sub-Total 小計		22 909	0.0%	0.0%	12.7%	59.8%	26.1%	1.5%
GRAND TOTAL 總計		33 346	0.6%	10.8%	25.1%	44.1%	18.3%	1.0%

Table A3 (a) Distribution of Employees by Preferred Education Preferred Level
(Import / Export Trades)

表 A3 (a) 按僱員宜有教育程度劃分的僱員分佈（出入口業）

Job Code 職務編號	Job Title 職稱	Total no. of employees 僱員人數	Postgraduate Degree 研究生學位	First Degree 學士學位	Sub-degree (e.g. Higher Diploma) 副學位 (例如高級文憑)	Diploma / Certificate 文憑/證書	Secondary 4 to 7 中四至中六/中七	Secondary 3 or below 中三或以下
Managerial Level 經理級								
101	Research and Product Development Manager 研究及產品開發經理	1 614	10.0%	86.4%	2.3%	1.3%	0.0%	0.0%
102	Engineering Manager 工程經理	1 518	0.0%	95.3%	4.2%	0.5%	0.0%	0.0%
103	Product Design Manager 產品設計經理	354	0.0%	60.5%	25.4%	14.1%	0.0%	0.0%
104	Business Development Manager 業務發展經理	5 926	0.0%	95.1%	4.4%	0.5%	0.0%	0.0%
105	Merchandising Manager 採購經理	8 671	0.0%	78.4%	7.1%	14.6%	0.0%	0.0%
106	Shipping Manager 船務經理	519	0.0%	75.8%	10.1%	6.0%	8.1%	0.0%
107	Quality Control Manager 品質管制經理	1 433	0.0%	94.0%	1.5%	4.1%	0.4%	0.0%
108	Compliance Manager 準則審核經理	98	0.0%	91.8%	8.2%	0.0%	0.0%	0.0%
109	Sales Manager 銷售經理	12 421	1.9%	36.8%	23.5%	15.4%	22.4%	0.0%
110	Marketing Manager 市場營銷經理	2 670	0.0%	86.7%	6.1%	2.8%	4.4%	0.0%

Job Code 職務編號	Job Title 職稱	Total no. of employees 僱員人數	Postgraduate Degree 研究生學位	First Degree 學士學位	Sub-degree (e.g. Higher Diploma) 副學位 (例如高級文憑)	Diploma / Certificate 文憑/證書	Secondary 4 to 7 中四至中六/中七	Secondary 3 or below 中三或以下
Managerial Level (Continued) 經理級 (續)								
111	Logistics Manager 物流經理	757	0.0%	90.6%	8.3%	1.1%	0.0%	0.0%
112	Warehouse Manager 倉務經理	503	0.0%	88.3%	11.3%	0.4%	0.0%	0.0%
113	Sustainability Manager 可持續發展經理	23	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Sub-Total 小計		36 507	1.1%	69.4%	11.9%	9.5%	8.1%	0.0%
Supervisory Level 主任級								
201	Research and Product Development Officer 研究及產品開發主任	1 642	0.0%	36.5%	24.9%	28.7%	9.9%	0.0%
202	Product Engineer 產品工程師	3 611	0.0%	9.6%	51.7%	19.4%	19.2%	0.0%
203	Product Designer 產品設計師	5 061	0.0%	29.7%	4.0%	58.3%	8.0%	0.0%
204	Business Development Officer 業務發展主任	5 039	0.0%	7.2%	29.1%	63.7%	0.0%	0.0%
205	Merchandiser 採購主任	29 690	0.0%	38.7%	19.3%	29.5%	12.6%	0.0%
206	Shipping Officer 船務主任	2 507	0.0%	26.6%	6.5%	53.4%	13.5%	0.0%
207	Quality Control Officer 品質控制主任	1 674	0.0%	19.4%	12.9%	41.7%	26.0%	0.0%

Job Code 職務編號	Job Title 職稱	Total no. of employees 僱員人數	Postgraduate Degree 研究生學位	First Degree 學士學位	Sub-degree (e.g. Higher Diploma) 副學位 (例如高級文憑)	Diploma / Certificate 文憑/證書	Secondary 4 to 7 中四至中六/中七	Secondary 3 or below 中三或以下
Supervisory Level (Continued) 主任級 (續)								
208	Compliance Officer 準則審核主任	244	0.0%	58.6%	28.3%	13.1%	0.0%	0.0%
209	Sales Executive 銷售主任	26 640	0.0%	29.1%	15.8%	49.7%	5.4%	0.0%
210	Sales Engineer 銷售工程師	952	0.0%	69.9%	4.4%	25.7%	0.0%	0.0%
211	Marketing Executive 市場營銷主任	3 908	0.0%	27.5%	30.1%	40.7%	1.7%	0.0%
212	Logistics Officer 物流主任	568	0.0%	21.3%	23.4%	40.7%	14.6%	0.0%
213	Warehouse Supervisor 倉務主任	1 165	0.0%	3.9%	10.3%	56.1%	29.7%	0.0%
214	Sustainability Officer 可持續發展主任	14	0.0%	42.9%	7.1%	50.0%	0.0%	0.0%
Sub-Total 小計		82 715	0.0%	30.3%	19.1%	41.3%	9.3%	0.0%
Clerical / Operative Support Level 文員/輔助人員級								
301	Research and Product Development Assistant 研究及產品開發助理	2 557	0.0%	0.2%	8.3%	85.3%	6.1%	0.0%
302	Product Design Assistant 產品設計助理	2 690	0.0%	17.4%	9.3%	66.0%	6.8%	0.4%
303	Business Development Assistant 業務發展助理	1 174	0.0%	0.0%	1.3%	37.6%	61.0%	0.2%

Job Code 職務編號	Job Title 職稱	Total no. of employees 僱員人數	Postgraduate Degree 研究生學位	First Degree 學士學位	Sub-degree (e.g. Higher Diploma) 副學位 (例如高級文憑)	Diploma / Certificate 文憑/證書	Secondary 4 to 7 中四至中六/中七	Secondary 3 or below 中三或以下
Clerical / Operative Support Level (Continued) 文員/輔助人員級 (續)								
304	Assistant Merchandiser 助理採購員	17 309	0.0%	0.1%	1.1%	12.4%	81.8%	4.7%
305	Shipping Clerk 船務文員	41 342	0.0%	0.0%	0.4%	22.9%	76.6%	0.1%
306	Quality Control Assistant 品質管制助理	3 744	0.0%	0.0%	3.0%	23.3%	73.7%	0.0%
307	Compliance Assistant 準則審核助理	127	0.0%	0.0%	0.0%	59.1%	40.9%	0.0%
308	Sales Representative 營業代表	67 066	0.0%	0.7%	1.6%	15.6%	67.0%	15.1%
309	Marketing Assistant 市場營銷助理	5 124	0.0%	2.3%	0.8%	72.7%	24.1%	0.0%
310	Logistics Assistant 物流助理	6 042	0.0%	0.0%	0.8%	39.5%	57.2%	2.5%
311	Warehouse Clerk 倉務文員	22 605	0.0%	0.0%	0.2%	6.9%	84.1%	8.7%
312	Promoter 推銷員	3 549	0.0%	0.0%	11.2%	3.8%	66.1%	18.9%
313	Sustainability Assistant 可持續發展助理	67	0.0%	0.0%	0.0%	9.0%	91.0%	0.0%
Sub-Total 小計		173 396	0.0%	0.6%	1.5%	20.3%	69.6%	7.9%
GRAND TOTAL 總計		292 618	0.1%	17.6%	7.8%	24.9%	44.9%	4.7%

Table A3 (b) Distribution of Employees by Preferred Education Preferred Level (Wholesales Trade)

表 A3 (b) 按僱員宜有教育程度劃分的僱員分佈 (批發業)

Job Code 職務編號	Job Title 職稱	Total no. of employees 僱員人數	Postgraduate Degree 研究生學位	First Degree 學士學位	Sub-degree (e.g. Higher Diploma) 副學位 (例如高級文憑)	Diploma / Certificate 文憑/證書	Secondary 4 to 7 中四至中六/中七	Secondary 3 or below 中三或以下
Managerial Level 經理級								
121	Research and Product Development Manager 研究及產品開發經理	81	0.0%	86.4%	13.6%	0.0%	0.0%	0.0%
122	Engineering Manager 工程經理	19	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%
123	Product Design Manager 產品設計經理	23	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
124	Business Development Manager 業務發展經理	466	0.0%	58.4%	23.8%	17.8%	0.0%	0.0%
125	Merchandising Manager 採購經理	149	0.0%	49.7%	16.1%	34.2%	0.0%	0.0%
126	Shipping Manager 船務經理	32	0.0%	21.9%	78.1%	0.0%	0.0%	0.0%
127	Quality Control Manager 品質管制經理	45	0.0%	97.8%	0.0%	2.2%	0.0%	0.0%
128	Compliance Manager 準則審核經理	3	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
129	Sales Manager 銷售經理	1 199	2.3%	54.4%	12.3%	23.0%	8.0%	0.0%
130	Marketing Manager 市場營銷經理	226	1.3%	61.9%	2.7%	34.1%	0.0%	0.0%

Job Code 職務編號	Job Title 職稱	Total no. of employees 僱員人數	Postgraduate Degree 研究生學位	First Degree 學士學位	Sub-degree (e.g. Higher Diploma) 副學位 (例如高級文憑)	Diploma / Certificate 文憑/證書	Secondary 4 to 7 中四至中六/中七	Secondary 3 or below 中三或以下
Managerial Level (Continued) 經理級 (續)								
131	Logistics Manager 物流經理	29	0.0%	72.4%	0.0%	27.6%	0.0%	0.0%
132	Warehouse Manager 倉務經理	73	0.0%	80.8%	11.0%	0.0%	8.2%	0.0%
133	Sustainability Manager 可持續發展經理	2	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%
Sub-Total 小計		2 347	1.3%	58.2%	14.2%	21.9%	4.3%	0.0%
Supervisory Level 主任級								
221	Research and Product Development Officer 研究及產品開發主任	41	0.0%	2.4%	97.6%	0.0%	0.0%	0.0%
222	Product Engineer 產品工程師	296	0.0%	9.8%	89.9%	0.3%	0.0%	0.0%
223	Product Designer 產品設計師	158	0.0%	41.1%	0.0%	58.9%	0.0%	0.0%
224	Business Development Officer 業務發展主任	559	0.0%	38.6%	53.8%	3.0%	4.5%	0.0%
225	Merchandiser 採購主任	1 102	0.0%	11.3%	5.1%	69.3%	14.2%	0.0%
226	Shipping Officer 船務主任	49	0.0%	0.0%	12.2%	6.1%	81.6%	0.0%
227	Quality Control Officer 品質控制主任	90	0.0%	13.3%	12.2%	74.4%	0.0%	0.0%

Job Code 職務編號	Job Title 職稱	Total no. of employees 僱員人數	Postgraduate Degree 研究生學位	First Degree 學士學位	Sub-degree (e.g. Higher Diploma) 副學位 (例如高級文憑)	Diploma / Certificate 文憑/證書	Secondary 4 to 7 中四至中六/中七	Secondary 3 or below 中三或以下
Supervisory Level (Continued) 主任級 (續)								
228	Compliance Officer 準則審核主任	2	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%
229	Sales Executive 銷售主任	5 068	0.0%	36.9%	9.7%	47.4%	6.0%	0.0%
230	Sales Engineer 銷售工程師	149	0.0%	0.7%	4.7%	17.4%	77.2%	0.0%
231	Marketing Executive 市場營銷主任	178	0.0%	8.4%	50.6%	40.4%	0.6%	0.0%
232	Logistics Officer 物流主任	120	0.0%	0.0%	6.7%	26.7%	66.7%	0.0%
233	Warehouse Supervisor 倉務主任	278	0.0%	0.0%	15.1%	37.8%	47.1%	0.0%
Sub-Total 小計		8 090	0.0%	28.9%	16.3%	44.3%	10.5%	0.0%
Clerical / Operative Support Level 文員/輔助人員級								
321	Research and Product Development Assistant 研究及產品開發助理	8	0.0%	0.0%	0.0%	75.0%	25.0%	0.0%
322	Product Design Assistant 產品設計助理	274	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%
323	Business Development Assistant 業務發展助理	158	0.0%	0.6%	0.0%	52.5%	46.8%	0.0%
324	Assistant Merchandiser 助理採購員	1 250	0.0%	0.0%	1.0%	19.8%	78.1%	1.1%

Job Code 職務編號	Job Title 職稱	Total no. of employees 僱員人數	Postgraduate Degree 研究生學位	First Degree 學士學位	Sub-degree (e.g. Higher Diploma) 副學位 (例如高級文憑)	Diploma / Certificate 文憑／證書	Secondary 4 to 7 中四至中六／中七	Secondary 3 or below 中三或以下
Clerical / Operative Support Level (Continued) 文員／輔助人員級 (續)								
325	Shipping Clerk 船務文員	3 128	0.0%	0.0%	0.0%	32.0%	68.0%	0.0%
326	Quality Control Assistant 品質管制助理	79	0.0%	0.0%	0.0%	49.4%	50.6%	0.0%
327	Compliance Assistant 準則審核助理	2	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%
328	Sales Representative 營業代表	13 811	0.0%	0.1%	0.0%	50.2%	47.8%	1.9%
329	Marketing Assistant 市場營銷助理	960	0.0%	0.0%	0.4%	13.2%	84.9%	1.5%
330	Logistics Assistant 物流助理	464	0.0%	0.0%	0.2%	33.6%	33.6%	32.5%
331	Warehouse Clerk 倉務文員	2 040	0.0%	0.0%	0.0%	7.0%	69.6%	23.4%
332	Promoter 推銷員	735	0.0%	0.1%	0.0%	0.3%	74.3%	25.3%
333	Sustainability Assistant 可持續發展助理	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Sub-Total 小計		22 909	0.0%	0.1%	0.1%	39.4%	55.7%	4.8%
GRAND TOTAL 總計		33 346	0.1%	11.1%	5.0%	39.3%	41.1%	3.3%

Table A4 (a) Distribution of Employees by Preferred Relevant Years of Experience
(Import / Export Trades)

表 A4 (a) 按宜有的相關年資的僱員分佈（出入口業）

Job Code 職務編號	Job Title 職稱	Total no. of employees 僱員人數	10 years or more 十年或以上	6 years to less than 10 years 六年至十年以下	3 years to less than 6 years 三年至六年以下	1 year to less than 3 years 一年至三年以下	Less than 1 year 一年以下
Managerial Level 經理級							
101	Research and Product Development Manager 研究及產品開發經理	1 614	36.8%	49.7%	13.4%	0.0%	0.0%
102	Engineering Manager 工程經理	1 518	65.2%	19.6%	15.2%	0.0%	0.0%
103	Product Design Manager 產品設計經理	354	35.6%	50.3%	14.1%	0.0%	0.0%
104	Business Development Manager 業務發展經理	5 926	58.1%	36.9%	5.0%	0.0%	0.0%
105	Merchandising Manager 採購經理	8 671	14.7%	61.4%	22.9%	1.0%	0.0%
106	Shipping Manager 船務經理	519	44.3%	38.7%	17.0%	0.0%	0.0%
107	Quality Control Manager 品質管制經理	1 433	12.5%	73.7%	13.8%	0.0%	0.0%
108	Compliance Manager 準則審核經理	98	17.3%	74.5%	8.2%	0.0%	0.0%
109	Sales Manager 銷售經理	12 421	8.7%	46.7%	44.5%	0.1%	0.0%
110	Marketing Manager 市場營銷經理	2 670	30.6%	51.6%	17.8%	0.0%	0.0%
111	Logistics Manager 物流經理	757	26.9%	67.0%	5.3%	0.8%	0.0%

Job Code 職務編號	Job Title 職稱	Total no. of employees 僱員人數	10 years or more 十年或以上	6 years to less than 10 years 六年至十年以下	3 years to less than 6 years 三年至六年以下	1 year to less than 3 years 一年至三年以下	Less than 1 year 一年以下
Managerial Level (Continued) 經理級 (續)							
112	Warehouse Manager 倉務經理	503	5.3%	76.8%	18.0%	0.0%	0.0%
113	Sustainability Manager 可持續發展經理	23	52.2%	39.1%	8.7%	0.0%	0.0%
Sub-Total 小計		36 507	24.6%	49.8%	25.3%	0.3%	0.0%
Supervisory Level 主任級							
201	Research and Product Development Officer 研究及產品開發主任	1 642	7.0%	1.7%	91.3%	0.0%	0.0%
202	Product Engineer 產品工程師	3 611	1.3%	1.1%	61.9%	35.7%	0.0%
203	Product Designer 產品設計師	5 061	0.0%	1.8%	89.9%	8.3%	0.0%
204	Business Development Officer 業務發展主任	5 039	0.0%	10.1%	84.4%	5.4%	0.0%
205	Merchandiser 採購主任	29 690	0.0%	11.8%	78.1%	10.1%	0.0%
206	Shipping Officer 船務主任	2 507	0.2%	2.1%	80.9%	16.8%	0.0%
207	Quality Control Officer 品質控制主任	1 674	0.0%	2.2%	94.8%	3.1%	0.0%
208	Compliance Officer 準則審核主任	244	0.0%	0.0%	90.2%	9.8%	0.0%
209	Sales Executive 銷售主任	26 640	4.6%	20.6%	71.7%	3.1%	0.0%
210	Sales Engineer 銷售工程師	952	0.0%	0.3%	97.6%	2.1%	0.0%

Job Code 職務編號	Job Title 職稱	Total no. of employees 僱員人數	10 years or more 十年或以上	6 years to less than 10 years 六年至十年以下	3 years to less than 6 years 三年至六年以下	1 year to less than 3 years 一年至三年以下	Less than 1 year 一年以下
Supervisory Level (Continued) 主任級 (續)							
211	Marketing Executive 市場營銷主任	3 908	0.1%	12.7%	83.3%	3.9%	0.0%
212	Logistics Officer 物流主任	568	0.0%	7.2%	83.8%	9.0%	0.0%
213	Warehouse Supervisor 倉務主任	1 165	0.5%	3.2%	71.5%	24.8%	0.0%
214	Sustainability Officer 可持續發展主任	14	0.0%	42.9%	14.3%	42.9%	0.0%
Sub-Total 小計		82 715	1.7%	12.5%	77.5%	8.3%	0.0%
Clerical / Operative Support Level 文員／輔助人員級							
301	Research and Product Development Assistant 研究及產品開發助理	2 557	0.0%	0.0%	80.6%	19.4%	0.0%
302	Product Design Assistant 產品設計助理	2 690	0.0%	0.0%	45.5%	54.3%	0.1%
303	Business Development Assistant 業務發展助理	1 174	0.0%	0.0%	19.9%	79.4%	0.7%
304	Assistant Merchandiser 助理採購員	17 309	0.0%	0.0%	2.7%	73.0%	24.3%
305	Shipping Clerk 船務文員	41 342	0.0%	0.1%	30.5%	63.5%	6.0%
306	Quality Control Assistant 品質管制助理	3 744	0.0%	0.0%	3.1%	90.3%	6.7%
307	Compliance Assistant 準則審核助理	127	0.0%	0.0%	0.0%	100.0%	0.0%

Job Code 職務編號	Job Title 職稱	Total no. of employees 僱員人數	10 years or more 十年或以上	6 years to less than 10 years 六年至十年以下	3 years to less than 6 years 三年至六年以下	1 year to less than 3 years 一年至三年以下	Less than 1 year 一年以下
Clerical / Operative Support Level (Continued) 文員／輔助人員級（續）							
308	Sales Representative 營業代表	67 066	0.0%	0.0%	12.2%	65.5%	22.3%
309	Marketing Assistant 市場營銷助理	5 124	0.0%	0.0%	6.6%	92.7%	0.7%
310	Logistics Assistant 物流助理	6 042	0.0%	0.0%	5.5%	88.6%	5.8%
311	Warehouse Clerk 倉務文員	22 605	0.0%	0.1%	7.4%	62.9%	29.6%
312	Promoter 推銷員	3 549	0.0%	0.0%	12.9%	65.8%	21.2%
313	Sustainability Assistant 可持續發展助理	67	0.0%	0.0%	0.0%	91.0%	9.0%
Sub-Total 小計		173 396	0.0%	0.1%	16.0%	66.9%	17.1%
GRAND TOTAL 總計		292 618	3.5%	9.8%	34.5%	42.0%	10.2%

Table A4 (b) Distribution of Employees by Preferred Relevant Years of Experience
(Wholesales Trade)

表 A4 (b) 按宜有的相關年資的僱員分佈 (批發業)

Job Code 職務編號	Job Title 職稱	Total no. of employees 僱員人數	10 years or more 十年或以上	6 years to less than 10 years 六年至十年以下	3 years to less than 6 years 三年至六年以下	1 year to less than 3 years 一年至三年以下	Less than 1 year 一年以下
Managerial Level 經理級							
121	Research and Product Development Manager 研究及產品開發經理	81	2.5%	85.2%	12.3%	0.0%	0.0%
122	Engineering Manager 工程經理	19	0.0%	0.0%	100.0%	0.0%	0.0%
123	Product Design Manager 產品設計經理	23	0.0%	100.0%	0.0%	0.0%	0.0%
124	Business Development Manager 業務發展經理	466	15.5%	42.7%	41.8%	0.0%	0.0%
125	Merchandising Manager 採購經理	149	0.0%	61.7%	38.3%	0.0%	0.0%
126	Shipping Manager 船務經理	32	0.0%	93.8%	6.3%	0.0%	0.0%
127	Quality Control Manager 品質管制經理	45	0.0%	97.8%	2.2%	0.0%	0.0%
128	Compliance Manager 準則審核經理	3	0.0%	100.0%	0.0%	0.0%	0.0%
129	Sales Manager 銷售經理	1 199	27.4%	32.8%	39.4%	0.5%	0.0%
130	Marketing Manager 市場營銷經理	226	18.6%	20.4%	61.1%	0.0%	0.0%
131	Logistics Manager 物流經理	29	0.0%	65.5%	34.5%	0.0%	0.0%

Job Code 職務編號	Job Title 職稱	Total no. of employees 僱員人數	10 years or more 十年或以上	6 years to less than 10 years 六年至十年以下	3 years to less than 6 years 三年至六年以下	1 year to less than 3 years 一年至三年以下	Less than 1 year 一年以下
Managerial Level (Continued) 經理級 (續)							
132	Warehouse Manager 倉務經理	73	2.7%	65.8%	21.9%	9.6%	0.0%
133	Sustainability Manager 可持續發展經理	2	100.0%	0.0%	0.0%	0.0%	0.0%
Sub-Total 小計		2 347	19.1%	41.2%	39.2%	0.6%	0.0%
Supervisory Level 主任級							
221	Research and Product Development Officer 研究及產品開發主任	41	0.0%	2.4%	92.7%	4.9%	0.0%
222	Product Engineer 產品工程師	296	0.0%	0.0%	20.6%	79.4%	0.0%
223	Product Designer 產品設計師	158	0.0%	0.0%	41.1%	58.9%	0.0%
224	Business Development Officer 業務發展主任	559	0.0%	0.7%	49.6%	49.7%	0.0%
225	Merchandiser 採購主任	1 102	0.0%	5.6%	72.1%	22.2%	0.0%
226	Shipping Officer 船務主任	49	0.0%	0.0%	51.0%	49.0%	0.0%
227	Quality Control Officer 品質控制主任	90	0.0%	2.2%	52.2%	45.6%	0.0%
228	Compliance Officer 準則審核主任	2	0.0%	0.0%	100.0%	0.0%	0.0%
229	Sales Executive 銷售主任	5 068	0.0%	6.6%	87.3%	5.9%	0.1%
230	Sales Engineer 銷售工程師	149	0.0%	0.7%	69.8%	29.5%	0.0%

Job Code 職務編號	Job Title 職稱	Total no. of employees 僱員人數	10 years or more 十年或以上	6 years to less than 10 years 六年至十年以下	3 years to less than 6 years 三年至六年以下	1 year to less than 3 years 一年至三年以下	Less than 1 year 一年以下
Supervisory Level (Continued) 主任級 (續)							
231	Marketing Executive 市場營銷主任	178	0.0%	3.4%	87.6%	9.0%	0.0%
232	Logistics Officer 物流主任	120	0.0%	0.0%	84.2%	15.8%	0.0%
233	Warehouse Supervisor 倉務主任	278	0.0%	0.0%	54.0%	46.0%	0.0%
Sub-Total 小計		8 090	0.0%	5.1%	77.2%	17.6%	0.1%
Clerical / Operative Support Level 文員／輔助人員級							
321	Research and Product Development Assistant 研究及產品開發助理	8	0.0%	0.0%	0.0%	100.0%	0.0%
322	Product Design Assistant 產品設計助理	274	0.0%	0.0%	8.8%	91.2%	0.0%
323	Business Development Assistant 業務發展助理	158	0.0%	0.0%	2.5%	97.5%	0.0%
324	Assistant Merchandiser 助理採購員	1 250	0.0%	0.0%	8.3%	79.8%	11.9%
325	Shipping Clerk 船務文員	3 128	0.0%	0.0%	0.8%	47.6%	51.6%
326	Quality Control Assistant 品質管制助理	79	0.0%	0.0%	13.9%	81.0%	5.1%
327	Compliance Assistant 準則審核助理	2	0.0%	0.0%	0.0%	100.0%	0.0%
328	Sales Representative 營業代表	13 811	0.0%	0.0%	6.0%	75.7%	18.3%
329	Marketing Assistant 市場營銷助理	960	0.0%	0.0%	25.0%	74.4%	0.6%

Job Code 職務編號	Job Title 職稱	Total no. of employees 僱員人數	10 years or more 十年或以上	6 years to less than 10 years 六年至十年以下	3 years to less than 6 years 三年至六年以下	1 year to less than 3 years 一年至三年以下	Less than 1 year 一年以下
Clerical / Operative Support Level (Continued) 文員／輔助人員級（續）							
330	Logistics Assistant 物流助理	464	0.0%	0.0%	11.2%	51.7%	37.1%
331	Warehouse Clerk 倉務文員	2 040	0.0%	0.0%	2.6%	54.5%	42.8%
332	Promoter 推銷員	735	0.0%	0.0%	3.8%	64.5%	31.7%
333	Sustainability Assistant 可持續發展助理	0	0.0%	0.0%	0.0%	0.0%	0.0%
Sub-Total 小計		22 909	0.0%	0.0%	6.0%	69.7%	24.3%
GRAND TOTAL 總計		33 346	1.3%	4.1%	25.6%	52.2%	16.7%