

**珠寶及鐘錶業
二〇二〇年人力調查報告**

**2020 Manpower Survey Report
Jewellery, Watch and Clock Industries**

**職業訓練局
珠寶及鐘錶業訓練委員會
Jewellery, Watch and Clock Training Board
Vocational Training Council**

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珠寶及鐘錶業訓練委員會亦非常感激人力調查工作小組以及業界專家，為珠寶及鐘錶業應對業務環境的變化提供寶貴的意見。

Acknowledgement

The Jewellery, Watch and Clock Training Board (the Training Board) would like to express its gratitude to all respondents of the sampled companies for providing valuable information in the manpower survey.

The Training Board also highly appreciates the contributions of the Working Party on Manpower Survey and relevant industry experts in providing valuable insights into the changes of business environments of the Jewellery, Watch and Clock Industries.

I. 報告摘要

背景

1.1 珠寶及鐘錶業訓練委員會（下稱訓練委員會）於 2020 年 6 月至 8 月期間蒐集是次人力調查的數據，參考日期定為 2020 年 6 月 1 日。本調查是首個珠寶及鐘錶業（包括眼鏡業）的人力調查報告，並因應人力與培訓需求，及考慮業務展望後，就推動人力發展向各持份者（包括政府、培訓機構、僱主與僱員）提出建議。

調查範圍

1.2 是次調查涵蓋珠寶、鐘錶及眼鏡業等界別，並從香港特別行政區政府統計處（下稱統計處）單位記錄庫內的 7 144 間公司中，抽出 472 間公司進行調查，另包括 53 間補充機構樣本，合共 525 個樣本。在 472 間公司之中，260 間來自珠寶製造、批發及出入口、修理的界別；212 間來鐘錶製造、批發及出入口、修理界別。而在這 53 間補充機構樣本中，16 間來自珠寶鑑定、檢測及認證、31 間來自眼鏡製造及零售界別和 6 間來自培訓機構及相關組織。本會編製業內的主要職務列表和工作說明，邀請受訪公司按列表提供主要職務的人力資料。根據職責，職務的複雜程度和需要具備的技能、知識和訓練，業內主要職務分為下列四個等級：(a) 技師／經理級；(b) 技術員／督導級；(c) 技工／銷售員級；以及 (d) 操作工／文職級。是次調查主要集中分析行業的「技術僱員¹」的人力需求情況。

調查方法

調查方法

1.3 訓練委員會採用分層隨機抽樣法，按政府統計處的《香港標準行業分類》及機構僱員人數，從機構單位記錄庫內抽選經營珠寶及鐘錶業務的機構，另外亦選出與珠寶及眼鏡業相關的機構作為補充樣本。選定公司填寫的人力調查問卷包括兩部分：(a) 按職級及主要職務劃分的量化人力資料，以及 (b) 與人力情況相關的補充資料。數據蒐集與統計過程受到密切監察，數據均經過檢證，以確保數據質素。經統計學演算的有效回覆率為 83.9%。

¹ 「技術僱員」是指從事珠寶、鐘錶及眼鏡業的主要工作人員，他們需要具備所需的行業知識和技能完成工作。

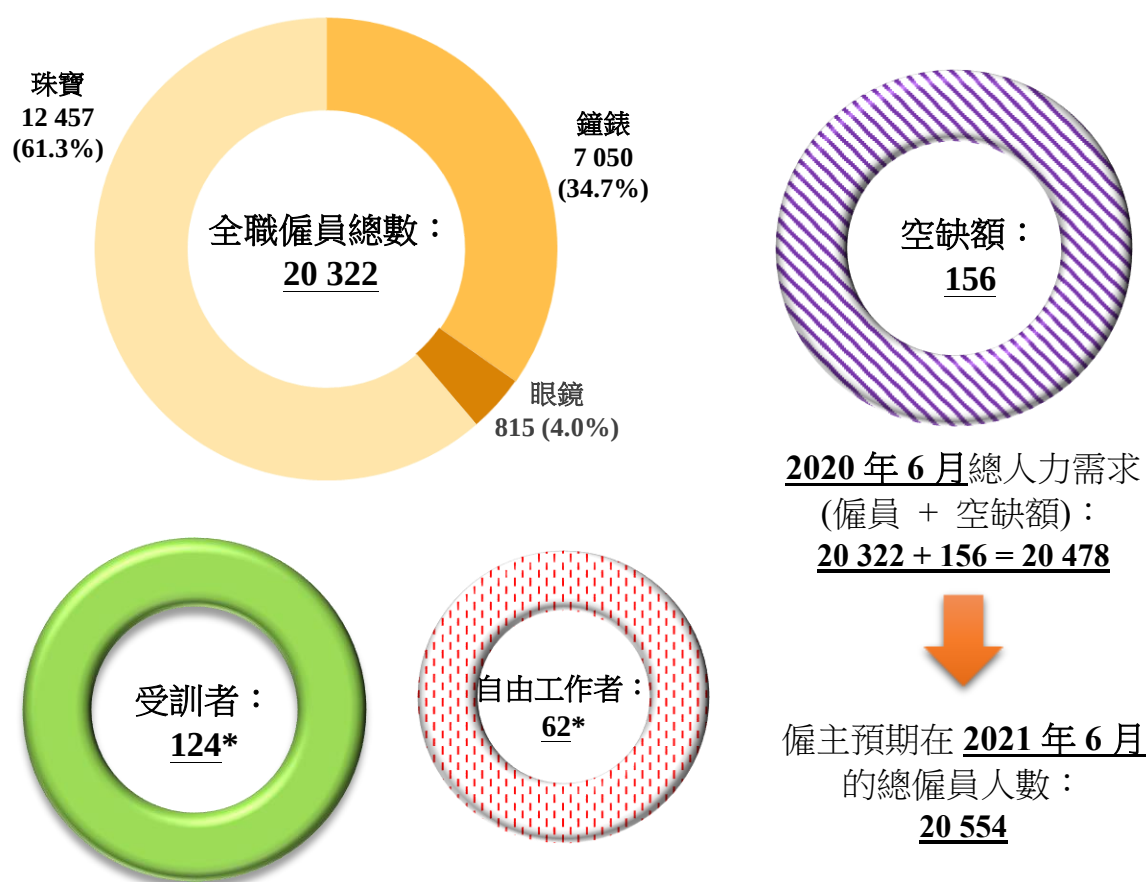
調查結果

人力情況

全職僱員

1.4 調查顯示，在 2020 年 6 月 1 日（即統計參考日期），珠寶、鐘錶及眼鏡業共僱用 20 322 人，他們較多從事珠寶業（12 457 人；61.3%），其次是鐘錶業（7 050 人；34.7%）；而眼鏡業內的 815 人（4.0%）為任職選定機構內的僱員。詳情請參閱下圖 1.1。

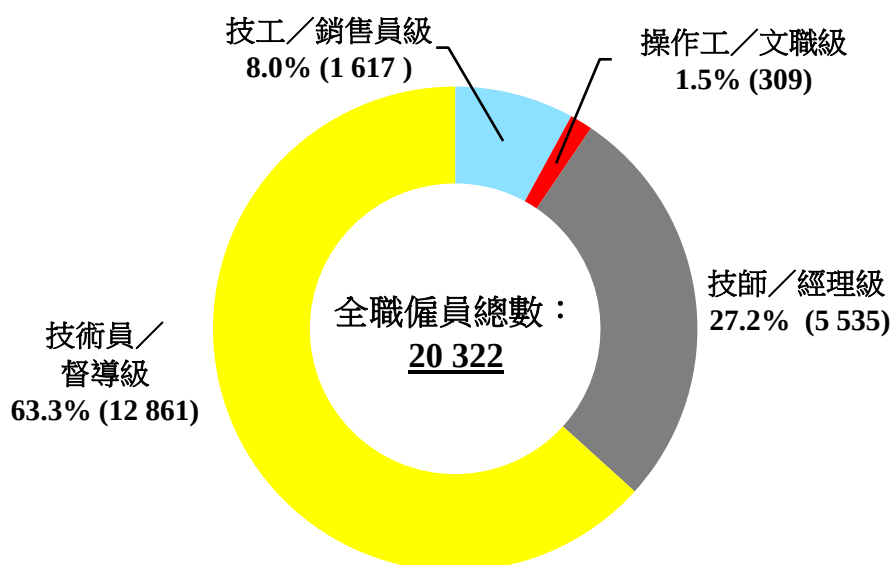
圖 1.1 珠寶、鐘錶及眼鏡業人力分佈概況（按行業劃分）



註：由於四捨五入，總百分比不一定等於 100%

1.5 按技能等級劃分，20 322 名的全職僱員中以技術員／督導級（63.3%）和技師／經理級（27.2%）佔大多數，而職級較低的技工／銷售員級（8.0%）和操作工／文職級（1.5%）的比例則較小。詳情請參閱下圖 1.2。

圖 1.2 按技能等級劃分的全職僱員分布



1.6 下表 1.1 是按行業和技能等級劃分的全職僱員之整體情況。

表 1.1 按行業和技能等級劃分的全職僱員

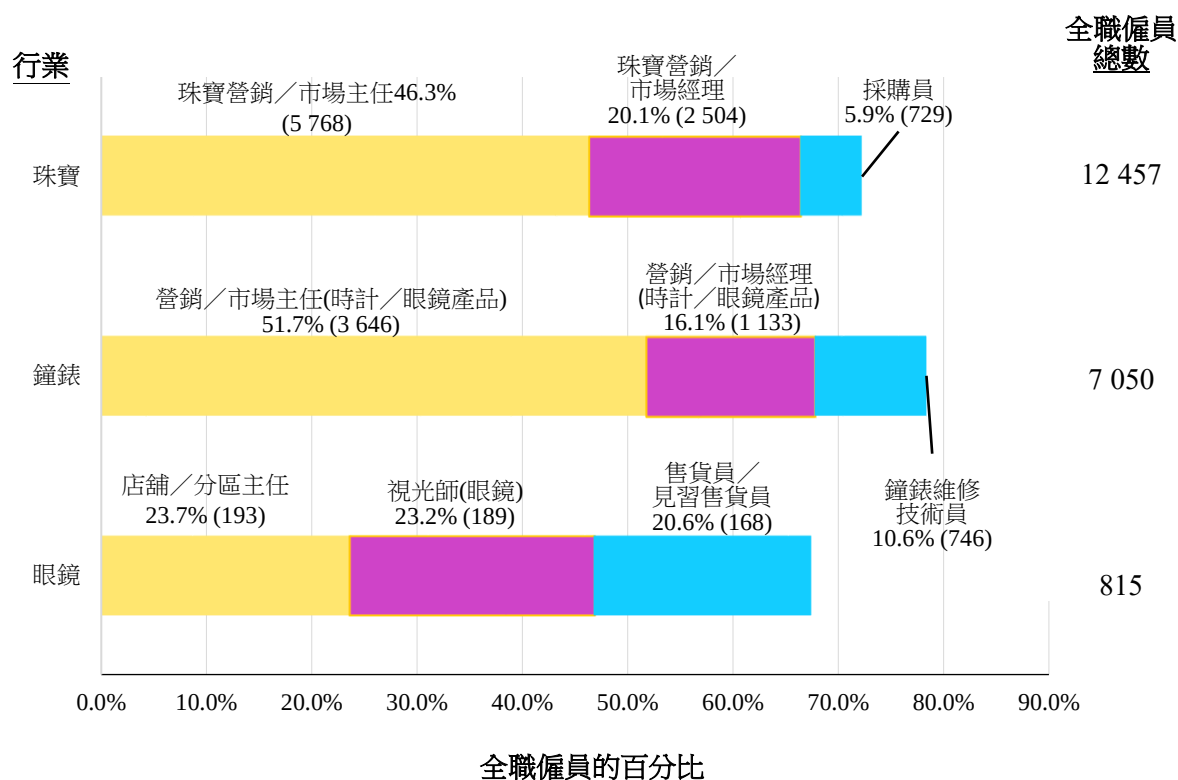
行業	技師／ 經理級	技術員／ 督導級	技工／ 銷售員級	操作工／ 文職級	總計
珠寶業	3 433 (27.6%)	8 132 (65.3%)	583 (4.7%)	309 (2.5%)	12 457 (100%)
鐘錶業	1 834 (26.0%)	4 470 (63.4%)	746 (10.6%)	0* (0.0%)	7 050 (100%)
眼鏡業	268 (32.9%)	259 (31.8%)	288 (35.3%)	0 (0.0%)	815 (100%)
	5 535 (27.2%)	12 861 (63.3%)	1 617 (8.0%)	309 (1.5%)	20 322 (100%)

註：*是次人力調查中沒有此技能等級。

所佔比例較高的主要職位

1.7 調查顯示，在珠寶及鐘錶業中，僱員人數最多的是與批發及出入口貿易相關的營銷／市場主任或經理，分別佔僱員總數的六成以上（分別有 66.4% 及 67.8%）。而在眼鏡業中，則有六成以上是與零售相關的店舖／分區主任（23.7%）、視光師（23.2%）及售貨員／見習售貨員（20.6%）。詳情請參閱下圖 1.3。

圖 1.3 僱員人數最多的主要職位
(按行業劃分)



1.8 下表 1.2 表列珠寶、鐘錶及眼鏡業僱員最多的主要職位。

表 1.2 僱員人數最多的主要職位
(跨行業)

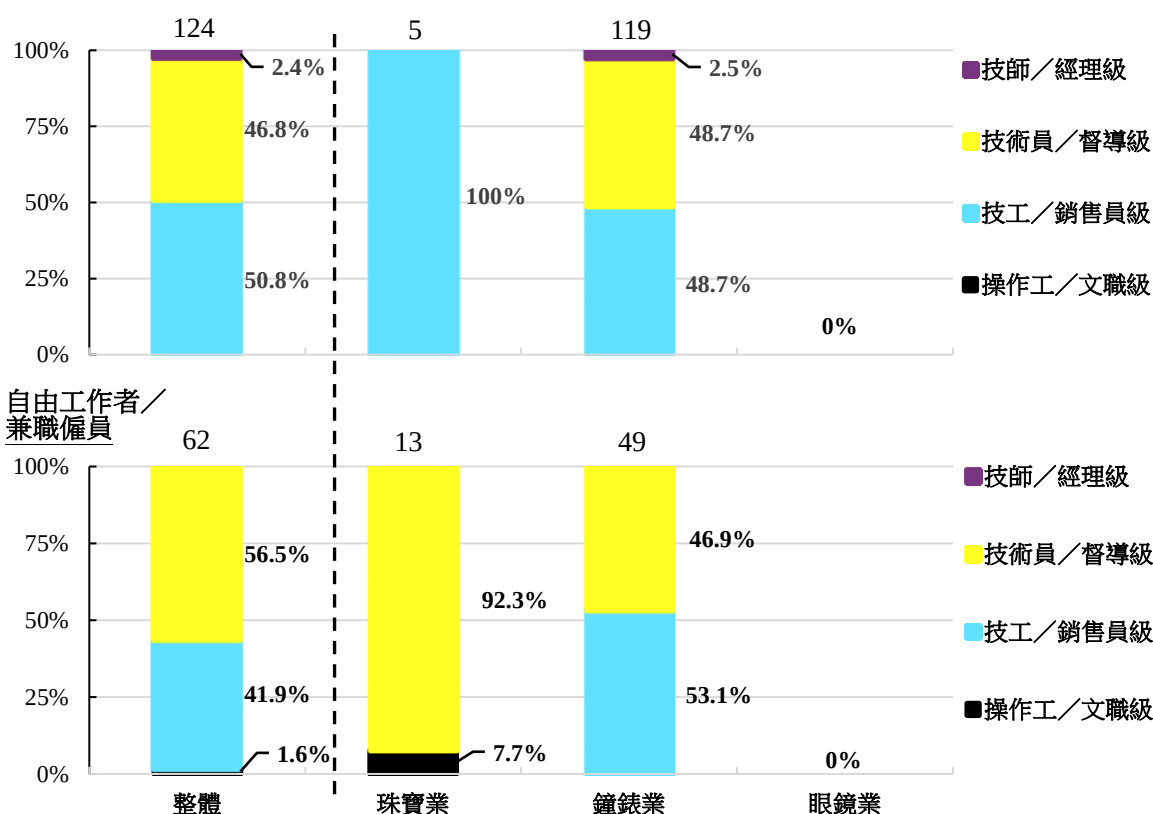
僱員人數最多的主要職位	全職僱員 數目 [#]	佔相關行業 (%)
1. 珠寶營銷／市場主任	5 768	46.3%
2. 營銷／市場主任(時計／眼鏡產品)	3 646	51.7%
3. 珠寶營銷／市場經理	2 504	20.1%
4. 營銷／市場經理(時計／眼鏡產品)	1 133	16.1%
5. 鐘錶維修技術員	746	10.6%
註： [#] 上述職位已佔整體 20 322 名僱員的 67.9%		

受訓者和自由工作者／兼職僱員

1.9 調查期間，珠寶及鐘錶業內亦合共僱用了 124 名受訓者及 62 名自由工作者／兼職僱員。他們主要受聘於鐘錶業（分別有 119 名及 49 名）。而珠寶業則只有少數（分別有 5 名及 13 名）。按技能等級劃分，受訓者以技工／銷售員級僱員較多，而自由工作者／兼職僱員則以技術員／督導級僱員較多。眼鏡業則沒有僱用任何受訓者和自由工作者／兼職僱員。詳情請參閱下圖 1.4。

圖 1.4 各技能等級的受訓者和自由工作者／兼職僱員
(按行業劃分)

受訓者人數



行業

註：由於四捨五入，總百分比不一定等於 100%

空缺額

1.10 調查期間，業內共有 156 個全職職位空缺，其空缺率（即空缺數目佔職位總數的百分率）為 0.8%。按行業分析來看，大多數的職位空缺來自珠寶業（90.4%）。按技能等級分析，近四分之三的職位空缺來自技術員／督導級（73.1%），而操作工／文職級的空缺率則相對較高（6.1%）。空缺額最多的職位請參閱下表 1.3。

表 1.3 空缺額最多的職位

空缺額最多的職位	空缺額 [#]	佔相關行業 (%)
1. 珠寶營銷／市場主任	43	30.5%
2. 珠寶設計員(手繪)	40	28.4%
3. 採購員	29	20.6%
4. 配石工	20	14.2%
5. 視光師(眼鏡)	12	100.0%

註：[#]上述空缺佔整體 156 個空缺額的 92.3%
「空缺」是指該職位於統計日期懸空，須立刻填補，而正積極招聘人員填補。有關空缺數字可能受新冠肺炎疫情影響，導致僱主招聘意欲減低。

僱主預測的人力需求及業務狀況

僱主預測 2021 年的人力需求

1.11 鑒於 2018 年的中美貿易戰、2019 年的香港社會事件、及 2020 年的新冠病毒疫情等因素，香港的經濟受多方面不同因素影響。調查期間，僱主預期未來一年中的人力需求會維持穩定，他們預期其職位數目由 2020 年 6 月的 20 478 個輕微增加至 2021 年同期的 20 554 個，增幅只有少於 1%。詳情請參閱下表 1.4。

表 1.4 僱主預測 2021 年的人力需求[#]
(按行業劃分)

行業	2020 年 職位數目 [^]	僱主預期 2021 年 的職位數目*	預測 2021 年 職位的 增加/減少	預測 2021 年 職位的增加/減少 (%)
珠寶業	12 598	12 600	+2	+0.02%
鐘錶業	7 053	7 127	+74	+1.05%
眼鏡業	827	827	0	0.00%
整體	20 478	20 554	+76	+0.37%

[^] 職位數目 = 僱員人數 + 空缺額。

* 數字只反映僱主在 2020 年 6 月至 8 月調查期間對 2021 年人力需求的預測，2021 年的實際人力需求會受多方面不同因素影響。

[#] 謹此提醒讀者，鑒於 2019 年發生社會事件及隨後的新冠狀病毒疫情，導致全球與本地經濟出現多種不明朗因素，因此詮釋僱主預測人力需求時務請審慎。

僱主預期未來一年及未來三年的業務狀況

1.12 調查顯示，三個行業的僱主均較多預期未來一年的業務狀況會較差（珠寶業有 94.5%；鐘錶業有 75.2%；眼鏡業有 46.9%）。而未來三年的業務情況來看，珠寶及眼鏡業有較多的僱主認為業務會較佳（分別有 43.2% 及 56.3%），而鐘錶業則仍有多數僱主認為業務會較差（61.3%）。詳情請參閱下表 1.5(a) 及 1.5(b)。

表 1.5(a-b) 僱主預期未來一年及未來三年的業務狀況
(按行業劃分)

(a) 僱主預期未來一年業務狀況：

業務狀況	珠寶業	鐘錶業	眼鏡業
較好	1.2%	3.1%	37.5%
不變	4.2%	21.6%	15.6%
較差	94.5%	75.2%	46.9%

註：表示在所屬行業佔較高比例。

(b) 僱主預期未來三年業務狀況：

業務狀況	珠寶業	鐘錶業	眼鏡業
較好	43.2%	8.8%	56.3%
不變	32%	29.9%	31.3%
較差	24.9%	61.3%	12.5%

註：表示在所屬行業佔較高比例。

薪酬情況

1.13 整體而言，所有行業僱員的每月平均薪酬大多介乎 \$15,001 至 \$25,000 之間。按行業分析來看，在珠寶及鐘錶業中，各技能等級僱員的每月平均薪酬與整體所有行業的情況大致相若。而眼鏡業的各技能等級僱員的月薪則相對較珠寶及鐘錶業為高。有關的差距在技師／經理級尤為明顯，特別在眼鏡業中多數是 \$40,000 以上 (佔 69.0%)，這情況或由於技師／經理級僱員大多以視光師為主 (佔該職級的 70.5%²)。珠寶及鐘錶業的技師／經理級多數是 \$20,001 至 \$30,000，分別佔 61.0% 及 67.9%。詳情請參閱下表 1.6(a)。

表 1.6(a) 僱員之每月平均薪酬
(按行業及技能等級劃分)

行業	技師／ 經理級	技術員／ 督導級	技工／ 銷售員級	操作工／ 文職級	整體
珠寶業	\$20,001 - \$30,000 (61.0%)	\$15,001 - \$25,000 (70.5%)	\$10,001 - \$20,000 (84.9%)	\$15,001 - \$25,000 (71.2%)	\$15,001 - \$25,000 (58.9%)
鐘錶業	\$20,001 - \$30,000 (67.9%)	\$15,001 - \$25,000 (91.4%)	\$10,001 - \$20,000 (91.3%)	沒有相關職級	\$15,001 - \$25,000 (76.0%)
眼鏡業	> \$40,000 (69.0%)	\$20,001 - \$25,000 (86.9%)	\$15,001 - \$20,000 (99.7%)	沒有相關職級	\$15,001 - \$25,000 (67.6%)
整體	\$20,001 - \$30,000 (61.5%)	\$15,001 - \$25,000 (78.1%)	\$10,001 - \$20,000 (90.6%)	\$15,001 - \$25,000 (71.2%)	

() 內的數字代表「佔該技能等級的僱員人數比率」

1.14 按技能等級劃分來看，技師／經理級的月薪較高，多數在 \$20,001 至 \$30,000 (佔 61.5%)，其次是技術員／督導級和操作工／文職級 (\$15,001 至 \$25,000；分別佔 78.1% 及 71.2%)，而技工／銷售員級的月薪則相對較低 (\$10,001 至 \$20,000；佔 90.6%)。詳情請參閱下表 1.6(b)。

² 調查顯示，眼鏡業共僱用189名視光師，佔整體268名技師／經理級僱員中70.5%。

表 1.6(b) 僱員的每月平均薪酬
(按技能等級劃分)

每月平均薪酬	技師／ 經理級	技術員／ 督導級	技工／ 銷售員級	操作工／ 文職級	整體
\$10,000 或以下	0.0%	0.0%	0.0%	6.8%	0.1%
\$10,001 - \$15,000	0.0%	14.4%	28.0%	22.0%	11.7%
\$15,001 - \$20,000	4.0%	49.9%	62.6%	39.5%	38.3%
\$20,001 - \$25,000	28.9%	28.2%	9.5%	31.7%	26.9%
\$25,001 - \$30,000	32.6%	6.7%	0.0%	0.0%	13.1%
\$30,001 - \$40,000	18.2%	0.9%	0.0%	0.0%	5.5%
\$40,000 以上	16.4%	0.0%	0.0%	0.0%	4.5%

註： 表示在所屬技能等級佔較高比例。

過去 12 個月的人手流動情況

離職、新聘及內部晉升僱員

1.15 整體而言，在過去 12 個月內，業內新聘的人手（524 人）佔離職人數（1 112 人）不足一半（47.1%），顯示仍有 588 名僱員離職後未有填補其空缺。另外，內部晉升的情況亦佔少數（則有 49 人），故不足以填補離職的人手。詳情請參閱下表 1.7(a)及 1.7(b)。

表 1.7(a) 過去 12 個月整體的人手流動情況
(按技能等級劃分)

	技師／ 經理級	技術員／ 督導級	技工／ 銷售員級	操作工／ 文職級	整體
(a) 離職人數	109	794	180	29	1 112
(b) 新聘人數	65	364	66	29	524
(c) = (b) – (a) (人數相差)	-44	-430	-114	0	-588

表 1.7(b) 過去 12 個月內部晉升情況

	內部晉升人數
由技術員／督導級晉升至技師／經理級	7
由技工／銷售員級晉升至技術員／督導級	42
由其他職級晉升至技工／銷售員級	0
整體	49

1.16 調查顯示，在不同行業中有部分機構沒有因應有僱員離職而進行招聘或內部晉升安排，當中以珠寶業及眼鏡業機構的技工／銷售員級僱員離職的機構較為顯著，這反映部分機構或有意縮減技工／銷售員級僱員的人手。

1.17 在過去 12 個月內，珠寶、鐘錶及眼鏡業總計有 1 112 名僱員離職，整體離職率（即離職人數佔職位總數的百分率）為 5.4%。按行業及技能等級分析，離職率最高的是眼鏡業中的技工／銷售員級（21.9%），其次是鐘錶業中的技術員／督導級（12.2%）及珠寶業的技工／銷售員級（10.4%）。詳情請參閱下表 1.8。

**表 1.8 過去 12 個月的離職僱員人數
（按行業及技能等級劃分）**

行業	技師／ 經理級	技術員／ 督導級	技工／ 銷售員級	操作工／ 文職級	整體
珠寶業	43 (1.3%)	242 (2.9%)	61 (10.4%)	29 (8.8%)	375 (3.0%)
鐘錶業	53 (2.9%)	547 (12.2%)	56 (7.5%)	-	656 (9.3%)
眼鏡業	13 (4.6%)	5 (1.9%)	63 (21.9%)	-	81 (9.8%)
(a) 離職僱員人數	109	794	180	29	1 112
(b) 職位總數 (僱員人數 + 空缺額)	5 554	12 975	1 620	329	20 478
(c) 離職率 = (a) / (b)	2.0%	6.1%	11.1%	8.8%	5.4%

1.18 調查亦顯示，在過去 12 個月內，業內總計有 524 名新聘僱員，其中大部分（456 人；87.0%）為入職前具本業經驗的新聘僱員。按行業分析來看，相關比例在珠寶業中較低（74.9%；對比鐘錶業的 93.0% 及眼鏡業的 100%）。此外，按技能等級分析來看，技工／銷售員級的新聘僱員中具本業經驗的比例較低（54.5%），其他技能等級的相應比例則在九成以上（約 91% - 97%）。詳情請參閱報告內第 IV 部份的表 4.13。

招聘困難

1.19 整體而言，有 7.5% 的業內機構在過去 12 個月內有進行招聘。在這些機構當中，有過半數（51.8%）表示曾遇到招聘困難。

1.20 在過去 12 個月內，在招聘技工／銷售員級僱員時，珠寶業僱主相對有較高比例遇到招聘困難（96.0%）。除操作工／文職級外，他們在招聘各技能等級的僱員方面均提出「應徵者缺乏相關經驗及訓練」是一大主要困難。表 1.9(a-c) 列出各行業在過去 12 個月內進行招聘時所遇到招聘困難的原因。

**表 1.9(a-c) 在過去 12 個月內招聘全職僱員時所遇到的困難
(按行業和技能等級劃分)**

(a) 珠寶業：

	技師／ 經理級	技術員／ 督導級	技工／ 銷售員級	操作工／ 文職級
有招聘相關職級僱員的機構中， 遇到招聘困難的比率	91.4%	59.3%	96.0%	0.0%
<u>主要招聘困難</u>				
應徵者缺乏相關經驗及訓練	91.4%	56.5%	84.0%	0.0%
香港普遍勞工短缺	71.4%	26.9%	92.0%	0.0%
院校有關學系畢業生數目不足	71.4%	25.0%	0.0%	0.0%

註：個別機構或會有多於一項招聘困難、百分比總和或會大於100%。

(b) 鐘錶業：

	技師／ 經理級	技術員／ 督導級	技工／ 銷售員級	操作工／ 文職級
有招聘相關職級僱員的機構中， 遇到招聘困難的比率	6.5%	60.0%	0.0%	0.0%*
<u>主要招聘困難</u>				
應徵者缺乏相關經驗及訓練	6.5%	60.0%	0.0%	0.0%*
應徵者不了解行業的就業及發展 機會	3.2%	60.0%	0.0%	0.0%*
應徵者認為薪酬及附帶福利未能 符合其要求	6.5%	0.0%	0.0%	0.0%*

註：個別機構或會有多於一項招聘困難、百分比總和或會大於100%。

*是次人力調查中沒有此技能等級。

(c) 眼鏡業：

	技師／ 經理級	技術員／ 督導級	技工／ 銷售員級	操作工／ 文職級
有招聘相關職級僱員的機構中， 遇到招聘困難的比率	92.3%	沒有進行 招聘	0.0%	沒有進行 招聘
<u>主要招聘困難</u>				
院校有關學系畢業生數目不足	92.3%	-	0.0%	-
應徵者認為薪酬及附帶福利未能 符合其要求	92.3%	-	0.0%	-

註：個別機構或會有多於一項招聘困難、百分比總和或會大於100%。

教育及培訓

僱員宜有的教育程度

1.21 表 1.10 列出各行業僱主對僱員宜有教育程度的情況。整體而言，業內僱主較傾向認為技師／經理級宜有學士學位（佔該職級僱員人數的 51.1%），技術員／督導級宜有中四至文憑／證書程度（佔該職級的 70.8%），而技工／銷售員級則只需要中四至中七程度（佔該職級的 76.7%）。詳情請參閱下表 1.11。

表 1.10 僱員宜有的教育程度
(按行業和技能等級劃分)

行業	技師／經理級	技術員／督導級	技工／銷售員級
珠寶業	學士學位 (46.6%)	中四至中七 (50.5%)	中四至中七 (50.8%) 中三或以下 (39.6%)
鐘錶業	學士學位 (53.5%)	文憑／證書 (54.2%)	中四至中七 (88.1%)
眼鏡業	學士學位 (92.5%)	文憑／證書 (77.9%)	中四至中七 (100%)

註：() 內的數字代表「佔該技能等級的僱員人數百分率」。

表 1.11 僱員宜有的教育程度
(按技能等級劃分)

宜有教育程度	技師／經理級	技術員／督導級	技工／銷售員級	整體
研究生學位	0.9%	0.0%	0.0%	0.2%
學士學位	51.1%	15.8%	0.0%	24.3%
副學位	8.2%	13.3%	0.0%	10.8%
文憑／證書	14.1%	31.6%	6.3%	24.7%
中四至中七	25.6%	39.2%	76.7%	38.5%
中三或以下	0.0%	0.0%	16.9%	1.4%
整體	學士學位 (51.1%)	中四至文憑／證書 (70.8%)	中四至中七 (76.7%)	

註：表示在所屬技能等級佔較高比例。

僱員宜有的培訓方式

1.22 就僱員宜有的培訓方式中，三個行業的僱主均大多認為僱員適宜以「在職訓練方式」接受培訓（佔各個行業及各技能等級僱員人數的85%以上）。

僱員宜有的訓練期

1.23 整體而言，所有行業僱主較傾向認為技師／經理級僱員應有 2 年至少於 4 年的訓練期（佔該職級僱員人數的 66.4%），技術員／督導級僱員則宜有 1 年至少於 3 年的培訓（佔該職級僱員人數的 77.8%）。針對技工／銷售員級的僱員，僱主則各有不同意見。鐘錶業的僱主較傾向認為 3 年至少於 4 年合適（佔 61.6%），眼鏡業的僱主較傾向認為 6 個月至少於 12 個月合適（佔 91.7%）。詳情請參閱下表 1.12(a) 及 1.12(b)。

表 1.12(a) 僱員宜有的訓練期
(按行業和技能等級劃分)

行業	技師／經理級	技術員／督導級	技工／銷售員級
珠寶業	3 - < 4 年 (47.8%)	1 - < 3 年 (74.3%)	2 - < 4 年 (57.5%)
鐘錶業	2 - < 4 年 (69.9%)	1 - < 3 年 (83.9%)	3 - < 4 年 (61.6%)
眼鏡業	1 - < 3 年 (53.8%) 3 年或以上 (46.3%)	1 - < 3 年 (92.7%)	6 - < 12 個月 (91.7%)
整體	2 - < 4 年 (66.4%)	1 - < 3 年 (77.8%)	3 - < 4 年 (36.9%) 6 - < 12 個月 (25.5%)

() 內的數字代表「佔該技能等級的僱員人數百分率」。

表 1.12(b) 僱員宜有的訓練期
(按技能等級劃分)

宜有訓練期	技師／經理級	技術員／督導級	技工／銷售員級	整體
少於 6 個月	0.0%	0.0%	2.9%	0.3%
6 - < 12 個月	0.0%	6.4%	25.5%	6.3%
1 - < 2 年	14.8%	33.2%	4.8%	25.9%
2 - < 3 年	25.8%	44.6%	17.5%	37.3%
3 - < 4 年	40.6%	11.1%	36.9%	21.2%
4 年或以上	18.8%	4.6%	12.3%	9.1%

註：  表示在所屬技能等級佔較高比例。

在未來 12 個月內的培訓需要

1.24 下表 1.13 顯示，珠寶業和鐘錶業的僱主較多認為僱員未來 12 個月需要「業內專業技能」的培訓，而眼鏡業的僱主則較多提出僱員需要「通用技能」的培訓。而按技能等級分析，表 1.14 顯示較多僱主認為各技能等級的僱員均需要「通用技能」的培訓，例如「銷售技巧」、「顧客服務及溝通技巧」及「解決問題技巧」。

**表 1.13 在未來 12 個月的培訓需要
(按行業門類劃分)**

行業	門類	最重要的培訓種類
珠寶業	製造	- 珠寶鑒定、檢測及認證知識及技能 - 寶石產品知識 - 電腦技巧
	批發及 出入口貿易	- 銷售技巧 - 顧客服務及溝通技巧 - 寶石產品知識
	修理	- 寶石產品知識 - 珠寶鑒定、檢測及認證知識及技能 - 解決問題技巧
	珠寶鑒定、 檢測及認證	- 珠寶鑒定、檢測及認證知識及技能 - 寶石產品知識 - 管理技能 (如解決問題、決策、領導才能及危機管理) - 電腦技巧
鐘錶業	製造	- 鐘錶產品知識及技能 - 解決問題技巧 - 鐘錶維修及售後服務知識及技能
	批發及 出入口貿易	- 鐘錶產品知識及技能 - 鐘錶維修及售後服務知識及技能 - 銷售技巧
	修理	- 鐘錶產品知識及技能 - 鐘錶維修及售後服務知識及技能 - 電腦技巧
眼鏡業	製造	- 管理技能 (如解決問題、決策、領導才能及危機管理) - 解決問題技巧 - 顧客服務及溝通技巧
	零售	- 銷售技巧 - 顧客服務及溝通技巧 - 解決問題技巧

**表 1.14 未來 12 個月的培訓需要
(按技能等級劃分)**

行業	技師／經理級	技術員／督導級	技工／銷售員級
珠寶業	- 銷售技巧 - 寶石產品知識 - 顧客服務及溝通技巧	- 銷售技巧 - 顧客服務及溝通技巧 - 寶石產品知識	- 珠寶鑒定、檢測及認證 - 知識及技能 - 電腦技巧 - 解決問題技巧
鐘錶業	- 管理技能 (如解決問題、決策、領導才能及危機管理) - 鐘錶產品知識及技能 - 顧客服務及溝通技巧	- 鐘錶維修及售後服務知識及技能 - 鐘錶產品知識及技能 - 銷售技巧	- 鐘錶維修及售後服務知識及技能 - 鐘錶產品知識及技能 - 解決問題技巧
眼鏡業	- 管理技能 (如解決問題、決策、領導才能及危機管理) - 解決問題技巧 - 顧客服務及溝通技巧	- 顧客服務及溝通技巧 - 解決問題技巧 - 管理技能 (如解決問題、決策、領導才能及危機管理)	- 銷售技巧 - 顧客服務及溝通技巧 - 解決問題技巧

人力分析

人力變化

1.25 「2020年珠寶及鐘錶業人力調查」為首次本行業的人力調查報告。因此，報告內的人力調查數據與2016年金屬業人力調查報告(當中包括珠寶及鐘錶業的人力情況) 的比較並不適用。

業務展望

新冠病毒疫情帶來的影響

整體經濟情況

1.26 自2020年3月以來，新冠病毒疫情(疫情)迅速蔓延至世界大部分地區，對全球和本地經濟帶來全方位的打擊。國際貨幣基金組織在2020年10月「世界經濟展望」指出，第二季主要經濟體趨穩下可重啓經濟、中國經濟復蘇力度強勁，以及環球經濟在第三季的復蘇較預期快。全球經濟增長預測³調整為-4.4%。然而，歐洲國家的染疫個案數字自下半季起再度急升，迫使多國政府再次收緊社交距離措施或重啟不同程度的封鎖措施，令短期的環球經濟增加了不明朗因素。

³ 國際貨幣基金組織《世界經濟展望》(2020年10月) [《世界经济展望》2020年10月 \(imf.org\)](https://www.imf.org/publications/external/eng/abstracts/2020/10/01/20201001)

1.27 「二零二零年第三季經濟報告⁴」指出，香港經濟的整體表現在第三季稍見改善。實質本地生產總值按年下跌 3.5%，較第二季 9.0%的跌幅明顯收窄。但內需情況仍然疲弱。政府統計處早前公佈，2020 年 11 月份零售業銷售按年下跌 4%，當中「珠寶首飾、鐘錶及名貴禮物」的銷貨價值下跌 16.1%⁵。為了緩解疫情對香港經濟的創傷，政府推出了最大規模的紓困措施包括成立「防疫抗疫基金」及推出「保就業」計劃，以穩定經濟和就業及保障民生。但為了遏制疫情蔓延，政府採取了嚴格的防疫措施例如收緊社交距離的「限聚令」。隨著本港出現第四波疫情及「保就業」計劃於 2020 年 11 月不再提供支援，預計各企業出現裁員情況，勞工市場將進一步惡化，本地經濟前景仍面對一定的不確定性。

珠寶、鐘錶及眼鏡業情況

1.28 疫情亦對全球珠寶及鐘錶產品市場帶來沉重打擊。全球管理諮詢公司貝恩（Bain）⁶在2020年11月的研究報告指出，全球個人奢侈品市場在2020年收縮約 23%，預計未來至少2至3年才能回復至疫情前水平。相反，隨著早前中國疫情受控及經濟迅速復蘇，中國奢侈品市場消費表現突出，同期增長45%。

1.29 鑑於疫情未能受控，多個國家實施封關及暫停非必要商業活動，導致製造生產商（包括產品批發界別）減慢生產線或面臨全面停頓，嚴重影響其業務發展。此外，疫情令各種實體展覽活動及研討會全完停頓。展覽商決定把展覽活動移師網上舉行，海外買家及參展商可透過網上平台進行商貿交易。但此新交易模式卻不予雙方進行實體會面，令製造生產商及產品批發界別在現階段較難掌握如何透過此網上交易平台接觸有潛質的客戶及解決相關技術問題。

1.30 疫情中斷旅客訪港，令其業務受到重創。全球管理諮詢公司貝恩報告亦指出，香港及澳門等地區成為最差的個人奢侈品市場。以「珠寶零售」為例，售賣名貴珠寶之零售商店只能依賴向熟客推廣產品，如使用智能電話定期進行直播或安排視頻介紹。

1.31 在眼鏡業內，眼鏡及其配件（如太陽眼鏡產品）除屬潮流產品種類外，亦屬於必需品。本地眼鏡零售界別方面，疫情令眼鏡成為防疫安全產品之一，中低檔產品需求上升。而眼鏡製造界別方面，全球供求情況亦因疫情關係大受影響，當中對原件製造(OEM)的出口商業務影響較大。

⁴ 二零二零年第三季經濟報告(2020年11月)

[二零二零年第三季經濟報告 \(hkeconomy.gov.hk\)](https://hkeconomy.gov.hk)

⁵ 二零二零年月11份零售業銷貨額臨時統計數字 (2020年11月)

[新聞稿 \(2021年1月4日\) : 二零二零年十一月份零售業銷貨額臨時統計數字 | 政府統計處 \(censtatd.gov.hk\)](https://censtatd.gov.hk)

⁶ 2020年全球奢侈品看中國，入門級奢侈品最受歡迎 (原文網址：<https://kknews.cc/finance/6rren93.html>)

中美貿易戰帶來不明朗因素

1.32 自2018年開始，中美貿易磨擦越演越烈。隨著中央政府於2020年7月在港實施「國家安全法」後，美國更取消香港特殊待遇和要求輸入美國的「香港製造」商品之標籤改為「中國製造」等措施。珠寶製造及眼鏡製造界別則較受影響，部分珠寶及眼鏡商品產自中國內地，在進口美國時需繳付額外關稅。為避免繳付額外關稅，部份買家更要求本地珠寶製造商於其他國家地區進行珠寶生產或探討在其他地區生產的可行性。相反，鐘錶製造則不受太大影響。原因是美國海關規定鐘錶產品（如手錶）必須標名原產地，而機芯的原產地須清晰地顯示在錶面或錶背的外殼⁷。香港鐘錶產品可按美國海關要求繼續報稱「香港」為原產地。

行業「新常態」

重整店舖網絡及人手數目

1.33 過去數年，珠寶及鐘錶零售界別分別出現店舖過分擴張的情況。受疫情影響，此界別紛紛重新規劃其零售店舖網絡及調整人手數目，並改變商店的角色以進一步提升客戶的體驗。業界預計未來其零售店舖的營運模式則不需大量人手。

珠寶、鐘錶及眼鏡產品趨勢

1.34 就產品趨勢方向，隨著年青一代消費者越來越著重個人風格及熱愛傳統工藝，「個人化產品設計」將成主要趨勢。珠寶業方面，珠寶首飾已成為日常飾物之一，並配合展現個人風格。而其珠寶款式的設計亦越來越受時裝潮流影響⁸。鐘錶業方面，業界則建議企業注入更多創新意念，例如與不同時尚品牌合作，引進更多「特別限量版」款式，增加產品的多元化種類。此外，隨著消費者在疫情下更著重健康護理，研發及引入更多醫療和保健技術功能的「智能手錶」產品繼續成為其中一個受歡迎的產品類別之一。眼鏡業方面，部分本港製造商亦把握時機擴充其原創品牌業務，及一些大規模的眼鏡企業亦進一步拓展內地市場⁹。

物流供應鏈改變

1.35 此外，疫情亦令全球的物流供應鏈出現重大改變，包括新經營和發展模式等。其中一個主要方向是加速了珠寶、鐘錶及眼鏡業進入「數碼轉型」去維持其業務發展。例如其轉型涉及供應鏈的改變（包括產品生產線、貨品運輸）、營運

⁷ 香港鐘錶業概況(2020年12月24日) (原文網址：[香港鐘錶業概況 | 香港貿易發展局經貿研究\(hktadc.com\)](http://hktadc.com))

⁸ 香港珠寶業概況(2020年8月28日) (原文網址：[香港珠寶業概況 | 香港貿易發展局經貿研究\(hktadc.com\)](http://hktadc.com))

⁹ 香港眼鏡業概況(2020年11月13日) (原文網址：[香港眼鏡業概況 | 香港貿易發展局經貿研究\(hktadc.com\)](http://hktadc.com))

成本、打破地域限制的產品宣傳、顧客體驗以及消費者購物習慣的轉變等。面對供應鏈的挑戰，企業應加強與供應商及物流商聯繫和合作，建立「可持續信任」的供應鏈夥伴關係，令其物流供應更加流暢。另外，在貨品運輸方面，企業亦可考慮與同業共享運輸資源的可行性，有助降低營運成本，令安排更具彈性。

雙線銷售及推廣渠道

加強線上銷售及宣傳

1.36 在疫情影響下，部份大型產品零售商除加強運用大數據去分析顧客消費模式外，亦引進更多人工智能和擴張實境等技術去發展應用程式，為顧客提供不同體驗和更多「個人化」的產品及服務。

1.37 疫情亦令業界進一步使用電子商貿、社交媒體（如 Facebook、Instagram、WhatsApp、微信）及網上購物平台（例如天貓、京東、阿里巴巴、亞馬遜、淘寶網或小紅書等）作為主要銷售及宣傳推廣渠道。當中以中低檔及時尚款式產品為主，其銷售情況出現顯著上升。而各大名貴珠寶及奢侈鐘錶品牌紛紛積極發展及使用線上銷售及宣傳渠道，以彌補疫情下實體商店銷售的萎縮情況。眼鏡業方面，一些本地眼鏡零售品牌亦已開設電子商貿網站。再者，部份本地設計師品牌亦透過線上渠道銷售其產品，以及與本地及海外顧客建立關係⁹。

1.38 在各種網上營銷方式下，越來越多企業與關鍵意見領袖（KOL）／YouTuber 合作進行產品宣傳，此銷售及宣傳方式將繼續成為主流。有部份零售企業亦鼓勵或要求前線員工（如銷售人員等），透過使用智能電話定期進行直播或視頻廣播，為顧客介紹各種產品／服務和即時解答顧客的詢問。這種模式可加強與顧客的互動，亦有助維持業務發展。為加強香港市場的競爭力，業界亦需要定期參考內地使用電子商貿、網上購物、社交媒體平台及 KOL 作銷售及宣傳的最新發展。

線下銷售及宣傳

1.39 針對銷售名貴珠寶首飾及高級手錶的高檔產品類別時，消費者依然傾向前往實體商店選購和享受由專業銷售人員詳細講解名貴奢侈品的各種功能。對整體行業來說，業界表示電子商貿與實體商店依然成為雙線銷售及推廣渠道，達至相輔相成效果，長遠有助業務進一步發展。

人力推算及未來一年的額外人力需求

1.40 鑑於「2020 年珠寶及鐘錶業人力調查」為首次本行業的人力調查報告，是次報告參考僱主預期未來一年的人力需求情況作出推算。

1.41 為估計業內未來一年的額外人力需求，有關上述所提及的各行業的人力趨勢及離開本業人數的比率（即是「行業流失率¹⁰」）已納入考慮因素，並以統計算式推算有關數字。表 1.15(a-c)表列出各行業之未來一年額外人力需求的情況。推算結果顯示，主要額外人力需求預計來自珠寶及鐘錶業的技術員／督導級僱員，其次為珠寶及眼鏡業的技工／銷售員級僱員。

表1.15(a) 珠寶業未來一年的額外人力需求

技能等級	2020 年 人力需求 (a)	僱主預期 2021 年的 人力需求 (b)	按年增長 (b-a) = (c)	行業 流失率	按年填補 流失僱員 人數 (d)	未來一年 額外培訓 人數 (c)+(d)
技師／ 經理級	3 438	3 436	(-2)	1.0%	34	32
技術員／ 督導級	8 245	8 249	4	1.9%	156	160
技工／ 銷售員級	586	586	0	8.5%	50	50

表1.15(b) 鐘錶業未來一年的額外人力需求

技能等級	2020 年 人力需求 (a)	僱主預期 2021 年的 人力需求 (b)	按年增長 (b-a) = (c)	行業 流失率	按年填補 流失僱員 人數 (d)	未來一年 額外培訓 人數 (c)+(d)
技師／ 經理級	1 836	1 833	(-3)	0.8%	15	12
技術員／ 督導級	4 471	4 549	78	6.7%	304	382
技工／ 銷售員級	746	745	(-1)	4.4%	33	32

¹⁰ 「行業流失率」指因轉行、退休、移民及其他原因而離開珠寶、鐘錶及眼鏡業的僱員。

表1.15(c) 眼鏡業未來一年的額外人力需求

技能 等級	2020 年 人力需求 (a)	僱主預期 2021 年的 人力需求 (b)	按年增長 (b-a) = (c)	行業 流失率	按年填補 流失僱員 人數 (d)	未來一年 額外培訓 人數 (c)+(d)
技師／ 經理級	280	280	0	0%	0	0
技術員／ 督導級	259	259	0	1.9%	5	5
技工／ 銷售員級	288	288	0	21.2%	61	61

建議

1.42 以下摘要提供予持份者有關人力與培訓需求的主要建議：

政府

- (a) 政府應該協助業界制訂合適人力資源的相關政策，培訓足夠業內人手支持珠寶、鐘錶及眼鏡業的持續發展。
- (b) 資助珠寶、鐘錶及眼鏡從業員接受嶄新科技的培訓，例如數位素養和人工智能，藉以提升技能。
- (c) 與培訓機構合作，為僱主提供有關企業數碼化轉型的相關課程，協助企業掌握技術進行合適的轉型及提升其生產力。
- (d) 加強向不同持份者如中學生、家長和教師推廣職業專才教育。

培訓機構

- (e) 與業界加強合作：
 - i. 為學員提供更多跨學科的工作實習機會，提升就業能力。
 - ii. 持續優化職業專才教育和雙軌制訓練模式，並採用職場學習及評核以促進學員在實際工作環境（如珠寶、鐘錶及眼鏡企業等）中學習。
 - iii. 為導師定期安排業界交流講座，助他們進一步緊貼行業發展及實際工作情況，為學員提供最新的行業資訊。
 - iv. 舉辦行業講座及企業參觀，加深學員認識行業最新發展、業內實際工作情況及認清其對行業的期望。

- (f) 為配合數碼化新時代，建議引入更多新科技的教學應用（如虛擬實境[VR]、擴增實境[AR]等），提升學生在學習上的投入感及對行業產生興趣。
- (g) 為配合業界數碼轉型的新趨勢，提供各種新興技術的應用課程，培訓範疇涵蓋數位素養、數碼營銷（如透過網站、社交媒體、手機應用程式等電子平台）、以關鍵意見領袖（KOL）進行宣傳工作、網店營運、攝影及影片製作等。
- (h) 為在職人士提供靈活兼具創意的培訓計劃，例如網上或微學習短期培訓模式，鼓勵他們終身學習以提升技能。

僱主

- (i) 為挽留和培育年輕一代，提供更吸引的薪酬福利，提升工作滿足感與增加工作自主權。管理層亦需加強與跨代員工溝通，如透過舉辦人際網絡聚會、團隊建設活動等，了解他們真正的想法及需要，有利推動業務發展的參與。
- (j) 為年青僱員提供清晰的行業前景、快捷晉升階梯和個人事業發展等資訊，讓他們明白行業實際工作情況，做好在行業的事業規劃。
- (k) 提供內部培訓，協助僱員發展多方面技能，以便因應業務環境變遷而靈活調配人手。
- (l) 為年輕僱員提供師友計劃，助其認識機構的價值理念、誠信與專業操守的重要。
- (m) 善用政府的資助如「再工業化及科技培訓計劃」，為公司及員工增值。

僱員

- (n) 培養持續自我提升的思維，掌握行業最新知識及技能範疇包括：
 - i. 業內專業技能：產品知識、鐘錶維修及售後服務、珠寶鑒定、檢測及認證
 - ii. 通用技能：顧客體驗的知識、顧客服務及銷售技巧
 - iii. 新興技能：數位素養、數碼媒體及營銷策略技巧
- (o) 加強與僱主及顧客之溝通技巧和建立良好的工作態度，以提升自我競爭力。
- (p) 可善用政府的資助計劃達至終身學習並發展事業，例如「過往資歷認可」、「新技能提升計劃」等。

II. 緒論

A. 背景

2.1 職業訓練局轄下的珠寶及鐘錶業訓練委員會（下稱「訓練委員會」）由香港特別行政區政府委任，負責分析珠寶及鐘錶業的人力狀況和培訓需求。訓練委員會的成員由相關業界商會、工會、專業團體、訓練及教育機構及政府部門等提名出任。此外，訓練委員會亦成立了「珠寶及鐘錶業人力調查工作小組」（工作小組），負責整個人力調查工作事宜。有關訓練委員會的委員名單及職權範圍和其工作小組委員名單現載於**附錄 1、2 和 3**。

2.2 訓練委員會由 2017 年起，每四年進行一次人力調查，期間會透過焦點小組會議與桌面研究蒐集資料，編撰兩次人力更新調查報告，以更準確地反映技術人力的演變趨勢。是次人力調查主要是針對「技術僱員（即是指從事珠寶、鐘錶及眼鏡業的主要工作的人員，他們需要具備所需的行業知識和技能來完成分配的工作）」的人力數據分析。

2.3 本人力調查報告是首個珠寶及鐘錶業（包括眼鏡業）的人力調查。是次調查在 2020 年 6 月至 8 月期間進行，參考日期定為 2020 年 6 月 1 日。本報告參考了其業務展望，載述珠寶、鐘錶及眼鏡業的最新人力調查情況及分析結果，並向各持份者包括政府、培訓機構、僱主和僱員提出了有關人力發展的建議。

B. 目的

2.4 珠寶及鐘錶業的人力調查目的是：

- (a) 蒐集業內主要職務的最新人力資訊，並按職級及行業劃分；
- (b) 評估技術僱員人力情況；
- (c) 預測未來短期內的培訓需求；以及
- (d) 向職業訓練局與相關持份者提出制訂培訓策略的建議，以配合人力需求。

C. 調查範圍

2.5 是次人力調查採用了「分層隨機抽樣法」進行實地調查，從香港特別行政區政府統計處（下稱統計處）編製的《香港標準行業分類》記錄的 7 144 間公司抽出 525 間，作為調查對象，並涵蓋了珠寶、鐘錶及眼鏡業 10 個相關行業門類：

行業	相關門類
珠寶業	1. 珠寶製造 2. 珠寶批發及出入口 3. 珠寶修理 4. 珠寶鑑定、檢測及認證*
鐘錶業	5. 鐘錶製造 6. 鐘錶批發及出入口 7. 鐘錶修理
眼鏡業	8. 眼鏡製造* 9. 眼鏡零售*
其他	10. 培訓機構*
註：*補充機構樣本	

III. 調查方法

A. 樣本設計

3.1 就是次人力調查中，珠寶及鐘錶業訓練委員會（下稱「訓練委員會」）亦設計了抽樣計劃。為確保抽樣具代表性，訓練委員會採用了「分層隨機抽樣方法」進行抽樣。按照香港特別行政區政府統計處（下稱統計處）編製的《香港標準行業分類》，共有 7 144 間屬於珠寶及鐘錶業登記商號，選出了 472 間公司作為調查對象，另包括 53 間補充機構樣本，合共 525 個樣本。抽樣計劃詳見**附錄 9**。

B. 問卷設計

3.2 調查問卷分為兩部分。第一部分是按職級及主要職務蒐集的定量人力資料，第二部分則蒐集人力情況的補充資料。訓練委員會亦編製了各行業門類的主要職務，並詳述每個主要職務的工作說明。主要職務按職責輕重、工作複雜程度及所需的技能、知識和培訓，分為四個技能等級：

- (a) 技師／經理級；
- (b) 技術員／督導級；
- (c) 技工／銷售員級；及
- (d) 操作工／文職級。

3.3 鑑於在各機構的職稱不盡相同，回覆機構需要按主要職務的工作說明與技能等級提供其人力資料。有關詞彙釋義及調查文件（包括問卷樣本、附註及主要職務工作說明）現載於**附錄 5**。

C. 數據收集

3.4 受新冠病毒疫情影響下，有關數據蒐集延遲至 2020 年 6 月至 8 月期間進行。調查期間，訓練委員會向受訪機構發送整套調查文件，包括邀請信、調查問卷、附註及主要職務工作說明等，並請受訪者以 2020 年 6 月 1 日為調查參考日期，提供當時的人力資料。此外，統計員亦透過電話聯絡或親往拜訪個別公司，協助受訪者填寫問卷。

3.5 為確保收集數據的過程穩妥，訓練委員會亦採取了多項質素措施，當中包括調查前的準備工作、為調查人員提供培訓、監察調查工作進度、採取措施提高回覆率、核對填妥的問卷、檢查重複輸入的數據，以及核實所得資料等。有關質素控制的措施現載於**附錄 6**。

3.6 由於調查訪問在新型冠狀病毒疫情爆發期間進行，訓練委員會遂於2020年9至10月透過電話訪問，向不同門類的業內專家搜集意見，進一步了解疫情對行業所造成的影響，以補充有關業務前景的參考資料，從而就人力需求與培訓需要作出建議。

D. 數據分析

3.7 在 323 間抽樣機構中，共有 271 間成功蒐集資料，有效回覆率為 83.9%。考慮到各門類的回應率令人滿意；公眾熟悉和具規模的機構填覆率令人滿意，以及從樣本機構調查所得的結果可運用統計學方法倍大，是次人力調查報告所載的調查結果足以反映本行業的人力情況。個別行業門類達到的回應率亦足夠將數據按行業門類編製有意義的分析。回覆問卷調查的詳情現載於**附錄 7**。

E. 調查限制

3.8 「2020 年珠寶及鐘錶業人力調查」為首次本行業的人力調查報告。因此，報告內的人力調查數據與 2016 年金屬業人力調查報告（當中包括珠寶及鐘錶業的人力情況）的比較並不適用。

3.9 受資源所限，本人力調查不包括珠寶及鐘錶業的零售界別。有關「珠寶零售界別」的人力情況發展，請參閱「2019 年零售業人力調查報告」中的「珠寶首飾¹¹」門類。

3.10 鑑於進行人力調查及出版報告相隔一段時間，期間香港經濟情況或有所轉變，珠寶、鐘錶及眼鏡業亦可能經歷週期變動，受此影響，調查結果與報告發布時的實際情況或會有差異。

3.11 由於本人力調查採用了科學抽樣方法從珠寶、鐘錶及眼鏡業內抽取樣本作收集數據之用，因此，所得出的統計數據也有可能受抽樣誤差所影響。

¹¹ 在2019年零售業人力調查報告中，「珠寶首飾」門類聘用了14 709名從業員。
資料來源：[職業訓練局人力調查 – 零售業 \(vtc.edu.hk\)](http://vtc.edu.hk)

IV. 調查結果

A. 機構數目

4.1 調查期間，扣除一些已停止營運、轉營其他業務的機構，珠寶及鐘錶業內共有 4 517 間機構有相關從業員，當中較多從事珠寶業（2 823 間），其次是鐘錶業（1 659 間）。下表 4.1 列出按行業及僱員人數劃分的機構數目。

**表 4.1 珠寶及鐘錶業內有相關從業員的機構數目
（按行業及其僱員人數劃分）**

行業 \ 僱員人數	1 – 9 人	10 – 49 人	50 人或 以上	總計
珠寶業 製造、批發及出入口、珠寶修理、 珠寶鑑定、檢測和認證 [#]	2 512	303	8	2 823
鐘錶業 製造、批發及出入口、鐘錶修理	1 379	262	18	1 659
眼鏡業[#] 製造、零售	5	13	12	30
總計	3 896	578	38	4 512
培訓機構[#]	5*			

* 5 間培訓機構會歸所屬行業類別作整體數據分析。

[#] 屬補充機構樣本。

珠寶、鐘錶及眼鏡業務模式

4.2 就珠寶、鐘錶及眼鏡業的業務模式，分別約有四成鐘錶業（41.1%）及眼鏡業（40.0%）機構的業務模式是原件製造，而珠寶業機構的相應比例則較低（17.4%）。詳情請參閱下表 4.2。

**表 4.2 珠寶鐘錶及眼鏡業的業務模式
（按行業劃分）**

業務模式 \ 行業	珠寶業	鐘錶業	眼鏡業
原件製造 (OEM)	17.4%	41.1%	40.0%
原創品牌製造 (OBM)	8.3%	9.9%	10.0%
原創設計製造 (ODM)	6.2%	6.8%	16.7%
不適用	76.2%	54.9%	56.7%
機構總數	2 823	1 659	30

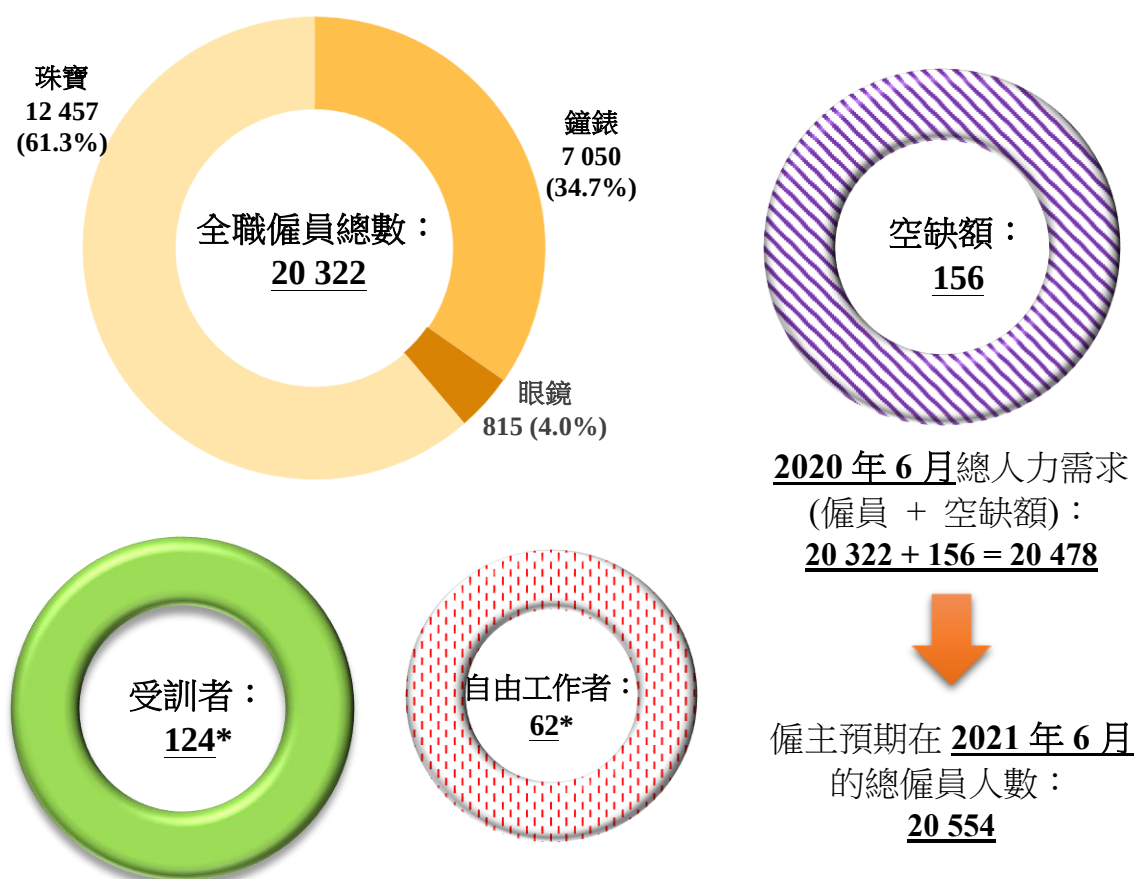
註：個別機構或會有多於一種業務模式，百分比總和或會大於100%。

B. 人力分佈情況

4.3 調查顯示，在 2020 年 6 月 1 日（即統計參考日期），珠寶、鐘錶及眼鏡業共僱用 20 322 人，他們較多從事珠寶業（61.3%；12 457 人），其次是鐘錶業（34.7%；7 050 人）；而眼鏡業內的 815 人（4.0%）為任職選定機構內的僱員。詳情請參閱下圖 4.1。

4.4 調查期間，共有 156 個職位空缺，與僱員人數相加後，即業內的總人力需求是 20 478 人。此外，僱主預期 2021 年 6 月的人力需求會維持穩定（20 554 人），只有少於 1% 的增幅。詳情請參閱下圖 4.1。

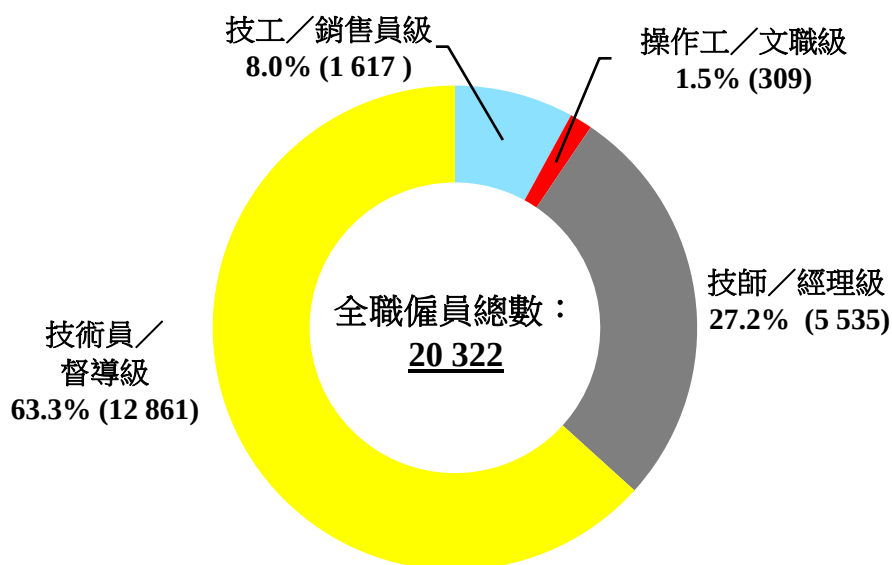
圖 4.1 珠寶、鐘錶及眼鏡業人力分佈概況（按行業劃分）



C. 全職僱員人數

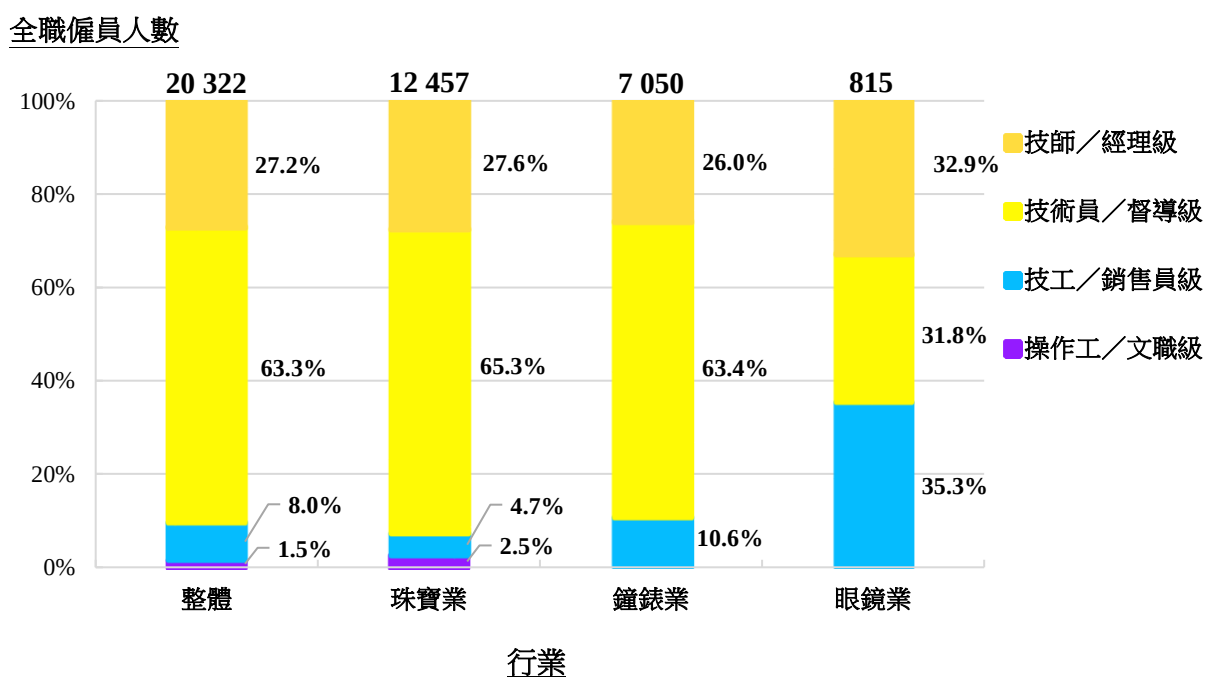
4.5 按技能等級劃分中，20 322 名的全職僱員中以技術員／督導級（63.3%）和技師／經理級（27.2%）佔大多數，而職級較低的技工／銷售員級（8.0%）和操作工／文職級（1.5%）的比例則較小。詳情請參閱下圖 4.2。

圖 4.2 按技能等級劃分的全職僱員分佈



4.6 按行業及技能等級劃分的僱員來看，眼鏡業的各技能等級分別佔三分之一的僱員，即是任職技師／經理級（32.9%）、技術員／督導級（31.8%）及技工／銷售員級（35.3%）。相反，從事珠寶及鐘錶業的僱員中，則有近三分之二是任職技術員／督導級的僱員（分別有 65.3% 及 63.4%）。詳情請參閱下圖 4.3。

圖 4.3 各技能等級劃分的全職僱員
（按行業劃分）



註：由於四捨五入，總百分比不一定等於 100%

4.7 表 4.3 則列出各行業門類和技能等級劃分的全職僱員分佈情況。按行業門類分析，珠寶業及鐘錶業的僱員大多從事批發及出入口貿易界別，而眼鏡業的僱員則集中在零售界別。

表 4.3 各行業門類和技能等級劃分的全職僱員分佈情況

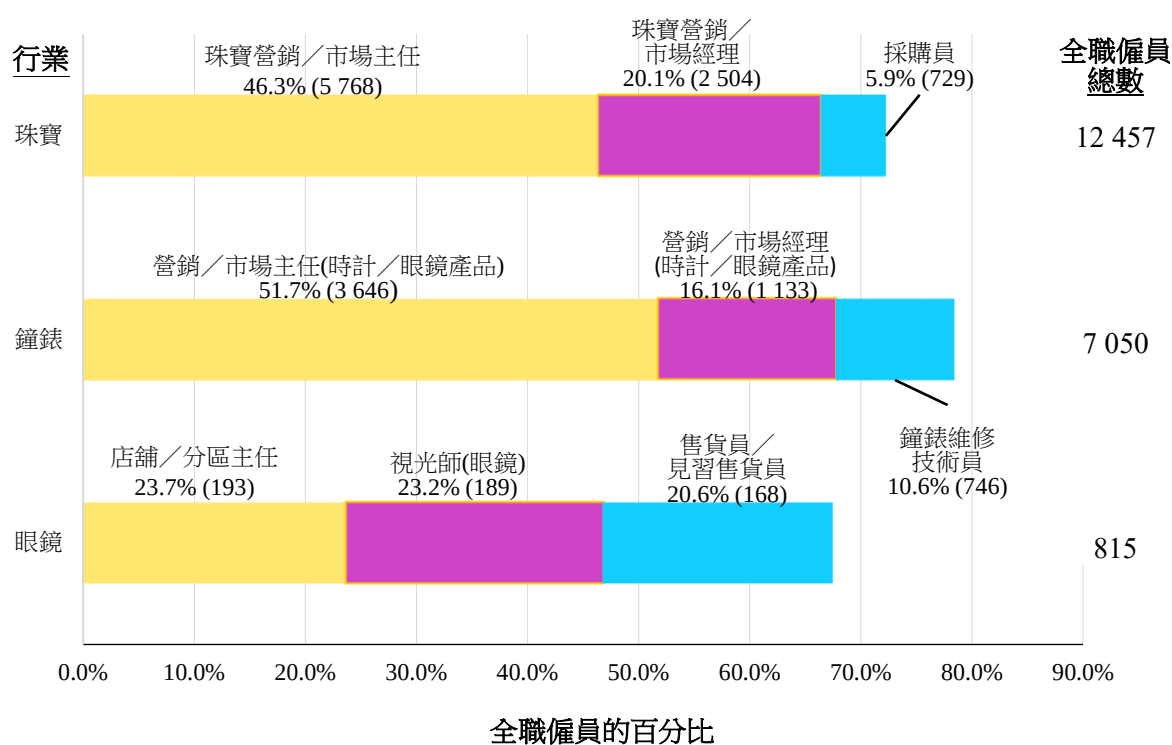
行業	門類	技師／ 經理級	技術員／ 督導級	技工／ 銷售員級	操作工／ 文職級	總數
珠寶業	製造	325	447	436	55	1 263
	批發及 出入口	3 066	7 516	84	254	10 920
	修理	2	1	12	0	15
	珠寶鑑定、 檢測及認證	34	157	51	0	242
	培訓機構	6	11	0*	0*	17
	小計	3 433	8 132	583	309	12 457
鐘錶業	製造	61	131	31	0*	223
	批發及 出入口	1 764	4 313	655	0*	6 732
	修理	4	16	60	0*	80
	培訓機構	5	10	0	0*	15
	小計	1 834	4 470	746	0	7 050
眼鏡業	製造	50	63	0	0	113
	零售	217	193	288	0*	698
	培訓機構	1	3	0*	0*	4
	小計	268	259	288	0	815
整體		5 535	12 861	1 617	309	20 322

註：是次人力調查中沒有此技能等級。

D. 所佔比例較高的主要職位

4.8 調查顯示，在珠寶業及鐘錶業中，僱員人數最多的是與批發及出入口貿易相關的營銷／市場主任或經理，分別佔僱員總數的六成以上（分別有 66.4% 及 67.8%）。而在眼鏡業中，則有六成以上是與零售相關的職位，包括店舖／分區主任（23.7%）、視光師（23.2%）及售貨員／見習售貨員（20.6%）。詳情請參閱下圖 4.4。

圖 4.4 僱員人數最多的主要職位
(按行業劃分)



4.9 下表 4.4 顯示珠寶、鐘錶及眼鏡業僱員最多的主要職位。

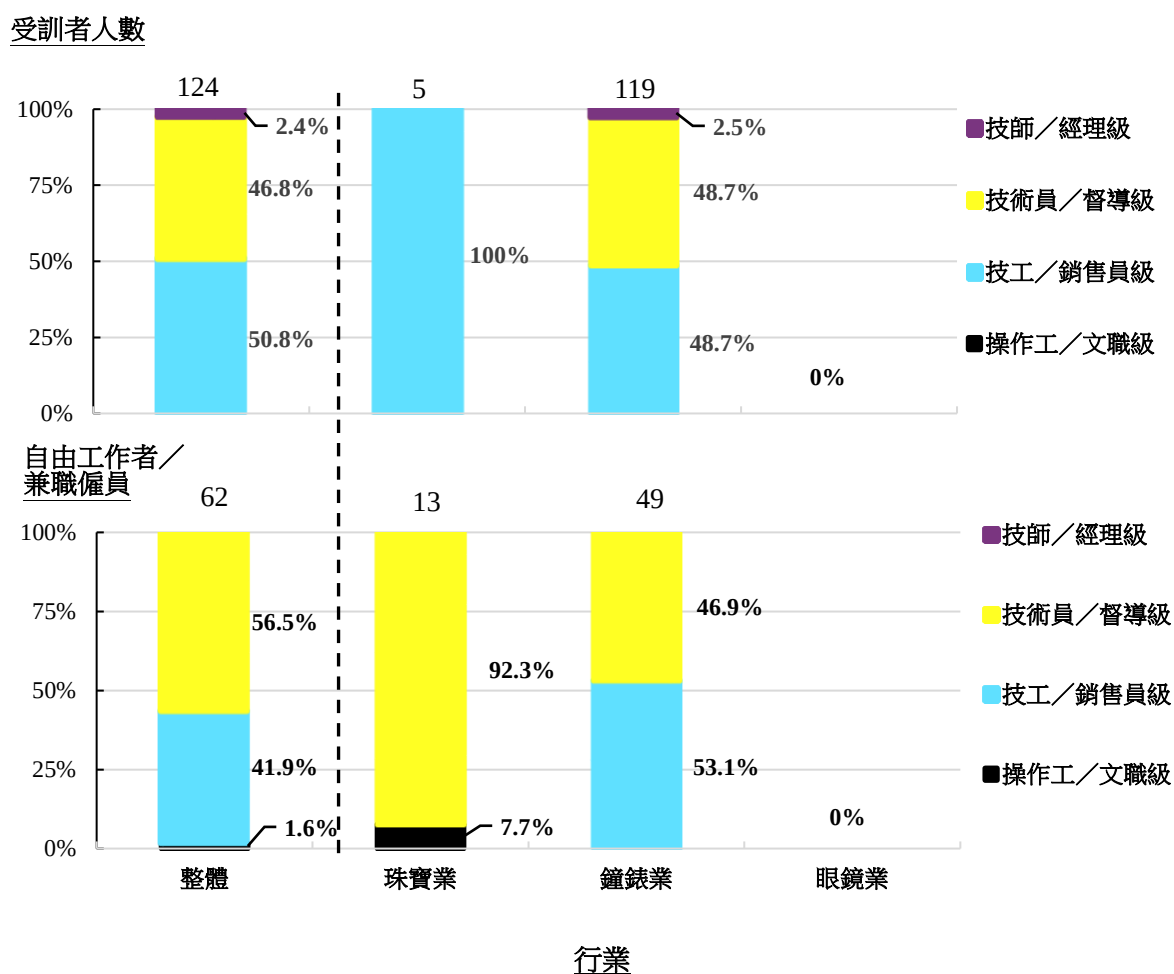
表 4.4 僱員人數最多的主要職位
(跨行業)

僱員人數最多的職位	僱員數目 [#]	佔相關行業 (%)
1. 珠寶營銷／市場主任	5 768	46.3%
2. 營銷／市場主任(時計／眼鏡產品)	3 646	51.7%
3. 珠寶營銷／市場經理	2 504	20.1%
4. 營銷／市場經理(時計／眼鏡產品)	1 133	16.1%
5. 鐘錶維修技術員	746	10.6%
註： [#] 上述職位已佔整體 20 322 名僱員的 67.9%		

E. 受訓者和自由工作者／兼職僱員

4.10 調查期間，珠寶及鐘錶業內亦合共僱用了 124 名受訓者及 62 名自由工作者／兼職僱員。他們主要受聘於鐘錶業（分別有 119 名及 49 名）。而珠寶業則只有少數（分別有 5 名及 13 名）。按技能等級劃分，受訓者以技工／銷售員級僱員較多，而自由工作者／兼職僱員則以技術員／督導級僱員較多。眼鏡業則沒有僱用任何受訓者及自由工作者／兼職僱員。詳情請參閱下圖 4.5。

圖 4.5 各技能等級劃分受訓者和自由工作者／兼職僱員
(按行業劃分)



註：由於四捨五入，總百分比不一定等於 100%

4.11 下表 4.5 及 4.6 分別顯示珠寶、鐘錶及眼鏡業的受訓者及自由工作者／兼職僱員情況。

表 4.5 按行業和技能等級劃分的受訓者數目

行業	技師／ 經理級	技術員／ 督導級	技工／ 銷售員級	操作工／ 文職級	總計
珠寶業	0	0	5	0	5
鐘錶業	3	58	58	不適用	119
眼鏡業	0	0	0	0	0
總計	3	58	63	0	124

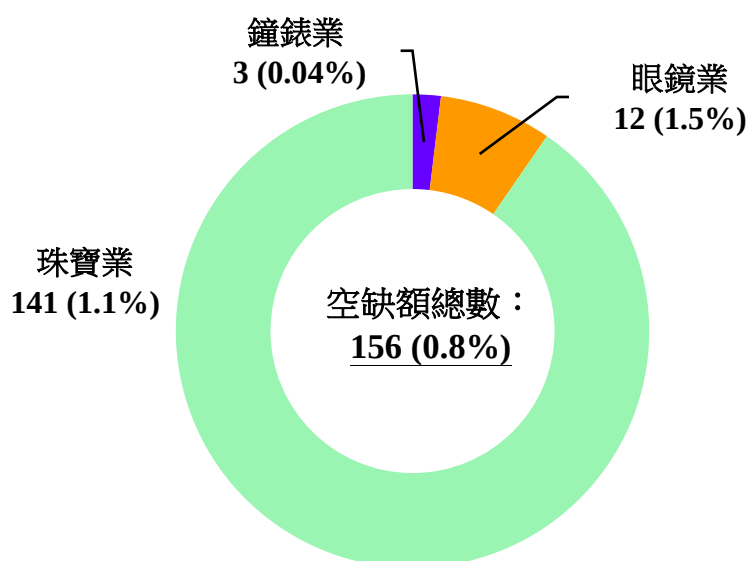
表 4.6 按行業和技能等級劃分的自由工作者／兼職僱員數目

行業	技師／ 經理級	技術員／ 督導級	技工／ 銷售員級	操作工／ 文職級	總計
珠寶業	0	12	0	1	13
鐘錶業	0	23	26	不適用	49
眼鏡業	0	0	0	0	0
總計	0	35	26	1	62

F. 空缺額

4.12 調查期間，業內共有 156 個全職職位空缺，其空缺率（即空缺數目佔職位總數的百分率）為 0.8%。按行業分析來看，大多數的職位空缺來自珠寶業（90.4%）。按技能等級分析，近四分之三的職位空缺來自技術員／督導級（73.1%），而操作工／文職級的空缺率則相對較高（6.1%）。整體來看，三個行業的空缺率均低於 2%。詳情請參閱下圖 4.6(a) 及 4.6(b)。

圖 4.6(a) 各行業劃分的空缺額分佈

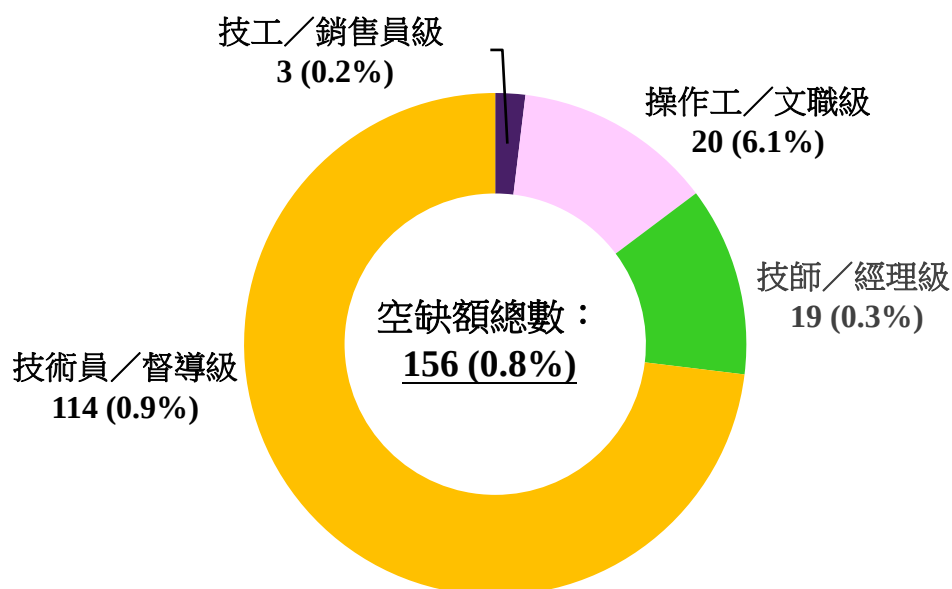


註：() 內的數字為空缺率

[空缺]是指該職位於統計日期懸空，須立刻填補，而正積極招聘人員填補。

$$\text{空缺率} = \frac{\text{空缺數目}}{\text{職位總數(僱員數目 + 空缺數目)}} \quad (\text{按個別行業計算})$$

圖 4.6(b) 各技能等級劃分的空缺額分佈



註：() 內的數字為空缺率

[空缺]是指該職位於統計日期懸空，須立刻填補，而正積極招聘人員填補。

$$\text{空缺率} = \frac{\text{空缺數目}}{\text{職位總數(僱員數目 + 空缺數目)}} \quad (\text{按個別職級計算})$$

4.13 空缺額最多的主要職位請參閱下表 4.7。

表 4.7 最多全職空缺的職位

空缺額最多的職位	空缺額 [#]	佔相關行業 (%)
1. 珠寶營銷／市場主任	43	30.5%
2. 珠寶設計員(手繪)	40	28.4%
3. 採購員	29	20.6%
4. 配石工	20	14.2%
5. 視光師(眼鏡)	12	100.0%
註： [#] 上述空缺佔整體 156 個空缺額的 92.3% 「空缺」是指該職位於統計日期懸空，須立刻填補，而正積極招聘人員填補。有關空缺數字可能受新冠肺炎疫情影響，導致僱主招聘意欲減低。		

G. 僱主預期未來的人力需求及業務狀況

僱主預期 2021 年的人力需求

4.14 鑒於 2018 年的中美貿易戰、2019 年的香港的社會事件、及 2020 年的新冠狀病毒疫情等因素，香港的經濟受多方面不同因素影響。調查期間，僱主預期未來一年中的人力需求會維持穩定，他們預期其職位數目由 2020 年 6 月的 20 478 個輕微增加至 2021 年同期的 20 554 個，增幅只有少於 1%。詳情請參閱下表 4.8。

表 4.8 僱主預測 2021 年的人力需求[#]
(按行業劃分)

行業	2020 年 職位數目 [^]	僱主預期 2021 年 的職位數目*	預測 2021 年 職位的 增加／減少	預測 2021 年 職位的 增加／減少 (%)
珠寶業	12 598	12 600	+2	+0.02%
鐘錶業	7 053	7 127	+74	+1.05%
眼鏡業	827	827	0	0.00%
整體	20 478	20 554	+76	+0.37%

[^] 職位數目 = 僱員人數 + 空缺額。

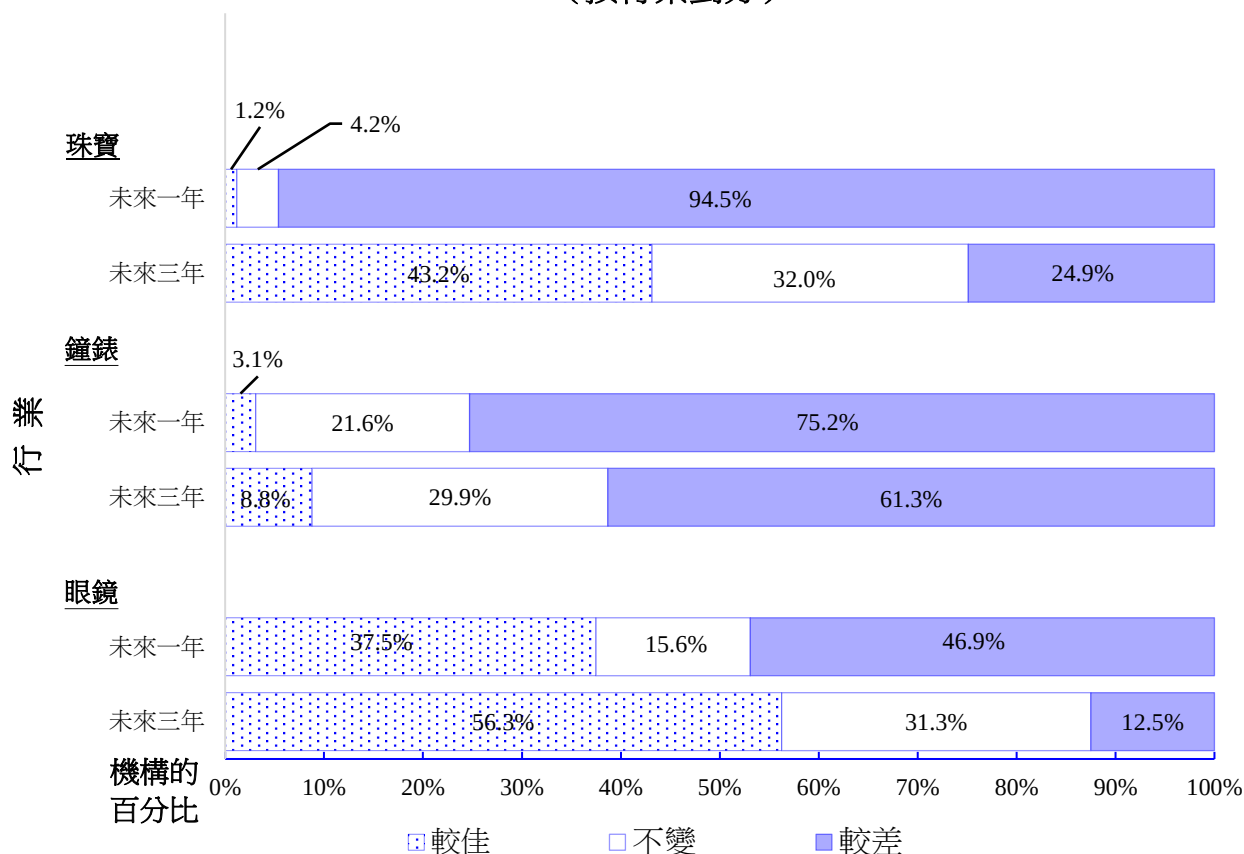
* 數字只反映僱主在 2020 年 6 月至 8 月調查期間對 2021 年人力需求的預測，2021 年的實際人力需求會受多方面不同因素影響。

[#] 謹此提醒讀者，鑒於 2019 年發生社會事件及隨後的新冠狀病毒疫情，導致全球與本地經濟出現多種不明朗因素，因此詮釋僱主預測人力需求時務請審慎。

僱主預期未來一年及未來三年的業務狀況

4.15 調查顯示，三個行業的僱主均較多預期未來一年的業務狀況會較差（珠寶業有 94.5%；鐘錶業有 75.2%；眼鏡業有 46.9%）。而未來三年的業務情況來看，珠寶及眼鏡業有較多的僱主認為業務會較佳（分別有 43.2% 及 56.3%），而鐘錶業則仍有多數僱主認為業務會較差（61.3%）。詳情請參閱下圖 4.7。

圖 4.7 僱主預期未來一年及未來三年的業務狀況
（按行業劃分）



註：由於四捨五入，總百分比不一定等於 100%

H. 薪酬情況

4.16 整體而言，所有行業僱員的每月平均薪酬大多介乎 \$15,001 至 \$25,000 之間。按行業分析來看，在珠寶及鐘錶業中，各技能等級僱員的每月平均薪酬與整體所有行業的情況大致相若。而眼鏡業的各技能等級僱員的月薪則相對較珠寶及鐘錶業為高。有關的差距在技師／經理級尤為明顯，特別在眼鏡業中多數是 \$40,000 以上（佔 69.0%），這情況或由於技師／經理級僱員大多以視光師為主（佔該職級的 70.5%¹²）。此外，珠寶及鐘錶業的技師／經理級僱員多數是 \$20,001 至 \$30,000，分別佔 61.0% 及 67.9%。詳情請參閱下表 4.9。

¹² 調查顯示，眼鏡業共僱用 189 名視光師，佔整體 268 名技師／經理級僱員中 70.5%。

表 4.9 僱員之每月平均薪酬
(按行業及技能等級劃分)

行業	技師／ 經理級	技術員／ 督導級	技工／ 銷售員級	操作工／ 文職級	整體
珠寶業	\$20,001 - \$30,000 (61.0%)	\$15,001 - \$25,000 (70.5%)	\$10,001 - \$20,000 (84.9%)	\$15,001 - \$25,000 (71.2%)	\$15,001 - \$25,000 (58.9%)
鐘錶業	\$20,001 - \$30,000 (67.9%)	\$15,001 - \$25,000 (91.4%)	\$10,001 - \$20,000 (91.3%)	沒有相關 職級	\$15,001 - \$25,000 (76.0%)
眼鏡業	> \$40,000 (69.0%)	\$20,001 - \$25,000 (86.9%)	\$15,001 - \$20,000 (99.7%)	沒有相關 職級	\$15,001 - \$25,000 (67.6%)
整體	\$20,001 - \$30,000 (61.5%)	\$15,001 - \$25,000 (78.1%)	\$10,001 - \$20,000 (90.6%)	\$15,001 - \$25,000 (71.2%)	

() 內的數字代表「佔該技能等級的僱員人數比率」

4.17 按技能等級劃分來看，技師／經理級的月薪較高，多數在 \$20,001 至 \$30,000（佔 61.5%），其次是技術員／督導級和操作工／文職級（\$15,001 至 \$25,000；分別佔 78.1% 及 71.2%），而技工／銷售員級的月薪則相對較低（\$10,001 至 \$20,000；佔 90.6%）。詳情請參閱下表 4.10。

表 4.10 僱員之每月平均薪酬
(按技能等級劃分)

每月平均薪酬	技師／ 經理級	技術員／ 督導級	技工／ 銷售員級	操作工／ 文職級	整體
\$10,000 或以下	0.0%	0.0%	0.0%	6.8%	0.1%
\$10,001 - \$15,000	0.0%	14.4%	28.0%	22.0%	11.7%
\$15,001 - \$20,000	4.0%	49.9%	62.6%	39.5%	38.3%
\$20,001 - \$25,000	28.9%	28.2%	9.5%	31.7%	26.9%
\$25,001 - \$30,000	32.6%	6.7%	0.0%	0.0%	13.1%
\$30,001 - \$40,000	18.2%	0.9%	0.0%	0.0%	5.5%
\$40,000 以上	16.4%	0.0%	0.0%	0.0%	4.5%

備註： 表示在所屬技能等級佔較高比例。

I. 過去12個月的人手流動情況

整體情況

4.18 整體而言，在過去 12 個月內，業內新聘的人手（524 人）佔離職人數（1 112 人）不足一半（47.1%），顯示仍有 588 名僱員離職後未有填補其空缺。另外，內部晉升的情況亦佔少數（則有 49 人），故不足以填補離職的人手。詳情請參閱下表 4.11(a) 及 4.11(b)。

**表 4.11(a) 過去 12 個月整體的人手流動情況
（按技能等級劃分）**

	技師／ 經理級	技術員／ 督導級	技工／ 銷售員級	操作工／ 文職級	整體
(a) 離職人數	109	794	180	29	1 112
(b) 新聘人數	65	364	66	29	524
(c) = (b) – (a) (人數相差)	-44	-430	-114	0	-588

表 4.11(b) 過去 12 個月內部晉升情況

	內部晉升人數
由技術員／督導級晉升至技師／經理級	7
由技工／銷售員級晉升至技術員／督導級	42
由其他職級晉升至技工／銷售員級	0
整體	49

4.19 調查顯示，在不同行業中有部分機構沒有因應有僱員離職而進行招聘或內部晉升安排，當中以珠寶及眼鏡業機構的技工／銷售員級僱員離職較為顯著，這反映部分機構或有意縮減技工／銷售員級僱員的人手。

離職僱員人數

4.20 在過去 12 個月內，珠寶、鐘錶及眼鏡業總計有 1 112 名僱員離職，整體離職率（即離職人數佔職位總數的百分率）為 5.4%。按行業及技能等級分析，離職率最高的是眼鏡業中的技工／銷售員級（21.9%），其次是鐘錶業中的技術員／督導級（12.2%）及珠寶業的技工／銷售員級（10.4%）。詳情請參閱下表 4.12。

表 4.12 過去 12 個月的離職僱員人數
(按行業及技能等級劃分)

行業	技師／ 經理級	技術員／ 督導級	技工／ 銷售員級	操作工／ 文職級	整體
珠寶業	43 (1.3%)	242 (2.9%)	61 (10.4%)	29 (8.8%)	375 (3.0%)
鐘錶業	53 (2.9%)	547 (12.2%)	56 (7.5%)	-	656 (9.3%)
眼鏡業	13 (4.6%)	5 (1.9%)	63 (21.9%)	-	81 (9.8%)
(a) 離職僱員人數	109	794	180	29	1 112
(b) 職位總數 (僱員人數 + 空缺額)	5 554	12 975	1 620	329	20 478
(c) 離職率 = (a) / (b)	2.0%	6.1%	11.1%	8.8%	5.4%

新招聘的僱員人數

4.21 下表 4.13 亦顯示，在過去 12 個月內，業內總計有 524 名新聘僱員，其中大部分（456 人；87.0%）為入職前具本業經驗的新聘僱員。按行業分析來看，相關比例在珠寶業中較低（74.9%；對比鐘錶業的 93.0% 及眼鏡業的 100%）。此外，按技能等級分析來看，技工／銷售員級的新聘僱員中具本業經驗的比例較低（54.5%），其他職級的相應比例則在九成以上（約 91% - 97%）。

表 4.13 過去 12 個月的新招聘僱員人數[#]
(按行業及技能等級劃分)

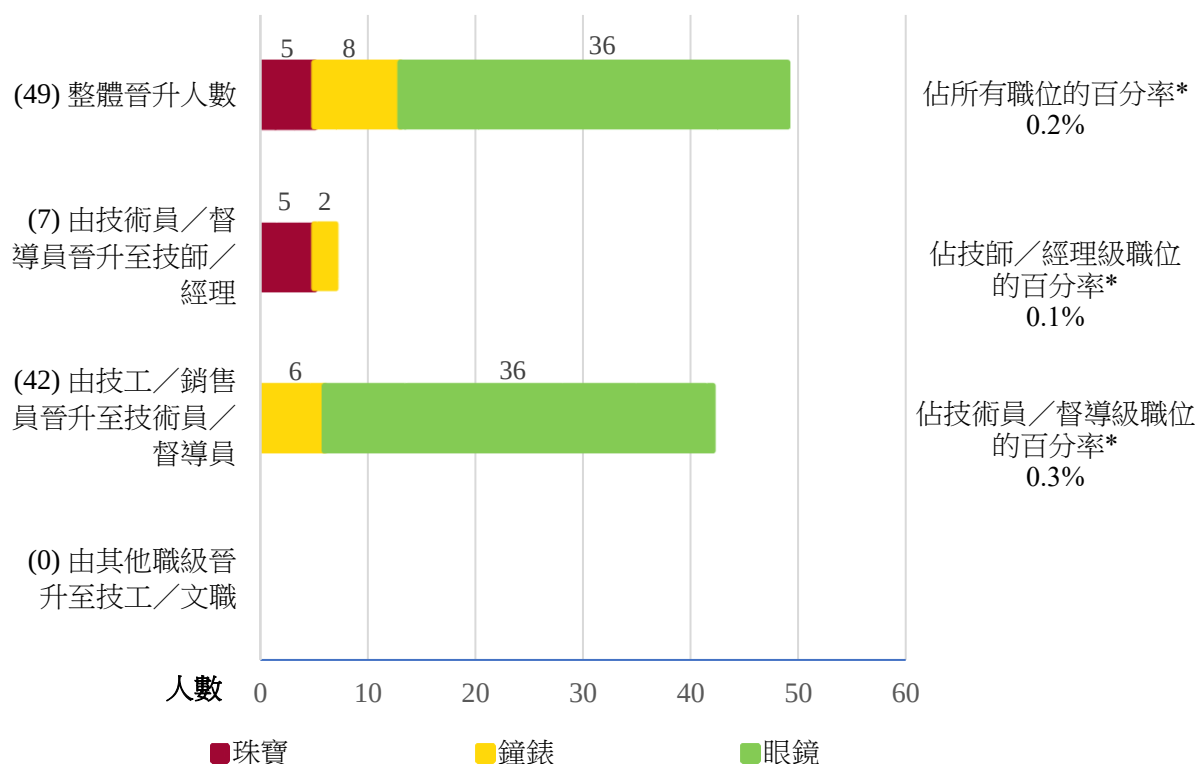
行業	技師／ 經理級	技術員／ 督導級	技工／ 銷售員級	操作工／ 文職級	整體
珠寶業	14 (64.3%)	118 (72.9%)	18 (61.1%)	29 (96.6%)	179 (74.9%)
鐘錶業	38 (100%)	246 (100%)	46 (50.0%)	-	330 (93.0%)
眼鏡業	13 (100%)	0 (0.0%)	2 (100%)	-	15 (100%)
(a) 新聘僱員人數	65	364	66	29	524
(b) 入職前具本業經驗的新聘僱員人數	60	332	36	28	456
(c) = (b)/(a) 入職前具本業經的新聘僱員比率	92.3%	91.2%	54.5%	96.6%	87.0%

註：[#]上述的百分比是新招聘僱員人數中具本業經驗的比率。

內部晉升僱員

4.22 在過去 12 個月內，業內總計有 49 名僱員在機構內部晉升至更高職級，其中大部分由技工／銷售員晉升至技術員／督導員（42 人；85.7%），少數由技術員／督導員晉升至技師／經理（7 人；14.3%）。按行業分析來看，多數的晉升僱員來自眼鏡業（36 人；73.5%）。詳情請參閱下圖 4.8。

圖 4.8 過去 12 個月內的內部晉升僱員
（按行業及技能等級劃分）



* 晉升百分率 = $\frac{\text{晉升至該職級的人數}}{\text{該職級的僱員數目} + \text{空缺數目}}$

J. 招聘困難

4.23 整體而言，在 4 517 有相關從業員的機構中，當中 338 間（佔 7.5%）在調查前 12 個月內有進行招聘。

4.24 在過去 12 個月內，在招聘技工／銷售員級僱員時，珠寶業僱主相對有較高比例遇到招聘困難（96.0%）。除操作工／文職級外，他們在招聘各技能等級的僱員方面均提出「應徵者缺乏相關經驗及訓練」是一大主要困難。這或可反映 4.21 段提到，在珠寶業的新聘僱員中，具本業經驗的比率較其他兩個行業為低的原因。

4.25 其他較多提及的招聘困難原因包括「香港普遍勞工短缺」、「院校有關學系畢業生數目不足」、「應徵者不了解行業的就業及發展機會」及「應徵者認為薪酬及附帶福利未能符合其要求」等。表4.14(a-c)列出各行業在過去12個月內進行招聘時所遇到招聘困難的原因。

**表 4.14(a-c) 過去 12 個月的主要招聘困難
(按行業和技能等級劃分)**

(a) 珠寶業：

	技師／ 經理級	技術員／ 督導級	技工／ 銷售員級	操作工／ 文職級
有招聘相關職級僱員的機構中， 遇到招聘困難的比率	91.4%	59.3%	96.0%	0.0%
<u>主要招聘困難</u>				
應徵者缺乏相關經驗及訓練	91.4%	56.5%	84.0%	0.0%
香港普遍勞工短缺	71.4%	26.9%	92.0%	0.0%
院校有關學系畢業生數目不足	71.4%	25.0%	0.0%	0.0%

註：個別機構或會有多於一項招聘困難，百分比總和或會大於100%。

(b) 鐘錶業：

	技師／ 經理級	技術員／ 督導級	技工／ 銷售員級	操作工／ 文職級
有招聘相關職級僱員的機構中， 遇到招聘困難的比率	6.5%	60.0%	0.0%	0.0%*
<u>主要招聘困難</u>				
應徵者缺乏相關經驗及訓練	6.5%	60.0%	0.0%	0.0%*
應徵者不了解行業的就業及發展 機會	3.2%	60.0%	0.0%	0.0%*
應徵者認為薪酬及附帶福利未能 符合其要求	6.5%	0.0%	0.0%	0.0%*

註：個別機構或會有多於一項招聘困難，百分比總和或會大於100%。

*是次人力調查中沒有此技能等級。

(c) 眼鏡業：

	技師／ 經理級	技術員／ 督導級	技工／ 銷售員級	操作工／ 文職級
有招聘相關職級僱員的機構中， 遇到招聘困難的比率	92.3%	沒有進行 招聘	0.0%	沒有進行 招聘
<u>主要招聘困難</u>				
院校有關學系畢業生數目不足	92.3%	-	0.0%	-
應徵者認為薪酬及附帶福利未能 符合其要求	92.3%	-	0.0%	-

註：個別機構或會有多於一項招聘困難，百分比總和或會大於100%。

K. 僱員宜有的教育程度

4.26 按行業分析，可見珠寶業僱主對僱員的學歷要求傾向較其他兩個行業的為低。在珠寶業中，技師／經理級宜有學士學位的比例只有 46.6%，技術員／督導級宜有的教育程度較多是中四至中七（50.5%），技工／銷售員級宜有的教育程度有相當比例是中三或以下（39.6%）。反之，在眼鏡業中，技師／經理級宜有學士學位的比例高達 92.5%，與每月薪酬的情況相似，原因是技師／經理級之僱員大多以視光師為主（佔該職級的 70.5%¹³）。詳情請參閱下表 4.15。

表 4.15 僱員宜有的教育程度
（按行業和技能等級劃分）

行業	技師／經理級	技術員／督導級	技工／銷售員級
珠寶業	學士學位 (46.6%)	中四至中七 (50.5%)	中四至中七 (50.8%) 中三或以下 (39.6%)
鐘錶業	學士學位 (53.5%)	文憑／證書 (54.2%)	中四至中七 (88.1%)
眼鏡業	學士學位 (92.5%)	文憑／證書 (77.9%)	中四至中七 (100%)

註：() 內的數字代表「佔該技能等級的僱員人數百分率」。

4.27 整體而言，業內僱主較傾向認為技師／經理級宜有學士學位（佔該職級僱員人數的 51.1%），技術員／督導級宜有中四至文憑／證書程度（佔該職級僱員人數的 70.8%），而技工／銷售員級則只需要中四至中七程度（佔該職級僱員人數的 76.7%）。詳情請參閱下表 4.16。

表 4.16 僱員宜有的教育程度
（按技能等級劃分）

宜有教育程度	技師／經理級	技術員／督導級	技工／銷售員級	整體
研究生學位	0.9%	0.0%	0.0%	0.2%
學士學位	51.1%	15.8%	0.0%	24.3%
副學位	8.2%	13.3%	0.0%	10.8%
文憑／證書	14.1%	31.6%	6.3%	24.7%
中四至中七	25.6%	39.2%	76.7%	38.5%
中三或以下	0.0%	0.0%	16.9%	1.4%
整體	學士學位 (51.1%)	中四至文憑／證書 (70.8%)	中四至中七 (76.7%)	

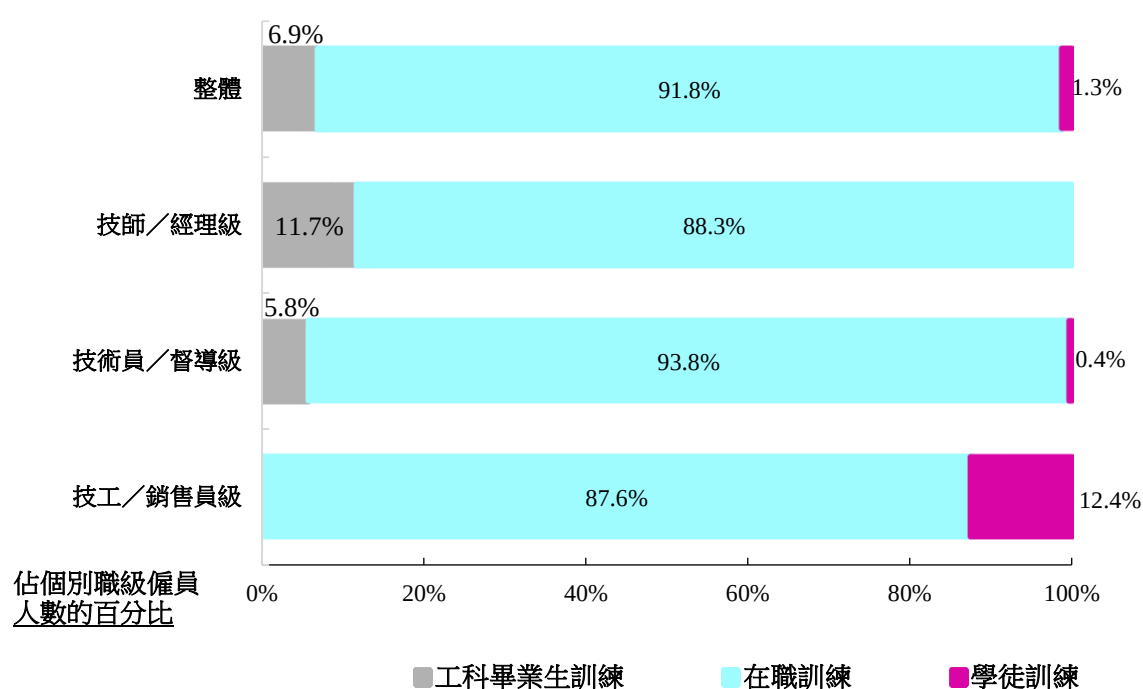
註： 表示在所屬技能等級佔較高比例。

¹³ 調查顯示，眼鏡業共僱用189名視光師，佔整體268名技師／經理級僱員中70.5%。

L. 僱員宜有的培訓方式

4.28 就僱員宜有的培訓方式，不同行業的僱主均大多認為僱員適宜以「在職訓練方式」接受培訓（佔各個行業及各技能等級僱員人數的 85% 以上）。詳情請參閱下圖 4.9。

圖 4.9 僱員宜有的培訓方式
(按行業及技能等級劃分)



珠寶業	5.4%	93.0%	1.6%
鐘錶業	9.4%	90.1%	0.5%
眼鏡業	10.0%	86.0%	4.0%

M. 僱員宜有的訓練期

4.29 整體而言，僱主較傾向認為技師／經理級宜有 2 年至少於 4 年的訓練期（佔該職級僱員人數的 66.4%），技術員／督導級宜有 1 年至少於 3 年的培訓（佔該職級僱員人數的 77.8%）。而技工／銷售員級的僱主則各有不同意見，鐘錶業的僱主較傾向認為 3 年至少於 4 年合適（佔 61.6%），眼鏡業的僱主較傾向認為 6 個月至少於 12 個月合適（佔 91.7%）。詳情請參閱下表 4.17(a) 及 4.17(b)。

表 4.17(a) 僱員宜有訓練期
(按行業和技能等級劃分)

行業	技師／經理級	技術員／督導級	技工／銷售員級
珠寶業	3 - < 4 年 (47.8%)	1 - < 3 年 (74.3%)	2 - < 4 年 (57.5%)
鐘錶業	2 - < 4 年 (69.9%)	1 - < 3 年 (83.9%)	3 - < 4 年 (61.6%)
眼鏡業	1 - < 3 年 (53.8%) 3 年或以上 (46.3%)	1 - < 3 年 (92.7%)	6 - < 12 個月 (91.7%)
整體	2 - < 4 年(66.4%)	1 - < 3 年 (77.8%)	3 - < 4 年 (36.9%) 6 - < 12 個月 (25.5%)

() 內的數字代表「佔該技能等級的僱員人數比率」。

表 4.17(b) 僱員宜有的訓練期
(按技能等級劃分)

宜有 訓練期	技師／ 經理級	技術員／ 督導級	技工／ 銷售員級	整體
少於 6 個月	0.0%	0.0%	2.9%	0.3%
6 - < 12 個月	0.0%	6.4%	25.5%	6.3%
1 - < 2 年	14.8%	33.2%	4.8%	25.9%
2 - < 3 年	25.8%	44.6%	17.5%	37.3%
3 - < 4 年	40.6%	11.1%	36.9%	21.2%
4 年或以上	18.8%	4.6%	12.3%	9.1%

備註： 表示在所屬技能等級佔較高比例。

N. 在未來 12 個月的培訓需要

4.30 調查顯示，珠寶和鐘錶業僱主認為業內僱員在未來 12 個月需要接受「業內專業技能」的培訓，包括「寶石產品知識」、「珠寶鑒定、檢測及認證知識及技能」、「鐘錶產品知識及技能」及「鐘錶維修及售後服務知識及技能」等。而眼鏡業的僱主則較多提出僱員需要「通用技能」的培訓，包括「解決問題技巧」及「顧客服務及溝通技巧」。而按技能等級分析，較多僱主認為各個職級的僱員均需要「通用技能」的培訓，例如「銷售技巧」、「顧客服務及溝通技巧」及「解決問題技巧」。

4.31 表 4.18(a-c)列出珠寶、鐘錶和眼鏡業各門類及技能等級劃分中，僱主認為在未來 12 個月為其僱員提供最重要的培訓種類。

表 4.18(a-c) 未來 12 個月的培訓需要
(按行業門類及技能等級劃分)

(a) 珠寶業：

門類	技師／經理級	技術員／督導級	技工／銷售員級
製造	- 管理技能 (如解決問題、決策、領導才能及危機管理) - 銷售技巧 - 寶石產品知識 - 電腦技巧	- 珠寶鑒定、檢測及認證知識及技能 - 電腦技巧 - 銷售技巧 - 寶石產品知識	- 珠寶鑒定、檢測及認證知識及技能 - 電腦技巧 - 寶石產品知識 - 解決問題技巧
批發及出入口	- 銷售技巧 - 顧客服務及溝通技巧 - 寶石產品知識 - 珠寶鑒定、檢測及認證知識及技能	- 銷售技巧 - 顧客服務及溝通技巧 - 寶石產品知識 - 珠寶鑒定、檢測及認證知識及技能	- 解決問題技巧 - 電腦技巧 - 銷售技巧 - 寶石產品知識
修理	- 管理技能 (如解決問題、決策、領導才能及危機管理) - 寶石產品知識 - 顧客服務及溝通技巧 - 解決問題技巧	- 管理技能 (如解決問題、決策、領導才能及危機管理) - 引導技能／人際關係管理 - 寶石產品知識 - 珠寶鑒定、檢測及認證知識及技能	- 寶石產品知識 - 珠寶鑒定、檢測及認證知識及技能 - 解決問題技巧 - 顧客服務及溝通技巧
珠寶鑒定、檢測及認證	- 管理技能 (如解決問題、決策、領導才能及危機管理) - 寶石產品知識 - 珠寶鑒定、檢測及認證知識及技能	- 寶石產品知識 - 珠寶鑒定、檢測及認證知識及技能 - 設計概念知識及軟件運用	- 珠寶鑒定、檢測及認證知識及技能 - 寶石產品知識 - 電腦技巧

(b) 鐘錶業：

門類	技師／經理級	技術員／督導級	技工／銷售員級
製造	- 鐘錶產品知識及技能 - 解決問題技巧 - 管理技能（如解決問題、決策、領導才能及危機管理） - 鐘錶維修及售後服務知識及技能	- 鐘錶產品知識及技能 - 鐘錶維修及售後服務知識及技能 - 解決問題技巧 - 管理技能（如解決問題、決策、領導才能及危機管理） - 引導技能／人際關係管理	- 解決問題技巧 - 設計概念知識及軟件運用 - 顧客服務及溝通技巧 - 電腦技巧
批發及出入口	- 管理技能（如解決問題、決策、領導才能及危機管理） - 鐘錶產品知識及技能 - 顧客服務及溝通技巧 - 銷售技巧	- 鐘錶維修及售後服務知識及技能 - 鐘錶產品知識及技能 - 銷售技巧 - 顧客服務及溝通技巧	- 鐘錶維修及售後服務知識及技能 - 鐘錶產品知識及技能 - 設計概念知識及軟件運用 - 解決問題技巧
修理	電腦技巧	- 鐘錶產品知識及技能 - 鐘錶維修及售後服務知識及技能 - 銷售技巧	- 鐘錶產品知識及技能 - 鐘錶維修及售後服務知識及技能 - 電腦技巧

(c) 眼鏡業：

門類	技師／經理級	技術員／督導級	技工／銷售員級
製造	- 管理技能（如解決問題、決策、領導才能及危機管理） - 解決問題技巧 - 顧客服務及溝通技巧 - 銷售技巧	- 顧客服務及溝通技巧 - 解決問題技巧 - 管理技能（如解決問題、決策、領導才能及危機管理） - 銷售技巧 - 電腦技巧	沒有此職級

門類	技師／經理級	技術員／督導級	技工／銷售員級
零售	• 管理技能(如解決問題、決策、領導才能及危機管理) • 顧客服務及溝通技巧 • 銷售技巧 • 電腦技巧	• 銷售技巧 • 管理技能（如解決問題、決策、領導才能及危機管理) • 引導技能／人際關係管理 • 顧客服務及溝通技巧 • 解決問題技巧	沒有此職級

V. 人力分析

A. 人力變化

5.1 「2020 年珠寶及鐘錶業人力調查」為首次本行業的人力調查報告，因此報告內的人力調查數據與 2016 年金屬業人力調查報告（當中包括珠寶及鐘錶業的人力情況）的比較並不適用。

B. 業務展望

5.2 按照2020年間的珠寶、鐘錶及眼鏡業人力變化，及透過電話訪問所收集的業界看法和訓練委員會的專家意見，業內的主要發展概述如下：

新冠病毒疫情帶來的影響

整體經濟情況

5.3 自2020年3月以來，新冠病毒疫情（疫情）迅速蔓延至世界大部分地區，對全球和本地經濟帶來全方位的打擊。根據2020年10月國際貨幣基金組織的「世界經濟展望」指出，第二季主要經濟體趨穩下可重啓經濟、中國經濟復蘇力度強勁，以及環球經濟在第三季的復蘇較預期快。全球經濟增長預測¹⁴調整為-4.4%。然而，歐洲國家的染疫個案數字自下半季起再度急升，迫使多國政府再次收緊社交距離措施或重啟不同程度的封鎖措施，令短期的環球經濟增加了不明朗因素。

5.4 本地經濟方面，「二零二零年第三季經濟報告¹⁵」指出，香港經濟的整體表現在第三季稍見改善。實質本地生產總值按年下跌 3.5%，較第二季 9.0%的跌幅明顯收窄。內部需求方面，情況稍有改善但仍然疲弱。第三季私人消費開支按年實質顯著下跌 8.2%，儘管較上一季 14.2%的紀錄跌幅大為收窄。另外，根據政府統計處早前公佈，2020 年 11 月份零售業銷售按年下跌 4%，當中「珠寶首飾、鐘錶及名貴禮物」的銷貨價值下跌 16.1%¹⁶。展望未來，政府預測 2020 年經濟增長為-6.1%。

¹⁴ 國際貨幣基金組織《世界經濟展望》(2020年10月) [《世界經濟展望》2020年10月 \(imf.org\)](https://www.imf.org/publications/external/eng/abstracts/2020/10/01/20201001)

¹⁵ 二零二零年第三季經濟報告(2020年11月) [二零二零年第三季經濟報告 \(hkeconomy.gov.hk\)](https://www.hkeconomy.gov.hk/eng/quarterly-reports/quarterly-reports-2020)

¹⁶ 二零二零年11月份零售業銷貨額臨時統計數字 (2020年11月)

[新聞稿 \(2021年1月4日\) :二零二零年十一月份零售業銷貨額臨時統計數字 | 政府統計處 \(censtatd.gov.hk\)](https://www.censtatd.gov.hk/eng/news-releases/2021/01/04/20210104)

5.5 為了緩解疫情對香港經濟的創傷，政府推出了最大規模的紓困措施包括成立「防疫抗疫基金」及推出「保就業」計劃，以穩定經濟和就業及保障民生。此外，為了遏制疫情蔓延，政府採取了嚴格的防疫措施例如收緊社交距離的「限聚令」。上述種種原因及措施導致私人消費和營商氣氛仍然疲弱。隨著本港出現第四波疫情及「保就業」計劃於 2020 年 11 月不再提供支援，預計各企業出現裁員情況，勞工市場將進一步惡化，本地經濟前景仍面對一定的不確定性。

珠寶、鐘錶及眼鏡業情況

5.6 疫情亦對全球珠寶及鐘錶產品市場帶來沉重打擊。全球管理諮詢公司貝恩（Bain）¹⁷在2020年11月的研究報告指出，全球個人奢侈品市場在2020年收縮約23%，預計未來至少2至3年才能回復至疫情前水平。相反，隨著早前中國疫情受控及經濟迅速復蘇，中國奢侈品市場消費表現突出，同期增長45%。

5.7 由於疫情未能受控，多個國家實施封關及暫停非必要商業活動，導致製造生產商（包括產品批發界別）減慢生產線或面臨全面停頓，嚴重影響其業務發展。此外，疫情令各種實體展覽活動及研討會完全停頓。展覽商決定把展覽活動移師網上舉行，海外買家及參展商可透過網上平台進行商貿交易，但此新交易模式卻不予雙方進行實體會面，令製造生產商及產品批發界別在現階段較難掌握如何透過此網上交易平台接觸有潛質的客戶及解決相關技術問題。

5.8 在疫情全球大流行下，訪港旅遊業及跨境客運亦維持停頓，令珠寶及鐘錶產品零售界別業務受到重創。全球管理諮詢公司貝恩報告亦指出，香港及澳門等地區成為最差的個人奢侈品市場。以「珠寶零售」為例，售賣名貴珠寶之零售商店只能依賴向熟客推廣產品，如使用智能電話定期進行直播或安排視頻介紹。

5.9 在眼鏡業內，眼鏡及其配件（如太陽眼鏡產品）除屬潮流產品種類外，亦屬於必需品。本地眼鏡零售方面，疫情令眼鏡成為防疫安全產品之一，中低檔產品需求上升。而眼鏡製造方面，全球供求情況亦因疫情關係大受影響，當中對原件製造(OEM)的出口商業業務影響較大。

中美貿易戰帶來不明朗因素

5.10 自2018年開始，中美貿易磨擦越演越烈。隨著中央政府於2020年7月在港實施「國家安全法」後，美國更取消香港特殊待遇和要求輸入美國的「香港製造」商品之標籤改為「中國製造」等措施。美國海關早前已發出通知，指出在2020年11月10日或之後起，各類香港原產商品進入美國時一律須把原產地標示

¹⁷ 2020年全球奢侈品看中國，入門級奢侈品最受歡迎（原文網址：<https://kknews.cc/finance/6rren93.html>）

為「中國」。由於美國是香港主要珠寶出口市場，這些措施對珠寶製造生產商帶來更多不明朗的影響。為避免繳付額外關稅，部份買家更要求本地珠寶製造商於其他國家地區進行珠寶生產或探討在其他地區生產的可行性。鐘錶製造方面，美國海關規定鐘錶產品（如手錶）必須標名原產地，而機芯的原產地須清晰地顯示在錶面或錶背的外殼¹⁸。由於美國只屬其中一個鐘錶出口市場及其機芯原產地等因素，故香港鐘錶產品可按美國海關要求繼續報稱「香港」為原產地，因此，中美貿易摩擦對鐘錶業影響不大。相反，眼鏡業受中美貿易摩擦有所影響，部分原產自中國內地的眼鏡及鏡片進口美國時需繳付額外關稅，其稅率自2020年2月14日起下調至7.5%¹⁹。

行業「新常態」

重整店舖網絡及人手數目

5.11 過去數年，珠寶及鐘錶零售界別分別出現店舖過分擴張的情況。受疫情影響，此界別紛紛重新規劃其零售店舖網絡及調整人手數目，並改變商店的角色以進一步提升客戶的體驗。業界預計未來其零售店舖的營運模式則不需大量人手。

珠寶、鐘錶及眼鏡產品趨勢

5.12 就產品趨勢方向，隨著年青一代消費者越來越著重個人風格及熱愛傳統工藝，「個人化產品設計」將成主要趨勢。珠寶業方面，消費者認為珠寶首飾已成為日常飾物之一，配合展現個人風格，而其珠寶款式的設計亦越來越受時裝潮流影響²⁰。鐘錶業方面，業界則建議企業注入更多創新意念，例如與不同時尚品牌合作，引進更多「特別限量版」款式，增加產品的多元化種類。此外，隨著消費者在疫情下更著重健康護理，研發及引入更多醫療和保健技術功能的「智能手錶」產品繼續成為其中一個受歡迎的產品類別之一。眼鏡業方面，部分本港製造商亦把握時機擴充其原創品牌業務，及一些大規模的眼鏡企業亦進一步拓展內地市場。

¹⁸ 香港鐘錶業概況(2020年12月24日) (原文網址：[香港鐘錶業概況 | 香港貿易發展局經貿研究 \(hktdc.com\)](http://hktdc.com))

¹⁹ 香港眼鏡業概況, (2020年11月13日) (原文網址：[香港眼鏡業概況 | 香港貿易發展局經貿研究 \(hktdc.com\)](http://hktdc.com))

²⁰ 香港珠寶業概況(2020年8月28日) (原文網址：[香港珠寶業概況 | 香港貿易發展局經貿研究 \(hktdc.com\)](http://hktdc.com))

物流供應鏈改變

5.13 此外，疫情亦令全球的物流供應鏈出現重大改變，包括新經營和發展模式等。其中一個主要方向是加速了珠寶、鐘錶及眼鏡業進入「數碼轉型」去維持其業務發展。例如企業面對轉型涉及供應鏈改變（包括產品生產線、貨品運輸）、營運成本、打破地域限制的產品宣傳、顧客體驗以及消費者購物習慣的轉變等。面對供應鏈的挑戰，企業應加強與供應商及物流商聯繫和合作，建立「可持續信任」的供應鏈夥伴關係，令其物流供應更加流暢。另外，在貨品運輸方面，企業亦可考慮與同業共享運輸資源的可行性，有助降低營運成本，令安排更具彈性。

雙線銷售及推廣渠道

加強線上銷售及宣傳

5.14 在疫情影響下，部份大型產品零售商除加強運用大數據去分析顧客消費模式外，亦引進更多人工智能和擴張實境等技術去發展應用程式，為顧客提供不同體驗和更多「個人化」的產品及服務。

5.15 同樣地，疫情令業界進一步使用電子商貿、社交媒體（如 Facebook、Instagram、WhatsApp、微信）及網上購物平台（例如天貓、京東、阿里巴巴、亞馬遜、淘寶網或小紅書等）為主要銷售及宣傳推廣渠道，當中以中低檔及時尚款式產品為主，其銷售情況出現顯著上升。而各大名貴珠寶及奢侈鐘錶品牌紛紛積極發展及使用線上銷售及宣傳渠道，以彌補疫情下實體商店（線下）銷售的萎縮情況。眼鏡業方面，一些本地眼鏡零售品牌亦已開設電子商貿網站。再者，部份本地設計師品牌亦透過線上渠道銷售其產品，以及與本地及海外顧客建立關係¹⁹。

5.16 在各種網上營銷方式下，越來越多企業與關鍵意見領袖（KOL）／YouTuber 合作進行產品宣傳，此銷售及宣傳方式將繼續成為主流。有部份零售企業亦鼓勵或要求前線員工（如銷售人員等）透過使用智能電話定期進行直播或視頻廣播，為顧客介紹各種產品／服務和即時解答顧客的詢問。這種模式可加強與顧客的互動，亦有助維持業務發展。為加強香港市場的競爭力，業界亦需要定期參考內地使用電子商貿、網上購物、社交媒體平台及 KOL 作銷售及宣傳的最新發展。

線下銷售及宣傳

5.17 針對銷售名貴珠寶首飾及高級手錶的高檔產品類別時，消費者依然傾向前往實體商店選購和享受由專業銷售人員詳細講解名貴奢侈品的各種功能。對整體行業來說，業界表示電子商貿與實體商店依然成為雙線銷售及推廣渠道，達至相輔相成效果，長遠有助業務進一步發展。

未來人力需求

5.18 整體而言，行業在進入「新常態」的經濟模式下，上述提及的各種數碼轉型策略長遠有助珠寶、鐘錶及眼鏡業進一步持續發展，故業界人才必須掌握新興技術（如數位素養、數碼營銷等）的認識及應用。然而，雖然珠寶、鐘錶及眼鏡業屬手工藝及勞工密集模式的行業之一，但人與人之間的互動仍然十分重要。要支持珠寶、鐘錶及眼鏡業日新月異的發展，需要確保人力供應穩定，員工亦必須掌握豐富的業界知識、新興技能及以客為本的思維。

C. 人力推算及未來一年額外人手需求

人力推算及未來一年的額外人力需求

5.19 鑑於「2020年珠寶及鐘錶業人力調查」為首次本行業的人力調查報告，是次報告參考由僱主預期未來一年的人力需求情況作出推算。

5.20 為估計業內未來一年的額外人力需求，有關上述所提及的各行業的人力趨勢及離開本業人數的比率(即是「行業流失率²¹」)已納入考慮因素，並以統計算式推算有關數字。表 5.1(a-c)表列出各行業之未來一年額外人力需求的情況。推算結果顯示，主要額外人力需求預計來自珠寶及鐘錶業的技術員／督導級僱員，其次為珠寶及眼鏡業的技工／銷售員級僱員。

²¹ 「行業流失率」指因轉行、退休、移民及其他原因而離開珠寶、鐘錶及眼鏡業的僱員。

表5.1(a) 珠寶業未來一年的額外人力需求

技能等級	2020 年 人力需求 (a)	僱主預 期 2021 年的人力 需求 (b)	按年增長 (b-a) = (c)	行業 流失率	按年填補 流失僱員 人數 (d)	未來一年 額外培訓 人數 (c)+(d)
技師／ 經理級	3 438	3 436	(-2)	1.0%	34	32
技術員／ 督導級	8 245	8 249	4	1.9%	156	160
技工／ 銷售員級	586	586	0	8.5%	50	50

表5.1(b) 鐘錶業未來一年的額外人力需求

技能等級	2020 年 人力需求 (a)	僱主預 期 2021 年的人力 需求 (b)	按年增長 (b-a) = (c)	行業 流失率	按年填補 流失僱員 人數 (d)	未來一年 額外培訓 人數 (c)+(d)
技師／ 經理級	1 836	1 833	(-3)	0.8%	15	12
技術員／ 督導級	4 471	4 549	78	6.7%	304	382
技工／ 銷售員級	746	745	(-1)	4.4%	33	32

表5.1(c) 眼鏡業未來一年的額外人力需求

技能等級	2020 年 人力需求 (a)	僱主預 期 2021 年的人力 需求 (b)	按年增長 (b-a) = (c)	行業 流失率	按年填補 流失僱員 人數 (d)	未來一年 額外培訓 人數 (c)+(d)
技師／ 經理級	280	280	0	0%	0	0
技術員／ 督導級	259	259	0	1.9%	5	5
技工／ 銷售員級	288	288	0	21.2%	61	61

VI. 建議

6.1 基於調查結果與人力分析、業務展望與人力推算，以及受訪業內專家與訓練委員會的意見，現為珠寶、鐘錶及眼鏡業各持份者提供有關人力發展的建議。

建議

政府

- (a) 政府應該協助業界制訂合適人力資源的相關政策，培訓足夠業內人手支持珠寶、鐘錶及眼鏡業的持續發展。
- (b) 資助珠寶、鐘錶及眼鏡從業員接受嶄新科技的培訓，例如數位素養和人工智能，藉以提升技能。
- (c) 與培訓機構合作，為僱主提供有關企業數碼化轉型的相關課程，協助企業掌握技術進行合適的轉型及提升其生產力。
- (d) 加強向不同持份者如中學生、家長和教師推廣職業專才教育。

培訓機構

- (e) 與業界加強合作：
 - i. 為學員提供更多跨學科的工作實習機會，提升就業能力。
 - ii. 持續優化職業專才教育和雙軌制訓練模式，並採用職場學習及評核以促進學員在實際工作環境（如珠寶、鐘錶及眼鏡企業等）中學習。
 - iii. 為導師定期安排業界交流講座，助他們進一步緊貼行業發展及實際工作情況，為學員提供最新的行業資訊。
 - iv. 舉辦行業講座及企業參觀，加深學員認識行業最新發展、業內實際工作情況及認清其對行業的期望。
- (f) 為配合數碼化新時代，建議引入更多新科技的教學應用（如虛擬實境[VR]、擴增實境[AR]等），提升學生在學習上的投入感及對行業產生興趣。
- (g) 為配合業界數碼轉型的新趨勢，提供各種新興技術的應用課程，培訓範疇涵蓋數位素養、數碼營銷（如透過網站、社交媒體、手機應用程式等電子平台）、以關鍵意見領袖（KOL）進行宣傳工作、網店營運、攝影及影片製作等。

- (h) 為在職人士提供靈活兼具創意的培訓計劃，例如網上或微學習短期培訓模式，鼓勵他們終身學習以提升技能。

僱主

- (i) 為挽留和培育年輕一代，提供更吸引的薪酬福利，提升工作滿足感與增加工作自主權。管理層亦需加強與跨代員工溝通，如透過舉辦人際網絡聚會、團隊建設活動等，了解他們真正的想法及需要，有利推動業務發展的參與。
- (j) 為年青僱員提供清晰的行業前景、快捷晉升階梯和個人事業發展等資訊，讓他們明白行業實際工作情況，做好在行業的事業規劃。
- (k) 提供內部培訓，協助僱員發展多方面技能，以便因應業務環境變遷而靈活調配人手。
- (l) 為年輕僱員提供師友計劃，助其認識機構的價值理念、誠信與專業操守的重要。
- (m) 善用政府的資助如「再工業化及科技培訓計劃」，為公司及員工增值。

僱員

- (n) 培養持續自我提升的思維，掌握行業最新知識及技能範疇包括：
 - i. 業內專業技能：產品知識、鐘錶維修及售後服務、珠寶鑒定、檢測及認證
 - ii. 通用技能：顧客體驗的知識、顧客服務及銷售技巧
 - iii. 新興技能：數位素養、數碼媒體及營銷策略技巧
- (o) 加強與僱主及顧客之溝通技巧和建立良好的工作態度，以提升自我競爭力。
- (p) 可善用政府的資助計劃達至終身學習並發展事業，例如「過往資歷認可」、「新技能提升計劃」等。

I. Executive Summary

Background

1.1 The Jewellery, Watch and Clock Training Board (Training Board) collected data for this manpower survey from June to August 2020, with the reference date on 1 June 2020. This is the first manpower survey report for the Jewellery, Watch and Clock Industries (including the Optical Industry) and proposes recommendations in response to the manpower demand and training needs to the different stakeholders of the industries, including Government, training providers, employers and employees, by making reference to the business outlook.

Survey Coverage

1.2 The survey covered the Jewellery, Watch and Clock and Optical Industries. A total of 472 establishments were selected from the 7 144 establishments of the industries recorded on the central registrar of the Census and Statistics Department (C&SD) for this survey and 53 supplementary samples were also included, making a total of 525 samples. Of the 472 samples, 260 were from the branches of jewellery manufacturing, wholesale, import and export trading, and repair services; 212 from the branches of watch and clock manufacturing, wholesale, import and export trading, and repair services. Among the 53 supplementary samples, 16 were from the branch of testing & certification and gemmological laboratory; 31 from the branches of optical manufacturing and retail sale; and 6 from the branch of training/education institutions and related organisations. The selected establishments were required to provide manpower information based on the list of the principal jobs, which was defined and considered significant by the Training Board. According to the level of responsibility, complexity of jobs and the skills, knowledge and training required, principal jobs were classified into four levels, i.e. (a) Technologist/Managerial Level, (b) Technician/Supervisory Level, (c) Craftsman/Sales Staff Level, and (d) Operative/Clerical Level. This survey mainly focused on the manpower demand for “technical employees¹” of the industries.

¹ Technical employees refer to personnel employed in the principal jobs of the Jewellery, Watch and Clock and Optical Industries, who possess the industry knowledge and skills required to complete their tasks.

Methodology

Survey Methodology

1.3 A stratified random sampling method was adopted to draw sampled jewellery, watch and clock establishments from the Hong Kong Standard Industrial Classification list of the Census and Statistics Department of the HKSAR Government (C&SD), and some jewellery and optical establishments were also included as supplementary samples. The selected sample establishments completed a questionnaire with two parts: (a) quantitative manpower information by job levels and by principal jobs and (b) supplementary information related to manpower situation. The data collection and enumeration processes were closely monitored and data was verified to ensure data quality. The survey achieved an effective response rate of 83.9% after enumeration.

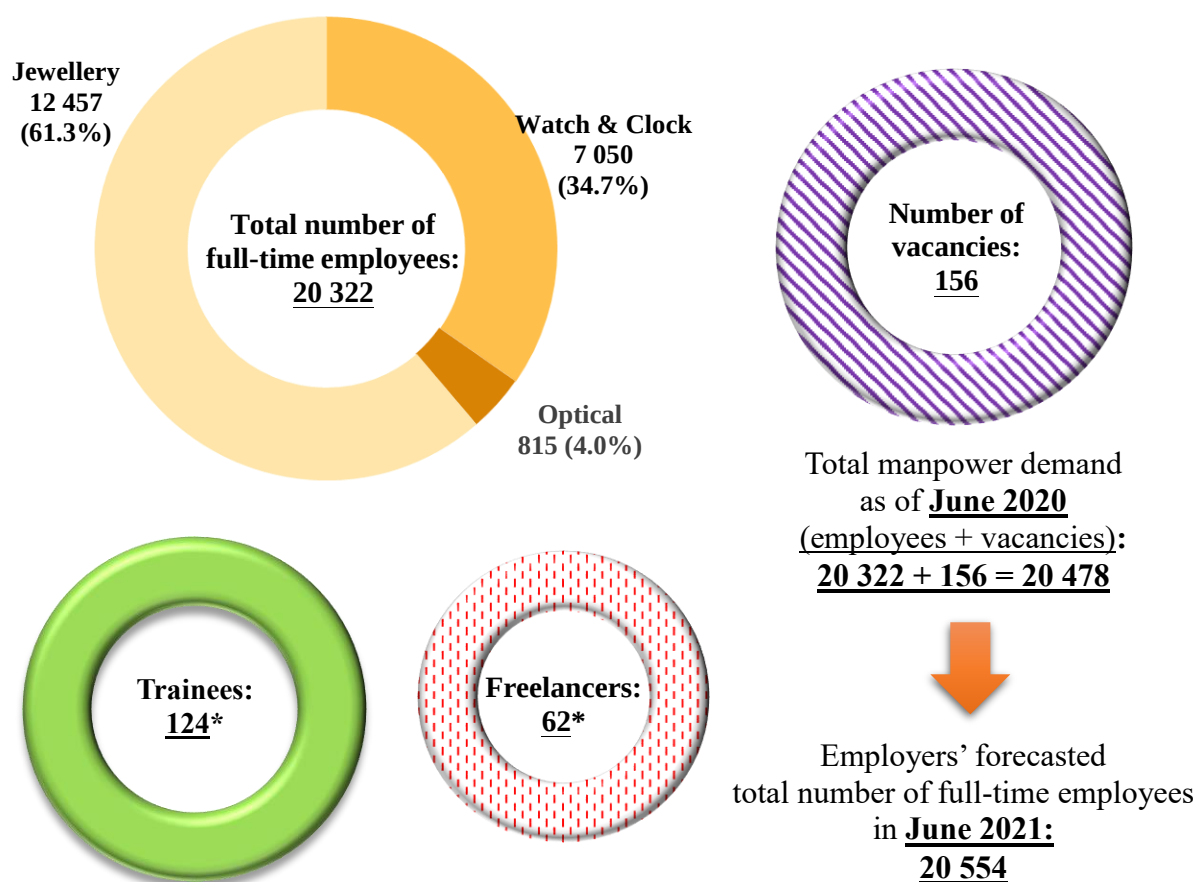
Findings

Manpower Information

Full-time Employees

1.4 The survey showed that as of 1 June 2020 (reference date of the survey), there were a total of 20 322 employees in the Jewellery, Watch and Clock and Optical Industries, most of which worked in the Jewellery Industry (12 457; 61.3%), next came the Watch and Clock Industry (7 050; 34.7%) and the 815 employees (4.0%) in the Optical Industry worked in selected sample establishments. Please refer to Figure 1.1 below for more details.

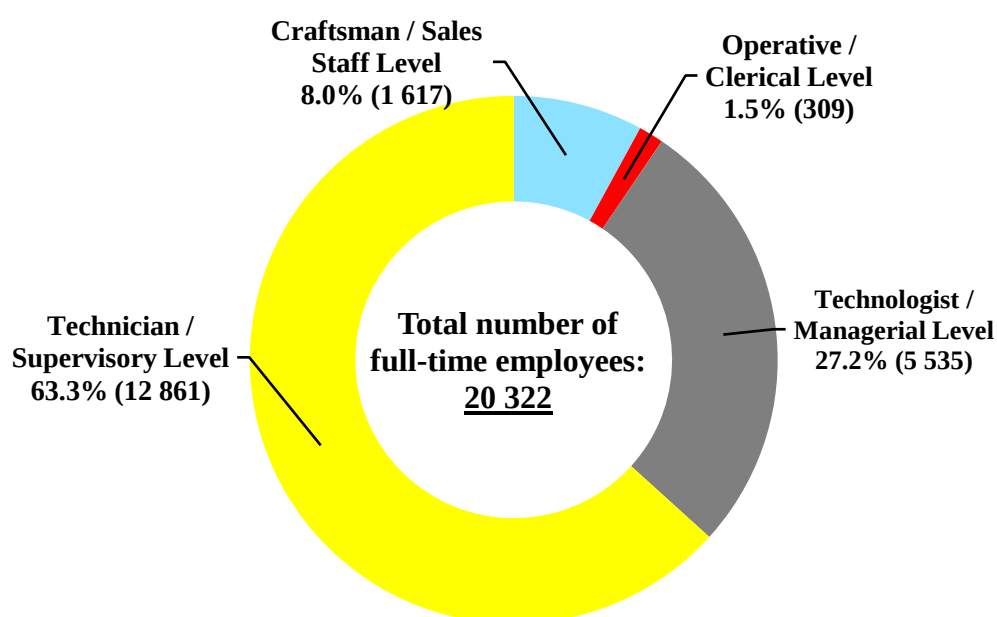
Figure 1.1 Distribution of Manpower in the Jewellery, Watch and Clock and Optical Industries (by Industry)



Note: The percentages may not add up to 100 due to rounding.

1.5 With regard to job levels of the 20 322 full-time employees, the majority were of Technician/Supervisory Level (63.3%) and Technologist/Managerial Level (27.2%), whereas junior staff of Craftsman/Sales Staff Level (8.0%) and Operative/Clerical Level (1.5%) took up a smaller proportion. Please refer to Figure 1.2 below for more details.

Figure 1.2 Distribution of Full-time Employees (by Job Level)



1.6 Overall situation of full-time employees by industry and job level is described in Table 1.1.

Table 1.1 Full-time Employees by Industry and Job Level

Industry	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/ Sales Staff Level	Operative/ Clerical Level	Total
Jewellery	3 433 (27.6%)	8 132 (65.3%)	583 (4.7%)	309 (2.5%)	12 457 (100%)
Watch & Clock	1 834 (26.0%)	4 470 (63.4%)	746 (10.6%)	0* (0.0%)	7 050 (100%)
Optical	268 (32.9%)	259 (31.8%)	288 (35.3%)	0 (0.0%)	815 (100%)
	5 535 (27.2%)	12 861 (63.3%)	1 617 (8.0%)	309 (1.5%)	20 322 (100%)

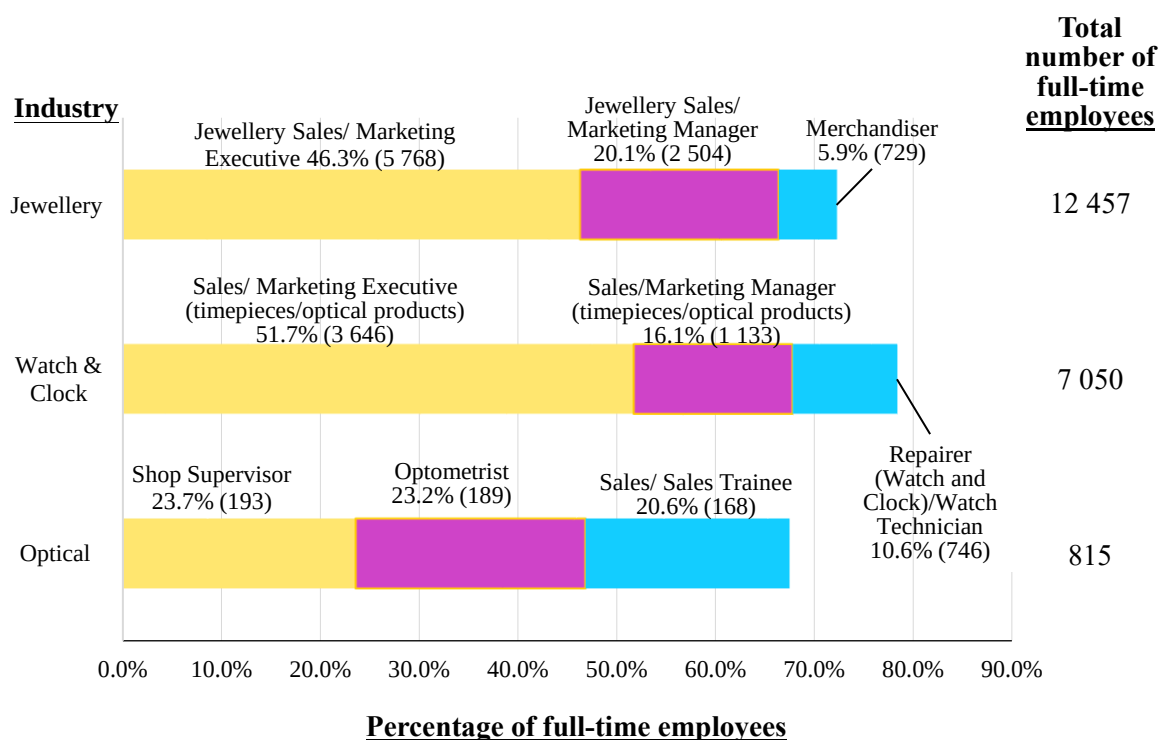
Note: *No such job level in this manpower survey.

Prominent Principal Jobs

1.7 The survey showed that the majority of employees in the Jewellery, Watch and Clock Industries were Sales/Marketing Executives or Managers related to wholesale, import and export trading, which represented over 60% of the total number of employees (66.4% and 67.8% respectively). With regard to the Optical Industry,

over 60% of the employees were retail-related Shop Supervisors (23.7%), Optometrists (23.2%) and Sales/Sales Trainees (20.6%). For more details, please refer to Figure 1.3.

**Figure 1.3 Prominent Principal Jobs with the Most Employees
(by Industry)**



1.8 Prominent principal jobs with the most employees in the Jewellery, Watch and Clock and Optical Industries are shown in Table 1.2 below.

**Table 1.2 Prominent Principal Jobs with the Most Employees
(across Industry)**

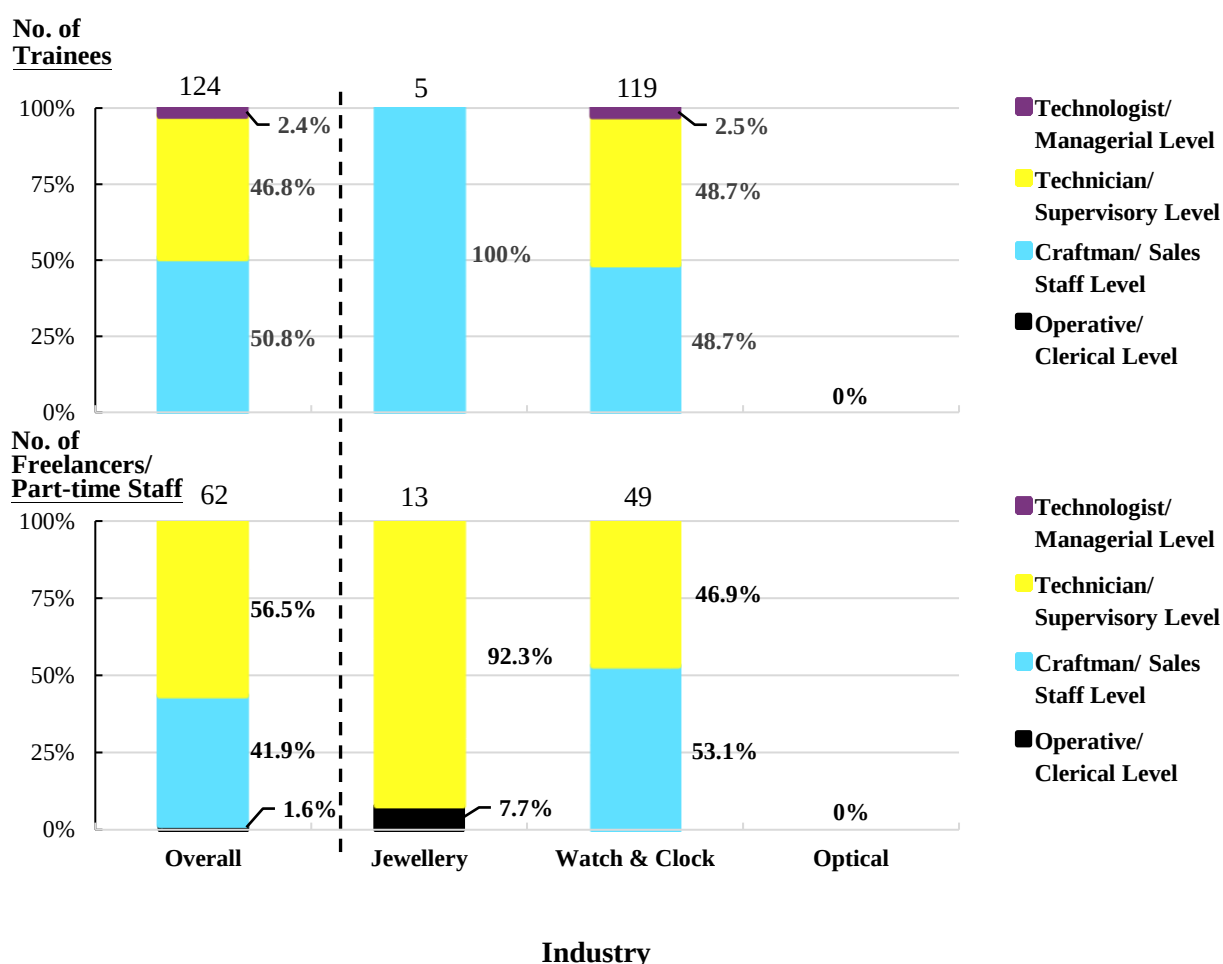
Prominent Principal Jobs with the Most Employees	No. of Full-time Employees [#]	% of the Relevant Industry
1. Jewellery Sales/Marketing Executive	5 768	46.3%
2. Sales/Marketing Executive (timepieces/optical products)	3 646	51.7%
3. Jewellery Sales/Marketing Manager	2 504	20.1%
4. Sales/Marketing Manager (timepieces/optical products)	1 133	16.1%
5. Repairer (Watch and Clock)/Watch Technician	746	10.6%

Note: [#]The aforesaid jobs represent 67.9% of the 20 322 employees in total.

Trainees and Freelancers/Part-time Staff

1.9 The Jewellery, Watch and Clock Industries employed 124 trainees and 62 freelancers/part-time staff at the time of the survey. Most of them were employed in the Watch and Clock Industry (119 trainees and 49 freelancers/part-time staff), whereas the Jewellery Industry only employed few of them (5 trainees and 13 freelancers/part-time staff). With regard to job level, trainees were mostly of Craftsman/Sales Staff Level, while freelancers/part-time staff were more of Technician/Supervisory Level. The Optical Industry did not employ any trainee or freelancer/part-time staff. Details were given in Figure 1.4.

Figure 1.4 Trainees and Freelancers/Part-time Staff of Various Job Levels (by Industry)



Note: The percentages may not add up to 100 due to rounding.

Vacancies

1.10 At the time of the survey, there were altogether 156 full-time vacancies in the industries, with a vacancy rate (i.e. percentage of the number of vacancies over the total number of posts) of 0.8%. Analysed by industry, most vacancies were from the Jewellery Industry (90.4%). As regards job level, nearly 75% of the vacancies were of Technician/Supervisory Level, whereas the vacancy rate of Operative/Clerical Level staff was relatively high (6.1%). Posts with the most vacancies were shown in Table 1.3.

Table 1.3 Principal Jobs with the Most Vacancies

Principal Jobs with the Most Vacancies	No. of Vacancies #	Percentage of the Respective Industries
1. Jewellery Sales/Marketing Executive	43	30.5%
2. Jewellery Designer (Hand Sketch)	40	28.4%
3. Merchandiser	29	20.6%
4. Stone Selector/Sorter	20	14.2%
5. Optometrist (Optical Eyewear Products)	12	100.0%
<i>Note: #The aforesaid vacancies represent 92.3% of the 156 vacancies in total. “Vacancies” refer to those unfilled, immediately available job openings for which the establishment was actively trying to recruit personnel at the survey reference date. The number of vacancies might be affected by the pandemic which dampened the employer’s intention to recruit.</i>		

Employers’ Forecasted Manpower Demand and Business Situation

Employers’ Forecasted Manpower Demand for 2021

1.11 The Hong Kong economy has been affected by various factors like the Sino-US trade war in 2018, the social incidents in Hong Kong in 2019 and the COVID-19 pandemic in 2020. At the time of the survey, employers expected manpower demand to remain stable in the coming year. They expected the number of posts would increase from 20 478 in June 2020 to 20 554 in June 2021, marking a marginal increase of less than 1%. For details, please refer to Table 1.4.

Table 1.4 Employers' Forecasted Manpower Demand[#] in 2021 (by Industry)

Industry	No. of Posts in 2020 [^]	Employers' Forecasted No. of Posts in 2021*	Forecasted Increase/Decrease in the No. of Posts in 2021	Forecasted % Increase/Decrease in the No. of Posts
Jewellery	12 598	12 600	+2	+0.02%
Watch & Clock	7 053	7 127	+74	+1.05%
Optical	827	827	0	0.00%
Total	20 478	20 554	+76	+0.37%

[^] No. of posts = no. of employees + no. of vacancies.

* The figures only reflected the employers' forecasted manpower demand for 2021 as predicted during the time of the survey from June to August 2020. The actual manpower demand of 2021 would be influenced by various factors.

[#] Readers are alerted to interpret the employers' forecasted manpower demand with caution due to the global and local economic uncertainties imposed on the industries as caused by the social incidents in 2019 and the subsequent outbreak of COVID-19.

One-Year and Three-Year Business Projections by Employers

1.12 The survey showed that more employers in the three industries expected the business situation to become worse next year (Jewellery Industry 94.5%; Watch and Clock Industry 75.2%; Optical Industry 46.9%). With regard to the business conditions in the coming three years, more employers in the Jewellery and Optical Industries expected the business to improve (43.2% and 56.3% respectively), whereas more employers in the Watch and Clock Industry expected the business to worsen (61.3%). For details, please refer to Tables 1.5(a) and 1.5(b) below.

Table 1.5(a-b) One-Year and Three-Year Business Projections by Employers (by Industry)

(a) One-Year Business Projections by Employers:

Business Situation	Jewellery	Watch & Clock	Optical
Better	1.2%	3.1%	37.5%
The Same	4.2%	21.6%	15.6%
Worse	94.5%	75.2%	46.9%

Note: indicate higher proportion in respective industry

(b) Three-Year Business Projections by Employers:

Business Situation	Jewellery	Watch & Clock	Optical
Better	43.2%	8.8%	56.3%
The Same	32%	29.9%	31.3%
Worse	24.9%	61.3%	12.5%

Note: indicate higher proportion in respective industry

Remuneration

1.13 Across the three industries, the average monthly income centralised to the range of \$15,001–\$25,000. Average monthly income of employees of various job levels in the Jewellery and Watch and Clock industries were more or less the same as the overall situation across industries. Average monthly income of employees of various job levels in the Optical Industry was relatively higher than that of the Jewellery and Watch and Clock Industries. The difference was particularly obvious for the Technologist/Managerial Level, where the average monthly income of this level in the Optical Industry mostly reached \$40,000 or above (69.0%). This was probably because most Technologist/Managerial staff in the Optical Industry were optometrists (represented 70.5% ² of this level). Moreover, average monthly income of Technologist/Managerial staff of the Jewellery and Watch and Clock Industries centralised at \$20,001–\$30,000, representing the salary range of 61.0% and 67.9% employees respectively. Table 1.6(a) shows the details.

**Table 1.6(a) Average Monthly Income of Employees
(by Industry and Job Level)**

Industry	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/ Sales Staff Level	Operative/ Clerical Level	Overall
Jewellery	\$20,001 - \$30,000 (61.0%)	\$15,001 - \$25,000 (70.5%)	\$10,001 - \$20,000 (84.9%)	\$15,001 - \$25,000 (71.2%)	\$15,001 - \$25,000 (58.9%)
Watch & Clock	\$20,001 - \$30,000 (67.9%)	\$15,001 - \$25,000 (91.4%)	\$10,001 - \$20,000 (91.3%)	No relevant job level	\$15,001 - \$25,000 (76.0%)

² The survey showed that the Optical Industry employed 189 optometrists in total, representing 70.5% of the 268 employees of Technologist/Managerial Level.

Industry	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/ Sales Staff Level	Operative/ Clerical Level	Overall
Optical	> \$40,000 (69.0%)	\$20,001 - \$25,000 (86.9%)	\$15,001 - \$20,000 (99.7%)	No relevant job level	\$15,001 - \$25,000 (67.6%)
Total	\$20,001 - \$30,000 (61.5%)	\$15,001 - \$25,000 (78.1%)	\$10,001 - \$20,000 (90.6%)	\$15,001 - \$25,000 (71.2%)	

Figure in () represents “the percentage of total number of employees by job level”.

1.14 Analysed by job level, the monthly income of Technologist/Managerial staff was in the higher range of \$20,001–\$30,000 (represented 61.5%). Next came Technician/Supervisory and Operative/Clerical staff, which were mainly in the range of \$15,001–\$25,000 (represented 78.1% and 71.2% respectively). Monthly income of Craftsman/Sales staff was mostly in the lower range of \$10,001–\$20,000 (represented 90.6%). Please refer to Table 1.6(b) below for details.

**Table 1.6(b) Average Monthly Income of Employees
(by Job Level)**

Average Monthly Remuneration Package	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/ Sales Staff Level	Operative/ Clerical Level	Overall
\$10,000 or below	0.0%	0.0%	0.0%	6.8%	0.1%
\$10,001 - \$15,000	0.0%	14.4%	28.0%	22.0%	11.7%
\$15,001 - \$20,000	4.0%	49.9%	62.6%	39.5%	38.3%
\$20,001 - \$25,000	28.9%	28.2%	9.5%	31.7%	26.9%
\$25,001 - \$30,000	32.6%	6.7%	0.0%	0.0%	13.1%
\$30,001 - \$40,000	18.2%	0.9%	0.0%	0.0%	5.5%
Above \$40,000	16.4%	0.0%	0.0%	0.0%	4.5%

Note: indicate higher proportion in the relevant job level.

Staff Turnover in the Past 12 Months

Employees Left, Recruited and Internally Promoted

1.15 Overall speaking, number of new recruits (524) in the past 12 months was less than one-half (47.1%) of the employees left (1 112), indicating that 588 vacancies were not filled up after the employees left. Moreover, internal promotion was scarce (involved only 49 employees) and insufficient to make up the manpower lost. Details are given in Tables 1.7(a) and 1.7(b) below.

Table 1.7(a) Manpower Turnover in the Past 12 Months (by Job Level)

	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/ Sales Staff Level	Operative/ Clerical Level	Overall
(a) No. of Employees Left	109	794	180	29	1 112
(b) No. of Recruits	65	364	66	29	524
(c) = (b) – (a) (Difference in the No. of Employees)	-44	-430	-114	0	-588

Table 1.7(b) Internal Promotion in the Past 12 Months

	No. of Employees Internally Promoted
From Technician/Supervisory Level to Technologist/Managerial Level	7
From Craftsman/Sales Staff Level to Technician/Supervisory Level	42
From Other Levels to Craftsman/Sales Staff Level	0
Overall	49

1.16 The survey showed that certain establishments in the industries did not recruit or arrange internal promotion to replace their leaving employees. This was more obvious for staff of Craftsman/Sales Staff Level in the Jewellery and Optical Industries, reflecting that some establishments might intend to reduce the number of Craftsman/Sales staff.

1.17 In the past 12 months, the Jewellery, Watch and Clock, and Optical Industries registered a turnover of 1 112 employees in total, with an overall turnover rate (i.e. percentage of employees left over the total number of posts) of 5.4%. Analysed by industry and job level, Craftsman/Sales Staff Level in the Optical Industry marked the highest turnover rate (21.9%), followed by Technician/Supervisory Level in the Watch and Clock Industry (12.2%) and Craftsman/Sales Staff Level in the Optical Industry (10.4%). Table 1.8 shows the details.

**Table 1.8 No. of Employees Left in the Past 12 Months
(by Industry and Job Level)**

Industry	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/ Sales Staff Level	Operative/ Clerical Level	Overall
Jewellery	43 (1.3%)	242 (2.9%)	61 (10.4%)	29 (8.8%)	375 (3.0%)
Watch & Clock	53 (2.9%)	547 (12.2%)	56 (7.5%)	-	656 (9.3%)
Optical	13 (4.6%)	5 (1.9%)	63 (21.9%)	-	81 (9.8%)
(a) No. of Employees Left	109	794	180	29	1 112
(b) Total No of Posts (No. of Employees + No. of Vacancies)	5 554	12 975	1 620	329	20 478
(c) Turnover Rate = (a) / (b)	2.0%	6.1%	11.1%	8.8%	5.4%

1.18 The survey also showed that there were altogether 524 new recruits in the industries, most of which (456 recruits; 87.0%) were “experienced employees” with prior experience in the relevant industries. Analysed by industry, the percentage of “experienced employees” among the new recruits was relatively lower in the Jewellery Industry (74.9%; compared with 93.0% of the Watch and Clock Industry and 100% of the Optical Industry). Regarding job level, new recruits of Craftsman/Sales Staff Level with relevant industry experience took up a lower percentage (54.5%), whereas the percentage of “experienced employees” of other job levels exceeded 90% (about 91% - 97%). For details, please refer to Table 4.13 in Part IV of this report.

Recruitment Difficulties

1.19 Overall speaking, 7.5% of the establishments in the industries had been recruiting in the past 12 months. More than half (51.8%) of these establishments indicated that they had encountered recruitment difficulties.

1.20 In the past 12 months, a higher percentage of the employers (96.0%) from the Jewellery Industry found it difficult to recruit employees of Craftsman/Sales staff. Except Operative/Clerical staff, employers from the Jewellery Industry remarked that the major difficulty in recruiting employees at various levels was that “candidates were lack of relevant working experiences and training”. Recruitment difficulties for different industries in the past 12 months are listed in Table 1.9(a-c).

Table 1.9(a-c) Difficulties in Recruiting Full-time Employees in the Past 12 Months (by Industry and Job Level)

(a) Jewellery:

	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/ Sales Staff Level	Operative/ Clerical Level
% of establishments encountered difficulties in recruiting employees of relevant job levels	91.4%	59.3%	96.0%	0.0%
<u>Major recruitment difficulties</u>				
• Candidates were lack of relevant working experiences and training	91.4%	56.5%	84.0%	0.0%
• General labour shortage in Hong Kong	71.4%	26.9%	92.0%	0.0%
• Insufficient graduates in relevant disciplines from institutions	71.4%	25.0%	0.0%	0.0%

Note: Individual establishment might encounter more than one recruitment difficulty, thus the total percentage might exceed 100%.

(b) Watch & Clock:

	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/ Sales Staff Level	Operative/ Clerical Level
% of establishments encountered difficulties in recruiting employees of relevant job levels	6.5%	60.0%	0.0%	0.0%*
<u>Major recruitment difficulties</u>				
• Candidates were lack of relevant working experiences and training	6.5%	60.0%	0.0%	0.0%*
• Candidates were lack of awareness of possible career opportunities and prospect	3.2%	60.0%	0.0%	0.0%*
• Candidates found the remuneration package and fringe benefit could not meet their expectation	6.5%	0.0%	0.0%	0.0%*

Note: Individual establishment might encounter more than one recruitment difficulty, thus the total percentage might exceed 100%.

**No such job level in this manpower survey.*

(c) Optical:

	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/ Sales Staff Level	Operative/ Clerical Level
% of establishments encountered difficulties in recruiting employees of relevant job levels	92.3%	No recruitment	0.0%	No recruitment
<u>Major recruitment difficulties</u>				
• Insufficient graduates in relevant disciplines from institutions	92.3%	-	0.0%	-
• Candidates found the remuneration package and fringe benefit could not meet their expectation	92.3%	-	0.0%	-

Note: Individual establishment might encounter more than one recruitment difficulty, thus the total percentage might exceed 100%.

Education and Training

Preferred Education for Employees

1.21 Employers' preferred education for employees are listed in Table 1.10. Overall speaking, employers preferred employees with a first degree for Technologist/Managerial Level in all the three industries (accounted for 51.1% of the job level); those with Secondary 4 to diploma/certificate were preferred for Technician/Supervisory staff (accounted for 70.8% of the job level); those with Secondary 4 to 7 education was preferred for Craftsman/Sales staff (accounted for 76.7% of the job level). For details, please refer to Table 1.11.

**Table 1.10 Preferred Education Level for Employees
(by Industry and Job Level)**

Industry	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/Sales Staff Level
Jewellery	First Degree (46.6%)	Secondary 4 to 7 (50.5%)	Secondary 4 to 7 (50.8%) Secondary 3 or below (39.6%)
Watch & Clock	First Degree (53.5%)	Diploma/Certificate (54.2%)	Secondary 4 to 7 (88.1%)
Optical	First Degree (92.5%)	Diploma/Certificate (77.9%)	Secondary 4 to 7 (100%)

Note: Figures in () represent "the percentage of total number of employees by job level".

**Table 1.11 Preferred Education Level for Employees
(by Job Level)**

Preferred Education Level	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/Sales Staff Level	Overall
Postgraduate Degree	0.9%	0.0%	0.0%	0.2%
First Degree	51.1%	15.8%	0.0%	24.3%
Sub-degree	8.2%	13.3%	0.0%	10.8%
Diploma/ Certificate	14.1%	31.6%	6.3%	24.7%
Secondary 4 to 7	25.6%	39.2%	76.7%	38.5%
Secondary 3 or below	0.0%	0.0%	16.9%	1.4%
Overall	First Degree (51.1%)	Secondary 4 to Diploma/Certificate (70.8%)	Secondary 4 to 7 (76.7%)	

Note: indicate higher proportion in the relevant job level.

Preferred Mode of Training for Employees

1.22 Regarding the preferred mode of training for employees, most employers of the three industries deemed that it was preferable for employees to receive “on-the-job training” (represented over 85% of all industries and job levels).

Preferred Period of Training for Employees

1.23 Overall speaking, employers of all industries in general considered that Technologist/Managerial staff should have two to less than four years’ training (i.e. 66.4% of the number of employees of the job level), Technician/Supervisory staff should have one to less than three years’ training (i.e. 77.8% of the number of employees of the job level). For Craftsman/Sales staff, employers held different views. Employers of the Watch and Clock Industry preferred three to less than four years’ training (61.6%), whereas employers of the Optical Industry preferred six to less than 12 months’ training (91.7%). Please refer to Tables 1.12(a) and 1.12(b) below for more details.

**Table 1.12(a) Preferred Period of Training for Employees
(by Industry and Job Level)**

Industry	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/ Sales Staff Level
Jewellery	3 - < 4 Years (47.8%)	1 - < 3 Years (74.3%)	2 - < 4 Years (57.5%)
Watch & Clock	2 - < 4 Years (69.9%)	1 - < 3 Years (83.9%)	3 - < 4 Years (61.6%)
Optical	1 - < 3 Years (53.8%) 3 Years or above (46.3%)	1 - < 3 Years (92.7%)	6 - < 12 Months (91.7%)
Overall	2 - < 4 Years (66.4%)	1 - < 3 Years (77.8%)	3 - < 4 Years (36.9%) 6 - < 12 Months (25.5%)

Figure in () refers to “the percentage of employees of that job level”.

**Table 1.12(b) Preferred Period of Training for Employees
(by Job Level)**

Preferred Period of Training	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/ Sales Staff Level	Overall
< 6 Months	0.0%	0.0%	2.9%	0.3%
6 - < 12 Months	0.0%	6.4%	25.5%	6.3%
1 - < 2 Years	14.8%	33.2%	4.8%	25.9%
2 - < 3 Years	25.8%	44.6%	17.5%	37.3%
3 - < 4 Years	40.6%	11.1%	36.9%	21.2%
4 Years or above	18.8%	4.6%	12.3%	9.1%

Note: indicate higher proportion in the relevant job level.

Training Needed in the Next 12 Months

1.24 Table 1.13 below shows that more employers of the Jewellery and Watch and Clock Industries considered that employees needed training in “trade specific skills” in the next 12 months, whereas more employers of the Optical Industry thought their employees required training in “generic skills”. Considering job level, Table 1.14 shows that more employers considered that employees of all job levels needed training in “generic skills”, such as “selling skills”, “customer services and communication skills” and “problem solving skills”.

**Table 1.13 Training Needed in the Next 12 Months
(by Industry and Branch)**

Industry	Branch	Top Essential Types of Training
Jewellery	Manufacturing	• Gemstones Identification, Testing and Certification Knowledge and Skills • Gemstones Product Knowledge • Computer Skills
	Wholesale, Import & Export Trading	• Selling Skills • Customer Services and Communication Skills • Gemstones Product Knowledge
	Repair	• Gemstones Product Knowledge • Gemstones Identification, Testing and Certification Knowledge and Skills • Problem Solving Skills
	Testing & Certification and Gemmological Laboratory	• Gemstones Identification, Testing and Certification Knowledge and Skills • Gemstones Product Knowledge • Principles of Management (e.g. problem solving, decision making, leadership, crisis management) • Computer Skills
Watch & Clock	Manufacturing	• Watches Product Knowledge • Problem Solving Skills • Watches Repairing and After-Sales Services Knowledge and Skills
	Wholesale, Import & Export Trading	• Watches Product Knowledge • Watches Repairing and After-Sales Services Knowledge and Skills • Selling Skills
	Repair	• Watches Product Knowledge • Watches Repairing and After-Sales Services Knowledge and Skills • Computer Skills
Optical	Manufacturing	• Principles of Management (e.g. problem solving, decision making, leadership, crisis management) • Problem Solving Skills • Customer Services and Communication Skills
	Retail Sale	• Selling Skills • Customer Services and Communication Skills • Problem Solving Skills

**Table 1.14 Training Needed in the Next 12 Months
(by Job Level)**

Industry	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/ Sales Staff Level
Jewellery	• Selling Skills • Gemstones Product Knowledge • Customer Services and Communication Skills	• Selling Skills • Customer Services and Communication Skills • Gemstones Product Knowledge	• Gemstones Identification, Testing and Certification Knowledge and Skills • Computer Skills • Problem Solving Skills
Watch & Clock	• Principles of Management (e.g. problem solving, decision making, leadership, crisis management) • Watches Product Knowledge • Customer Services and Communication Skills	• Watches Repairing and After-Sales Services Knowledge and Skills • Watches Product Knowledge • Selling Skills	• Watches Repairing and After-Sales Services Knowledge and Skills • Watches Product Knowledge • Problem Solving Skills
Optical	• Principles of Management (e.g. problem solving, decision making, leadership, crisis management) • Problem Solving Skills • Customer Services and Communication Skills	• Customer Services and Communication Skills • Problem Solving Skills • Principles of Management (e.g. problem solving, decision making, leadership, crisis management)	• Selling Skills • Customer Services and Communication Skills • Problem Solving Skills

Manpower Analysis

Manpower Changes

1.25 “2020 Manpower Survey of the Jewellery, Watch and Clock Industries” is the first manpower survey conducted specifically for the industries. Although the 2016 Manpower Survey Report of the Metal Industry also covered the manpower

situation of the Jewellery, Watch and Clock Industries, comparison of the manpower survey statistics of this report with those of Metal Industry's report is not applicable.

Business Outlook

Impact of COVID-19

Overall Economic Conditions

1.26 Since March 2020, the COVID-19 pandemic quickly swept most parts of the world, striking a heavy blow on all aspects of international and local economies. The International Monetary Fund (IMF) pointed out in the World Economic Outlook Report in October 2020 that major economies turned stable and revived in the second quarter, the Chinese economy recovered vigorously, and the global economy rebounded more swiftly than expected in the third quarter. Forecasted global economic growth³ was adjusted to -4.4%. Nevertheless, the number of confirmed COVID cases resurged quickly in the second half of the quarter, forcing different governments to retighten social distancing measures and reinstate lockdown measures to various degrees, posing greater uncertainties to the global economy in the short-term.

1.27 According to the Third Quarter Economic Report 2020⁴, the Hong Kong economy saw some improvement in the third quarter of 2020. Real GDP recorded a year-on-year decline of 3.5%, visibly narrower than the 9.0% contraction in the second quarter. However, domestic demand stayed weak. The Census and Statistics Department recently announced that retail sales for November 2020 marked a year-on-year fall of 4%, with the sales of jewellery, watch and clock and luxury gifts decreased by 16.1%⁵. To ease the financial damages caused by the pandemic, the Government introduced large-scale relief measures like setting up the “Anti-Epidemic Fund” and launching the “Employment Support Scheme”, which aimed to stabilise the economy, keep workers in employment and safeguard people's livelihood. To contain the spread of the virus, the Government implemented strict measures like “social gathering ban” to tighten social distancing. With the arrival of the fourth wave of the epidemic and with no further aid from the “Employment Support Scheme”

³ “World Economic Outlook Report” of the International Monetary Fund (October 2020) “World Economic Outlook Report” (October 2020) [_ \(imf.org\)](https://www.imf.org)

⁴ Third Quarter Economic Report [_ \(hkeconomy.gov.hk\)](https://www.hkeconomy.gov.hk)

⁵ Provisional Statistics of Retail Sales for September 2020 (November 2020) [Press Release \(4 November 2020\): Provisional Statistics of Retail Sales for November 2020 - The Census and Statistics Department \(censtatd.gov.hk\)](https://www.censtatd.gov.hk)

after November 2020, companies are expected to make redundancies and the labour market will further deteriorate, creating even more uncertainties for the domestic economic outlook.

Conditions of the Jewellery, Watch and Clock and Optical Industries

1.28 The pandemic dealt a heavy blow to the jewellery, watch and clock industries over the world. Global management consulting firm Bain & Company⁶ stated in its November 2020 research report that the global personal luxury goods market contracted about 23% in 2020, and was expected to take at least two to three years to rebound to pre-pandemic level. On the other hand, with the pandemic under control in Mainland China and the quick recovery of its economy, the Chinese luxury goods market achieved outstanding performance with a 45% growth over the same period last year.

1.29 Since the pandemic is not yet well controlled, many countries have closed their borders and suspended unnecessary commercial activities. As a result, manufacturers (including the wholesale sector) had to slow down or suspend their production which seriously undermined the development of their businesses. Moreover, various physical exhibitions and seminars were on hold due to the COVID-19 epidemic. Exhibition organisers decided to move their events online, allowing overseas buyers and sellers to trade via online platforms. However, since the trading parties could not meet physically under such new arrangements, the manufacturing and wholesale sectors found it challenging to reach potential customers and solve relevant technical problems.

1.30 Tourists could not visit Hong Kong during the pandemic and thus inflicted heavy losses on the Jewellery Industry. Global management consulting firm Bain & Company pointed out in its report that the personal luxury goods market was most badly hurt in regions like Hong Kong and Macau. Take jewellery retail as an example, precious jewellery retailers could only sell their products to frequent customers, either through regular live broadcast or streaming to introduce their products.

1.31 With regard to the Optical Industry, spectacles and accessories (like sunglasses products) are necessities as well as fashion products. As for the local Optical Industry, spectacles have become a “pandemic mitigation product”, leading to an increased demand for low to medium-end optical products. Regarding eyewear

⁶ Global luxury products eye on China in 2020, with entry level luxury goods being most popular (Link: <https://kknews.cc/finance/6rren93.html>)

manufacturing, global supply and demand for optical products were affected by the pandemic and OEM export trade was most badly impacted.

Uncertainties Caused by the Sino-US Trade Conflicts

1.32 Sino-US tensions have intensified since 2018. After the Central Government implemented the National Security Law in July 2020, the US suspended preferential treatment to Hong Kong so merchandise from Hong Kong were required to be labelled as “Made in China” instead of “Made in Hong Kong”. The jewellery and optical manufacturing sectors were more adversely affected since certain jewellery and optical products from China were required to pay extra tariffs when imported to the US. To avoid paying extra tariffs, some buyers even requested to have the products manufactured in other countries or regions, or explore the feasibility of this option. On the contrary, manufacturing of watch and clock was not quite affected. It was because the US Customs stipulated that the place of origin of watch and clock products should be clearly indicated, whereas the origin of the clock movement should be explicitly marked on the dial or back of the watch case⁷. Watch and clock products from Hong Kong could therefore state Hong Kong as the place of origin according to the requirements of US Customs.

“New Normal” for the Industry

Restructuring of Store Networks and Manpower

1.33 Over expansion of retail store networks occurred in the Jewellery, Watch and Clock Industries in the past few years. In response to the pandemic, establishments in the industries restructured their store networks and manpower, and adjusted the role of retail stores to further enhance customer experience. The industries forecasted that retail stores would not require massive manpower in future.

Trends in Jewellery, Watch and Clock and Optical Products

1.34 With respect to product trends, “personalised product design” will become a major trend as the younger generation values personal style and has a passion for traditional handicraft. Jewellery has become an everyday accessory which can show one’s personal style. Jewellery design is also increasingly influenced by the fashion

⁷ Watches and Clocks Industry in Hong Kong (24 December 2020) (Link: [Watches & Clocks Industry in Hong Kong | HKTDC Research](https://www.hktfdc.com/en/research/watches-and-clocks-industry-in-hong-kong) (hktfdc.com))

trend⁸. The Watch and Clock Industry recommends establishments to incorporate more creative concepts, such as crossover with different fashion brands, introduce more “limited editions” and add more varieties to their products. While consumers pay more attention to healthcare during the pandemic, a “smart watch” product with more medical and health care features continues to be one of the most popular product types. As for the Optical Industry, certain local manufacturers grasp this chance to expand their OEM businesses and some large-scale optical establishments further expand its Mainland China market⁹.

Changes in Supply Chain

1.35 The pandemic has also brought about substantial changes to the global supply chain, including new business models and development strategies. One of the major trends is to accelerate “digital transformation” of the Jewellery, Watch and Clock and Optical Industries to sustain business development. For instance, their transformation involves changes in the supply chain (including production lines and merchandise transportation), operating cost, product promotion without geographical restrictions, customer experience and changes in shopping habits. In view of the supply chain challenges, enterprises should strengthen their communications and cooperation with suppliers to establish a “sustainable trust” supply chain partnership to ensure smoother logistics. In terms of cargo transportation, enterprises may also explore the feasibility of sharing transportation resources within the industry which can help reduce the operation costs and make logistics arrangements more flexible.

Dual Sale and Marketing Channels

Enhance Online Sales and Promotion

1.36 Under the pandemic, some large-scale retailers have not only strengthened the application of big data to analyse the patterns of customer consumption, but also used Artificial Intelligence (AI) and Augmented Reality (AR) technologies to develop apps to provide customers with different experiences and more “personalised” products and services.

1.37 The pandemic has also led to the extensive use of e-commerce, social media (such as Facebook, Instagram, WhatsApp and WeChat) and online shopping platforms (such as T-Mall, Jingdong, Alibaba, Amazon, Taobao and Xiaohongshu) as the major

⁸ Jewellery Industry in Hong Kong (28 August 2020) (Link: [Jewellery Industry in Hong Kong | HKTDC Research](https://www.hktdc.com/en/research/jewellery-industry-in-hong-kong) (hktdc.com))

⁹ Spectacles Industry in Hong Kong (13 November 2020) (Link: [Spectacles Industry in Hong Kong | HKTDC Research](https://www.hktdc.com/en/research/spectacles-industry-in-hong-kong) (hktdc.com))

sales and promotion channels by the industries. This involved mainly low to medium-end and fashionable products which recorded a significant increase in their sales figures. Major luxury jewellery, watch and clock brands have also actively employed online sales and promotion channels so as to make up for the contraction of the sales in their physical shops. For the Optical Industry, a number of local retailers have also launched e-commerce websites. Moreover, some local designer brands also made use of online channels to sell their products and build relationships with local and overseas customers⁹.

1.38 Among various online marketing strategies, more and more enterprises have joined hands with key opinion leaders (KOL)/YouTubers to promote their products. Such form will continue to be the mainstream for sales and promotion. Some retailers also encourage or require their frontline staff (such as sales representatives) to hold regular live broadcasts or streaming via smartphones to introduce and promote products and answer customer enquiries in real time. This model will not only strengthen interaction with customers, but also maintain business growth. To enhance the competitiveness of the Hong Kong market, the industries also needs to keep an eye on the latest developments of Mainland China in using e-commerce, online shopping, social media and KOL as sales and marketing channels.

Offline Sales and Promotion

1.39 Regarding the sales of high-end products like precious jewellery and luxury watches, consumers still prefer to visit physical shops to enjoy the introduction of different features of the luxury products by professional sales representatives. Generally speaking, the industries would maintain e-commerce and physical shops as the dual sales and marketing channels so that they can complement each other and foster further business growth in the long run.

Manpower Projection and Annual Additional Manpower Requirement

1.40 Since the “2020 Manpower Survey of the Jewellery, Watch and Clock Industries” was the first ever survey conducted for these industries, manpower projection in this report was based on the forecast of employers for the coming year.

1.41 To estimate the annual additional manpower requirement, the report has taken into account the projected manpower trend and the percentage of employees leaving the industry permanently (i.e. “wastage rate of the industry”¹⁰) and used

¹⁰ “Wastage rate” means employees leaving the Jewellery, Watch and Clock and Optical Industries due to career change, retirement, emigration and other reasons.

statistical formula for the projection. The estimated annual additional manpower requirement in the coming year is shown in Table 1.15(a-c) below. Based on the results, most of the additional manpower in demand is expected to be Technician/Supervisory staff in the Jewellery and Watch and Clock Industries, and next comes Craftsman/Sales staff in the Jewellery and Optical Industries.

Table 1.15(a) Annual Additional Manpower Requirement for the Jewellery Industry in the Coming Year

Job Level	Manpower Requirement in 2020 (a)	Employers' Forecasted Manpower Demand for 2021 (b)	Year-on-Year Growth (b-a) = (c)	Wastage Rate of the Industry	Annual Replacement for Wastage (d)	Additional Manpower to be Trained in the Coming Year (c)+(d)
Technologist/Managerial Level	3 438	3 436	(-2)	1.0%	34	32
Technician/Supervisory Level	8 245	8 249	4	1.9%	156	160
Craftsman/Sales Staff Level	586	586	0	8.5%	50	50

Table 1.15(b) Annual Additional Manpower Requirement for the Watch & Clock Industry in the Coming Year

Job Level	Manpower Requirement in 2020 (a)	Employers' Forecasted Manpower Demand for 2021 (b)	Year-on-Year Growth (b-a) = (c)	Wastage Rate of the Industry	Annual Replacement for Wastage (d)	Additional Manpower to be Trained in the Coming Year (c)+(d)
Technologist/Managerial Level	1 836	1 833	(-3)	0.8%	15	12
Technician/Supervisory Level	4 471	4 549	78	6.7%	304	382
Craftsman/Sales Staff Level	746	745	(-1)	4.4%	33	32

Table 1.15(c) Annual Additional Manpower Requirement for the Optical Industry in the Coming Year

Job Level	Manpower Requirement in 2020 (a)	Employers' Forecasted Manpower Demand for 2021 (b)	Year-on-Year Growth (b-a) = (c)	Wastage Rate of the Industry	Annual Replacement for Wastage (d)	Additional Manpower to be Trained in the Coming Year (c)+(d)
Technologist/ Managerial Level	280	280	0	0%	0	0
Technician/ Supervisory Level	259	259	0	1.9%	5	5
Craftsman/ Sales Staff Level	288	288	0	21.2%	61	61

Recommendations

1.42 The key recommendations to stakeholders concerning the manpower and training needs are highlighted below:

Government

- (a) To assist the Jewellery, Watch and Clock and Optical Industries in mapping out appropriate human resources policies and training up adequate manpower to support the sustainable development of the industries.
- (b) To subsidise employees of the industries for upskilling in new technologies, such as digital literacy and artificial intelligence.
- (c) To cooperate with training institutions to offer employers with training programmes related to digital transformation, in order to assist enterprises in mastering the technologies for appropriate transformation and enhancement of productivity.
- (d) To strengthen the promotion of vocational and professional education and training (VPET) to different stakeholders such as secondary school students, parents and teachers.

Training Providers

- (e) To strengthen collaboration with the industries by:
 - i. Providing more interdisciplinary internship opportunities for students to strengthen their employability;
 - ii. Optimising VPET and dual-track training models continuously and applying workplace learning and assessment to facilitate students' learning in authentic working environments (such as jewellery, watch and clock and optical enterprises);
 - iii. Arranging regular industrial exchange seminars for instructors to keep them abreast of the developments of the industries and actual working environments so that they are able to provide latest industry information to students;
 - iv. Arranging industrial seminars and company visits to allow students to understand the latest developments of the industries, the actual working conditions and manage their expectations on the industries.
- (f) To tie in with the new era of digitalisation, the application of more new technologies (such as virtual reality (VR) and augmented reality (AR)) in teaching is recommended so as to increase students' engagement at learning and interests in the industries.
- (g) In line with the new digitalisation trend of the industries, training programmes on emerging technologies which cover the following areas should be provided: digital literacy, digital marketing (e.g. via digital platforms like websites, social media, mobile apps), promotion through key opinion leaders (KOLs), operation of online stores, filming and editing, etc.
- (h) To provide flexible and creative training schemes for in-service practitioners, such as online or bite-sized training of shorter duration to promote lifelong learning and upskilling.

Employers

- (i) To offer better remuneration packages, enhance job satisfaction and increase autonomy for retaining and nurturing young employees. The management should strengthen communications with staff of different generations, such as organising networking gatherings and team-building activities to learn about their real thoughts and needs, thus engaging them in business development.

- (j) To provide young employees a clear picture on the prospects of the industries, swift career promotion pathway as well as information related to personal career development. All these can help them understand more the actual working environments for their career planning.
- (k) To provide in-house training to develop multi-dimensional skills of employees to enable flexible manpower deployment in response to changes in the business environment.
- (l) To offer mentorship programmes for young employees, helping them understand the importance of organisational values, integrity and professional ethics.
- (m) To leverage Government subsidies such as the Re-industrialisation and Technology Training Program to add value for the companies and employees.

Employees

- (n) To nurture a mindset of lifelong learning, master the latest industry knowledge and skills including:
 - i. Professional trade specific skills: product knowledge, watch repairing and aftersales services, gemstones identification, testing and certification;
 - ii. Generic skills: knowledge on customer experience, customer service and sales techniques;
 - iii. Emerging skills: digital literacy, digital media and marketing strategies.
- (o) To enhance communication skills with employers and customers and maintain a good working attitude, so as to improve own competitiveness.
- (p) To leverage subsidy schemes provided by the Government, such as the Recognition of Prior Learning (RPL) Mechanism and Skills Upgrading Scheme Plus, for lifelong learning and career development.

II. Introduction

A. Background

2.1 The Jewellery, Watch and Clock Training Board (Training Board) of the Vocational Training Council (VTC) is appointed by the HKSAR Government to analyse the manpower situation and training needs of the Jewellery, Watch and Clock Industries. The Training Board comprises members nominated by major trade associations, labour unions, professional bodies, educational and training institutions and government department. In addition, the Working Party on Manpower Survey was set up under the Training Board to take charge of the entire manpower survey. The membership and terms of reference of the Training Board and the membership of the Working Party are listed in *Appendices 1, 2 and 3*.

2.2 The manpower survey is conducted by the Training Board every four years starting from 2017, followed by two periodic manpower updates through focus group and desk research to better reflect the changing trends of the technical manpower situation. This manpower survey focused on the analysis of manpower data of technical staff who were employed in the principal jobs of the Jewellery, Watch and Clock Industries to apply the industrial knowledge and technical skills required to complete the work assigned.

2.3 This manpower survey is the first one for the Jewellery, Watch and Clock Industries (including the Optical Industry). Data of this manpower survey was collected from June to August 2020, with the reference date on 1 June 2020. This report presents the survey findings and analysis of the latest manpower situation of the Jewellery, Watch and Clock and Optical Industries and proposes recommendations on the manpower development to the different stakeholders of the industries, including the Government, training providers, employers and employees, by making reference to the business outlook.

B. Objectives

2.4 The objectives of the manpower survey conducted for the Jewellery, Watch and Clock Industries are:

- (a) To collect up-to-date manpower information by the principal jobs by level by industry;

- (b) To assess the industries' technical manpower situation;
- (c) To forecast training requirements in the near future; and
- (d) To recommend to the VTC and relevant stakeholders the development of training strategies to meet the manpower needs.

C. Survey Coverage

2.5 The survey adopted the stratified random sampling method to draw samples for the fieldwork. A total of 525 establishments were selected from the 7 144 establishments of the industries recorded on the central registrar of the Census and Statistics Department (C&SD), covering 10 relevant branches of the Jewellery, Watch and Clock and Optical Industries:

Industry	Relevant Branches
Jewellery	1. Manufacturing of jewellery 2. Wholesale, import and export trading of jewellery 3. Repair of jewellery 4. Testing & certification and gemmological laboratory*
Watch & Clock	5. Manufacturing of watches & clocks 6. Wholesale, import and export trading of watches & clocks 7. Repair of watches & clocks
Optical	8. Manufacturing of optical products* 9. Retail sale of optical products*
Others	10. Training/education institutions and related organisations*
<i>Note: * supplementary samples</i>	

III. Methodology

A. Sample Design

3.1 The Jewellery, Watch and Clock Training Board (Training Board) designed the sampling plan for this survey. The stratified random sampling method was adopted to ensure the representativeness of the samples. Based on the Hong Kong Standard Industrial Classification list from the Census and Statistics Department (C&SD) of the HKSAR Government, 472 samples were selected from the 7 144 registered establishments in the Jewellery, Watch and Clock Industries. In addition, there were 53 supplementary samples, making a total of 525 samples for the survey. Details of the sampling plan are given in **Appendix 9**.

B. Questionnaire Design

3.2 The questionnaire designed for the survey comprised two parts. Part I collected quantitative manpower information by job level and by principal job, and Part II collected supplementary information related to manpower situation. The list of principal jobs was defined by the Training Board with detailed job descriptions given for each job, and was classified in four job levels as follows:

- (a) Technologist/Managerial Level;
- (b) Technician/Supervisory Level;
- (c) Craftsman/Sales Staff Level; and
- (d) Operative/Clerical Level.

3.3 While job titles of similar roles may vary across establishments, respondents were required to provide manpower information corresponding to the job descriptions and the job levels of the principal jobs. Please refer to **Appendix 5** for the definition of terms and the survey documents including a sample questionnaire, explanatory notes and job descriptions for the principal jobs.

C. Data Collection

3.4 Due to the COVID pandemic, the data collection was deferred to the period from June to August 2020. A pack of survey documents, including the invitation letter, survey questionnaire, explanatory notes and job descriptions for the principal

jobs, was given to each sampled establishment. The respondents of the establishments were asked to provide manpower information of their establishment as at 1 June 2020. In addition, enumerators assisted the respondents to complete the questionnaire through phone calls or on-site visits.

3.5 Various measures were taken to assure the quality of the data collection process. These 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 relevant quality control measures are listed in *Appendix 6*.

3.6 As the fieldwork was conducted during the outbreak of COVID-19, views on the impact of the pandemic were collected through phone interviews with industry experts of different branches in September and October 2020. Their views supplemented the part of business outlook and provided further reference for the Training Board to make recommendations on manpower and training needs of the industries.

D. Data Analysis

3.7 Among the 323 valid sampled establishments, 271 were successfully enumerated, giving an effective response rate of 83.9%. Taking into account the satisfactory response rate of individual branches, the satisfactory response rate from a majority of prominent and sizeable establishments, and 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 manpower of the industry. The response rate achieved for individual branches was also adequate to produce meaningful breakdown by branch. The response profile is shown in *Appendix 7*.

E. Limitations

3.8 “2020 Manpower Survey of the Jewellery, Watch and Clock Industries” is the first manpower survey conducted specifically for the industries. Although the 2016 Manpower Survey Report of the Metal Industry also covered manpower situation of the Jewellery, Watch and Clock Industries, comparison of the manpower survey statistics of this report with those of Metal Industry’s report is not applicable.

3.9 With limited resources, this manpower survey did not include the retail sector of the Jewellery, Watch and Clock Industries. For manpower situation of the “jewellery retail sector”, please refer to the section on “Jewellery¹¹” branch of the “2019 Manpower Survey Report of the Retail Trade”.

3.10 In consideration of the time gap between the conduction of the survey and the publication of this report, there could be changes in the Hong Kong economy and cyclical fluctuations in the Jewellery, Watch and Clock and Optical Industries, rendering deviations of the findings from actual scenarios at the time the report is released.

3.11 As the Survey is conducted by drawing samples of jewellery, watch and clock and optical companies using scientific sampling method, the statistics derived from the survey were subject to sampling error.

¹¹ In the 2019 Retail Trade Manpower Survey Report, the “jewellery” sector had 14 709 employees in total.
Source: [Vocational Training Council Manpower Survey – Retail Trade \(vtc.edu.hk\)](http://vtc.edu.hk)

IV. Survey Findings

A. Number of Establishments

4.1 At the time of the survey, 4 517 establishments had relevant practitioners in the Jewellery, Watch and Clock Industries (excluding those suspended operation or changed their nature of business). Most of them belonged to the Jewellery Industry (2 823 establishments), and next came the Watch and Clock Industry (1 659 establishments). The number of establishments by industry and by number of employees are listed in Table 4.1 below.

Table 4.1 No. of Establishments with Relevant Practitioners in the Jewellery, Watch and Clock Industries (by Industry and No. of Employees)

Industry	Number of Employees	1-9	10-49	50 or above	Total
<u>Jewellery</u> Manufacturing; Wholesale, import and export trading; Repair; Testing & certification and gemmological laboratory [#]		2 512	303	8	2 823
<u>Watch & Clock</u> Manufacturing; Wholesale, import and export trading; Repair		1 379	262	18	1 659
<u>Optical</u> [#] Manufacturing; Retail sale		5	13	12	30
Total		3 896	578	38	4 512
<u>Training/Education Institutions</u> [#]	5*				

* The 5 training/education institutions were grouped under their relevant industry for overall analysis

[#] Supplementary samples

Mode of Business of the Jewellery, Watch and Clock and Optical Industries

4.2 With regard to the business mode of the Jewellery, Watch and Clock and Optical Industries, about 40% of establishments in the Watch and Clock Industry (41.1%) and Optical Industry (40.0%) adopted the mode of OEM respectively, whereas the relevant percentage of the Jewellery Industry was relatively low (17.4%). Please refer to Table 4.2 below for details.

Table 4.2 Mode of Business of the Jewellery, Watch and Clock and Optical Industries (by Industry)

Industry Mode of Business	Jewellery	Watch & Clock	Optical
OEM	17.4%	41.1%	40.0%
OBM	8.3%	9.9%	10.0%
ODM	6.2%	6.8%	16.7%
Not applicable	76.2%	54.9%	56.7%
Total Number of Establishments	2 823	1 659	30

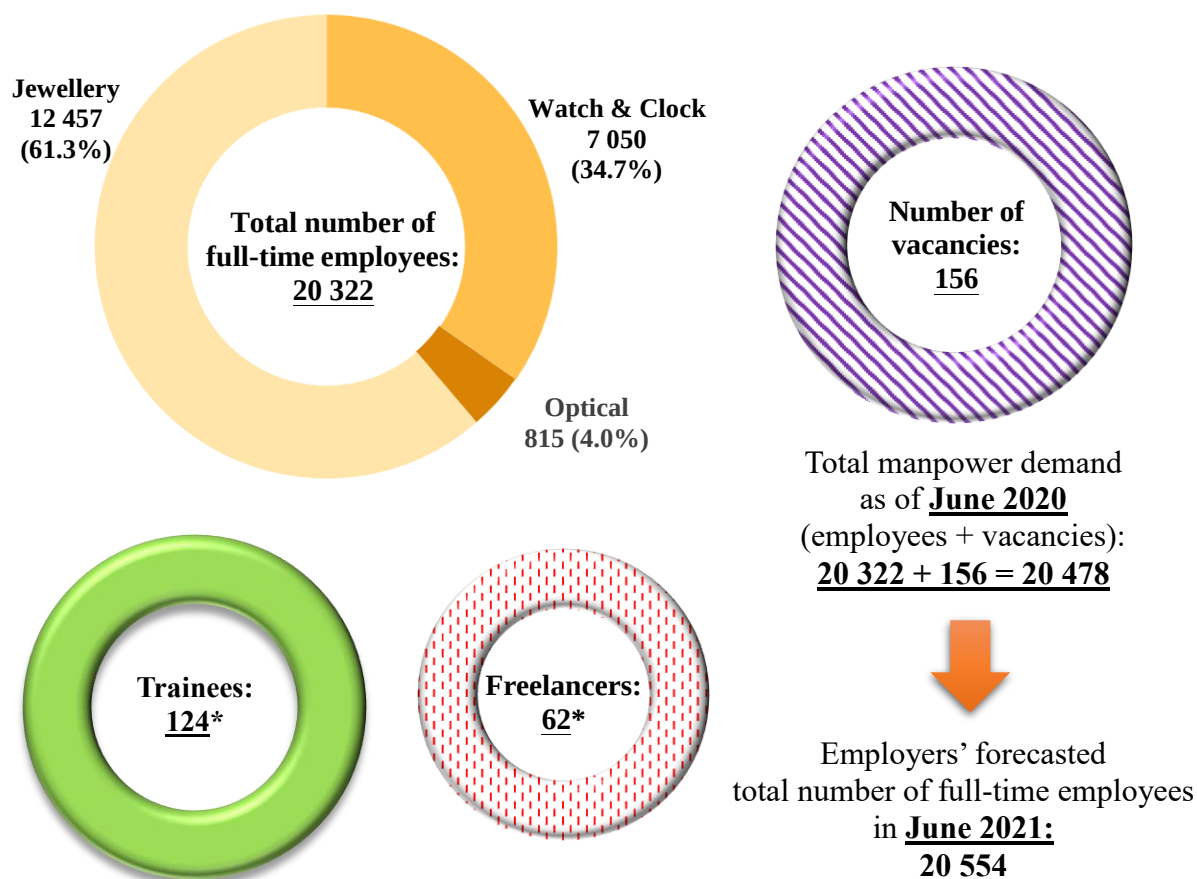
Note: Individual establishments might adopt more than one business mode, so the total percentage might exceed 100%.

B. Manpower Distribution

4.3 The survey showed that as of 1 June 2020 (reference date of the survey), there were a total of 20 322 employees in the Jewellery, Watch and Clock and Optical Industries, most of which worked in the Jewellery Industry (61.3%; 12 457), next came the Watch and Clock Industry (34.7%; 7 050). There were 815 employees (4.0%) in the Optical Industry who worked in the sampled establishments. Details of the manpower distribution are given in Table 4.1.

4.4 There were 156 vacancies at the time of the survey. Together with the number of employees in the industries, the total manpower was 20 478. Employers also projected the manpower demand would remain stable in June 2021 (20 554), with an increase of less than 1%. Please refer to Figure 4.1 below for details.

Figure 4.1 Distribution of Manpower in the Jewellery, Watch and Clock and Optical Industries (by Industry)

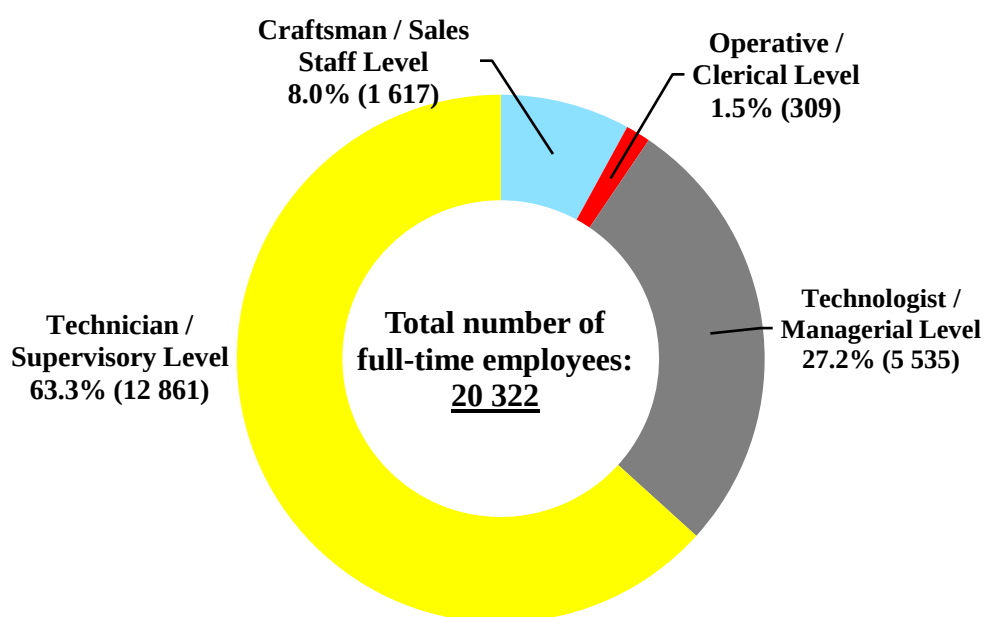


Note: The percentages may not add up to 100 due to rounding.

C. Number of Full-time Employees

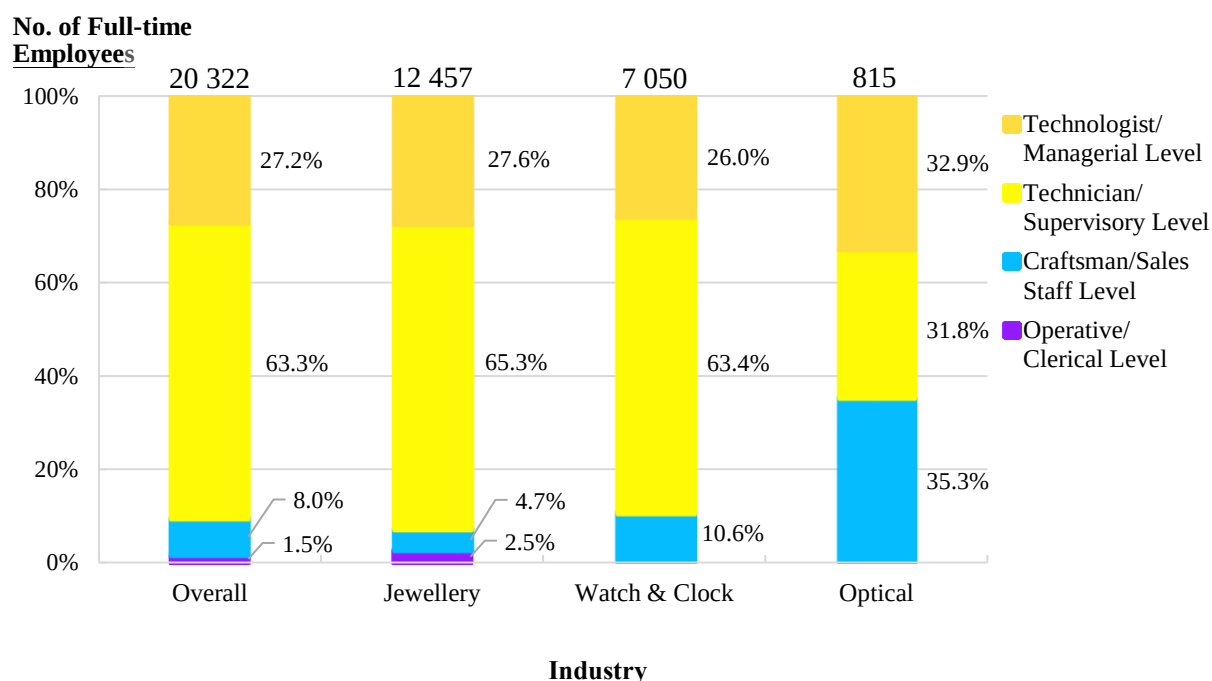
4.5 With regard to job levels of the 20 322 full-time employees, the majority were Technician/Supervisory (63.3%) and Technologist/Managerial staff (27.2%), whereas junior staff of Craftsman/Sales Staff Level (8.0%) and Operative/Clerical Level (1.5%) took up a smaller proportion. For details, please refer to Figure 4.2.

Figure 4.2 Distribution of Full-time Employees (by Job Level)



4.6 By industry and job level, each of the three job levels of the Optical Industry represented one-third of the number of employees, namely Technologist/Managerial Level (32.9%), Technician/Supervisory Level (31.8%) and Craftsman/Sales Staff Level (35.3%). On the other hand, almost two-third of the employees in the Jewellery, Watch and Clock Industries were Technician/Supervisory staff (represented 65.3% and 63.4% respectively). Please refer to Figure 4.3 below for details.

Figure 4.3 Full-time Employees by Job Level (by Industry)



Note: The percentages may not add up to 100 due to rounding.

4.7 Distribution of full-time employees in various industries by branch and by job level is shown in Table 4.3. Regarding the distribution by branch, employees of the Jewellery and Watch and Clock Industries mostly worked in the branch of wholesale, import and export trading, whereas the employees of the Optical Industry were mainly from the retail branch.

**Table 4.3 Distribution of Full-time Employees in Various Industries
(by Branch and Job Level)**

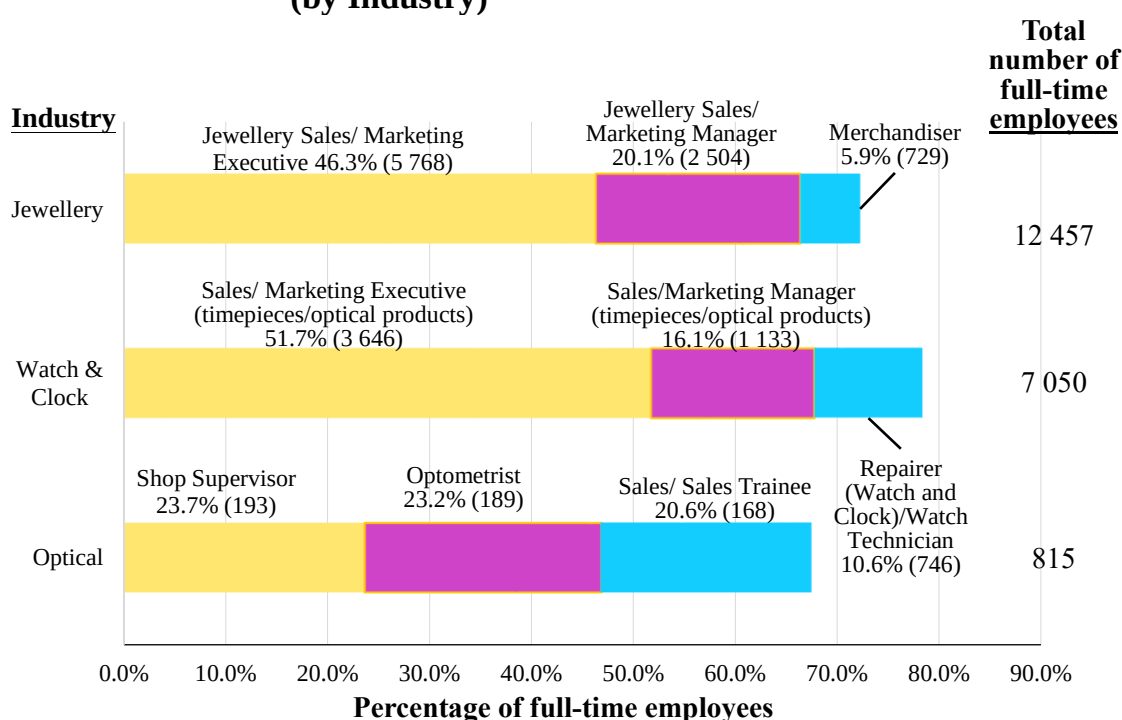
Industry	Branch	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/ Sales Staff Level	Operative/ Clerical Level	Total
Jewellery	Manufacturing	325	447	436	55	1 263
	Wholesale, import & export trading	3 066	7 516	84	254	10 920
	Repair	2	1	12	0	15
	Testing & certification and gemmological laboratory	34	157	51	0	242
	Training/education Institutions	6	11	0*	0*	17
	Sub-total	3 433	8 132	583	309	12 457
Watch & Clock	Manufacturing	61	131	31	0*	223
	Wholesale, import & export trading	1 764	4 313	655	0*	6 732
	Repair	4	16	60	0*	80
	Training/education Institutions	5	10	0	0*	15
	Sub-total	1 834	4 470	746	0	7 050
Optical	Manufacturing	50	63	0	0	113
	Retail sale	217	193	288	0*	698
	Training/education Institutions	1	3	0*	0*	4
	Sub-total	268	259	288	0	815
Overall		5 535	12 861	1 617	309	20 322

Note: No such job level in this manpower survey.

D. Prominent Principal Jobs

4.8 The survey showed that in the Jewellery, Watch and Clock Industries, sales/marketing executive or manager in wholesale, import and export trading hired the greatest number of employees, representing more than 60% of the total number of employees of the respective industries (66.4% and 67.8%). For the Optical Industry, over 60% of its employees were in retail trade, including shop supervisors (23.7%), optometrists (optical eyewear products) (23.2%) and sales/sales trainees (20.6%). Please refer to Figure 4.4 below for more details.

**Figure 4.4 Prominent Principal Jobs with the Most Employees
(by Industry)**



4.9 Prominent principal jobs with the most employees in Jewellery, Watch and Clock and Optical Industries are shown in Table 4.4 below.

**Table 4.4 Prominent Principal Jobs with the Most Employees
(across Industry)**

Prominent Principal Jobs with the Most Employees	No. of Full-time Employees [#]	% of the Relevant Industry
1. Jewellery Sales/Marketing Executive	5 768	46.3%
2. Sales/Marketing Executive (timepieces/optical products)	3 646	51.7%
3. Jewellery Sales/Marketing Manager	2 504	20.1%
4. Sales/Marketing Manager (timepieces/optical products)	1 133	16.1%

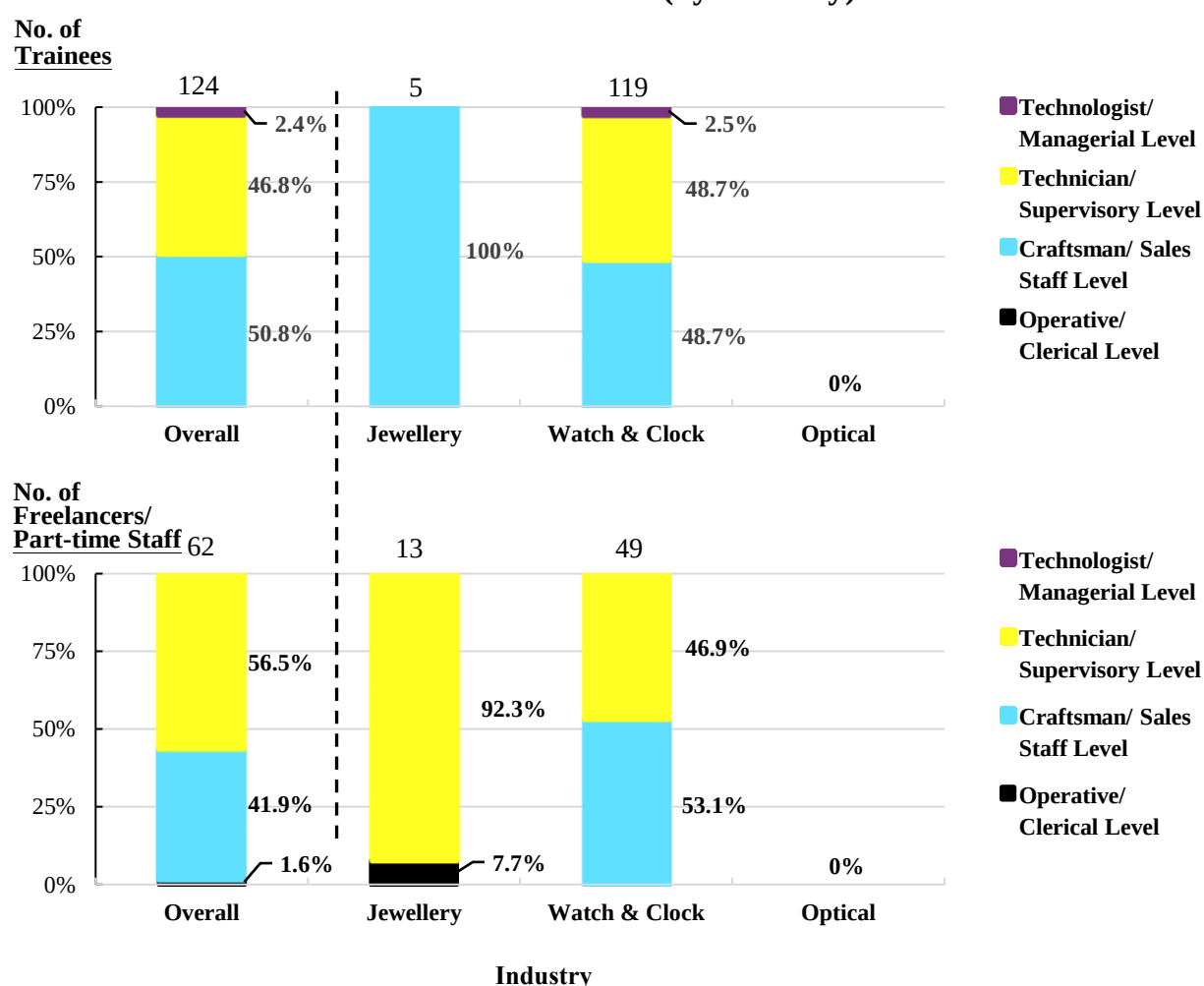
Prominent Principal Jobs with the Most Employees		No. of Full-time Employees [#]	% of the Relevant Industry
5.	Repairer (Watch and Clock)/Watch Technician	746	10.6%

Note: [#]The aforesaid jobs represent 67.9% of the 20 322 employees in total.

E. Trainees and Freelancers/Part-time Staff

4.10 The Jewellery, Watch and Clock Industries employed 124 trainees and 62 freelancers/part-time staff at the time of the survey. Most of them were employed in the Watch and Clock Industry (119 trainees and 49 freelancers/part-time staff), whereas the Jewellery Industry only employed few of them (5 trainees and 13 freelancers/part-time staff). Classified by job level, trainees were mostly of Craftsman/Sales Staff Level, while freelancers/part-time staff were more of Technician/Supervisory Level. The Optical Industry did not employ any trainee or freelancer/part-time staff. Please refer to Figure 4.5 below for details.

Figure 4.5 Trainees and Freelancers/Part-time Staff of Various Job Levels (by Industry)



Note: The percentages may not add up to 100 due to rounding.

4.11 Tables 4.5 and 4.6 show the distribution of trainees and freelancers/part-time staff.

Table 4.5 No. of Trainees (by Industry and Job Level)

Industry	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/ Sales Staff Level	Operative/ Clerical Level	Total
Jewellery	0	0	5	0	5
Watch & Clock	3	58	58	NA	119
Optical	0	0	0	0	0
Total	3	58	63	0	124

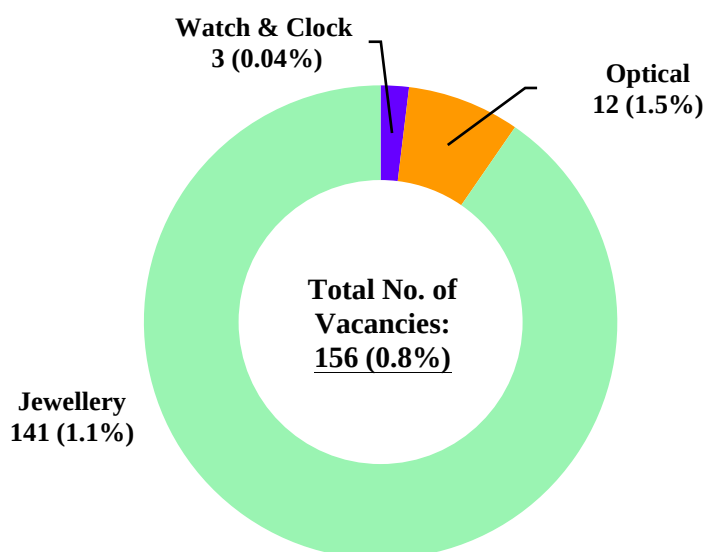
**Table 4.6 Number of Freelancers/Part-time Staff
(by Industry and Job Level)**

Industry	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/ Sales Staff Level	Operative/ Clerical Level	Total
Jewellery	0	12	0	1	13
Watch & Clock	0	23	26	NA	49
Optical	0	0	0	0	0
Total	0	35	26	1	62

F. Vacancies

4.12 At the time of the survey, there were altogether 156 full-time vacancies in the industries, representing a vacancy rate (percentage of the number of vacancies over the total number of posts) of 0.8%. Analysed by industry, most vacancies were from the Jewellery Industry (90.4%). Regarding job level, nearly third quarters of the vacancies were of Technician/Supervisory Level, whereas the vacancy rate of Operative/Clerical staff was relatively high (6.1%). Overall speaking, the vacancy rates of all the three industries were below 2%. Please refer to Figures 4.6(a) and 4.6(b) below for details.

Figure 4.6(a) Distribution of Vacancies by Industry

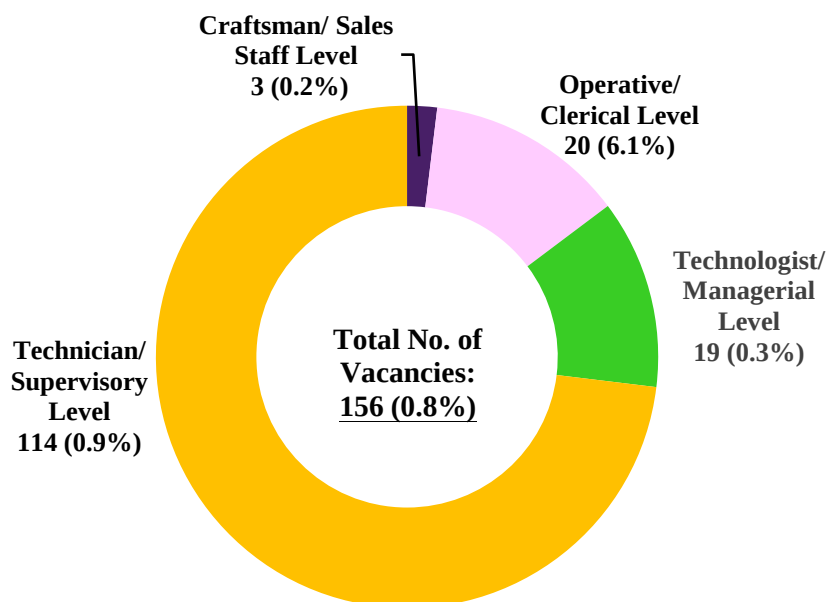


Note: Figure in () indicates the vacancy rate.

“Vacancies” refer to those unfilled, immediately available job openings for which the establishment was actively trying to recruit personnel at the survey reference date.

$$\text{Vacancy rate} = \frac{\text{No. of Vacancies}}{\text{Total No. of Posts (No. of Employees + No. of Vacancies)}} \quad (\text{For particular industry})$$

Figure 4.6(b) Distribution of Vacancies by Job Level



Note: Figure in () indicates the vacancy rate.

“Vacancies” refer to those unfilled, immediately available job openings for which the establishment was actively trying to recruit personnel at the survey reference date.

$$\text{Vacancy rate} = \frac{\text{No. of Vacancies}}{\text{Total No. of Posts (No. of Employees + No. of vacancies)}} \quad (\text{For particular job level})$$

4.13 Please refer to Table 4.7 below for principal jobs with the most vacancies.

Table 4.7 Principal Jobs with the Most Vacancies

Principal Jobs with the Most Vacancies	No. of Vacancies [#]	Percentage of Respective Industries (%)
1. Jewellery Sales/Marketing Executive	43	30.5%
2. Jewellery Designer (Hand Sketch)	40	28.4%
3. Merchandiser	29	20.6%
4. Stone Selector/Sorter	20	14.2%
5. Optometrists (Optical Eyewear Products)	12	100.0%
<i>Note: [#]The aforesaid vacancies represent 92.3% of the 156 vacancies in total. “Vacancies” refer to those unfilled, immediately available job openings for which the establishment was actively trying to recruit personnel at the survey reference date. The number of vacancies might be affected by the pandemic which dampened the employer’s intention to recruit.</i>		

G. Employers’ Forecasted Manpower Demand and Business Situation

Employers’ Forecasted Manpower Demand for 2021

4.14 The Hong Kong economy was affected by different factors including the Sino-US trade conflicts in 2018, the local social incidents in 2019 and the COVID pandemic in 2020. At the time of the survey, the employers forecasted that the manpower demand would remain stable in the coming year. They expected there will be 20 554 posts in June 2021, less than 1% increase over 20 478 posts in June 2020. Please refer to Table 4.8 below for details.

**Table 4.8 Employers’ Forecasted Manpower Demand in 2021[#]
(by Industry)**

Industry	No. of Posts in 2020 [^]	Employers’ Forecasted No. of Posts in 2021*	Forecasted Increase/Decrease in the No. of Posts in 2021	Forecasted % Increase/Decrease in the No. of Posts
Jewellery	12 598	12 600	+2	+0.02%
Watch & Clock	7 053	7 127	+74	+1.05%
Optical	827	827	0	0.00%
Total	20 478	20 554	+76	+0.37%

[^] No. of posts = no. of employees + no. of vacancies.

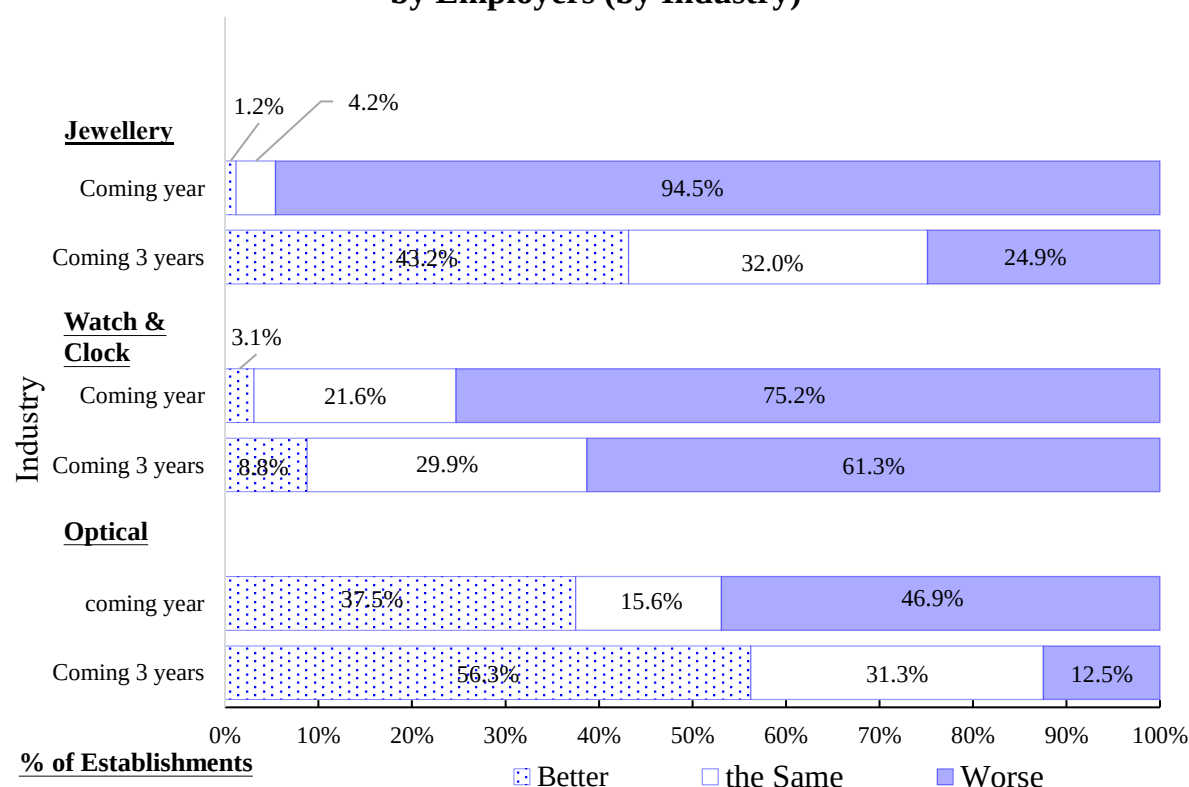
^{*} The figures only reflected the employers' forecasted manpower demand for 2021 as predicted during the time of the survey from June to August 2020. The actual manpower demand of 2021 would be influenced by various factors.

[#] Readers are alerted to interpret the employers' forecasted manpower demand with caution due to the global and local economic uncertainties imposed on the industries as caused by the social incidents in 2019 and the subsequent outbreak of COVID-19.

One-Year and Three-Year Business Projections by Employers

4.15 The survey showed that more employers in the three industries expected the business situation to become worse next year (Jewellery Industry 94.5%; Watch and Clock Industry 75.2%; Optical Industry 46.9%). With regard to the business conditions in coming three years, more employers in the Jewellery and Optical Industries expected the business to improve (43.2% and 56.3% respectively), whereas more employers in the Watch and Clock Industry expected the business to worsen (61.3%). Details are given in Figure 4.7 below.

Figure 4.7 One-Year and Three-Year Business Projections by Employers (by Industry)



Note: The percentages may not add up to 100 due to rounding.

H. Remuneration

4.16 Across the three industries, the average monthly income centralised to the range of \$15,001–\$25,000. Average monthly income of employees of various job levels in the Jewellery and Watch and Clock industries were more or less the same as the overall situation across industries. Average monthly income of employees of various job levels in the Optical Industry was relatively higher than that of the Jewellery and Watch and Clock Industries. The difference was particularly obvious for the Technologist/Managerial Level, where the average monthly income of this level in the Optical Industry mostly reached \$40,000 or above (69.0%). This was probably because most Technologist/Managerial staff in the Optical Industry were optometrists (represented 70.5%¹² of this level). Moreover, average monthly income of Technologist/Managerial staff of the Jewellery and Watch and Clock Industries centralised at \$20,001–\$30,000, representing 61.0% and 67.9% respectively. Please refer to Table 4.9 below for details.

**Table 4.9 Average Monthly Income of Employees
(by Industry and by Job Level)**

Industry	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/ Sales Staff Level	Operative/ Clerical Level	Overall
Jewellery	\$20,001 - \$30,000 (61.0%)	\$15,001 - \$25,000 (70.5%)	\$10,001 - \$20,000 (84.9%)	\$15,001 - \$25,000 (71.2%)	\$15,001 - \$25,000 (58.9%)
Watch & Clock	\$20,001 - \$30,000 (67.9%)	\$15,001 - \$25,000 (91.4%)	\$10,001 - \$20,000 (91.3%)	No relevant job level	\$15,001 - \$25,000 (76.0%)
Optical	> \$40,000 (69.0%)	\$20,001 - \$25,000 (86.9%)	\$15,001 - \$20,000 (99.7%)	No relevant job level	\$15,001 - \$25,000 (67.6%)
Overall	\$20,001 - \$30,000 (61.5%)	\$15,001 - \$25,000 (78.1%)	\$10,001 - \$20,000 (90.6%)	\$15,001 - \$25,000 (71.2%)	

Figure in () refers to “the percentage of total number of employees by job level”.

4.17 Analysed by job level, the monthly income of Technologist/Managerial staff was in the higher range of \$20,001–\$30,000 (represented 61.5%). Next came Technician/Supervisory and Operative/Clerical staff, which were mainly in the range

¹² The survey showed that the Optical Industry employed 189 optometrists in total, representing 70.5% of the 268 employees of Technologist/Managerial Level.

of \$15,001–\$25,000 (represented 78.1% and 71.2% respectively). Monthly income of Craftsman/Sales staff was mostly in the lower range of \$10,001–\$20,000 (represented 90.6%). Table 4.10 shows the details.

**Table 4.10 Average Monthly Income of Employees
(by Job Level)**

Average Monthly Remuneration Package	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/ Sales Staff Level	Operative/ Clerical Level	Overall
\$10,000 or below	0.0%	0.0%	0.0%	6.8%	0.1%
\$10,001 - \$15,000	0.0%	14.4%	28.0%	22.0%	11.7%
\$15,001 - \$20,000	4.0%	49.9%	62.6%	39.5%	38.3%
\$20,001 - \$25,000	28.9%	28.2%	9.5%	31.7%	26.9%
\$25,001 - \$30,000	32.6%	6.7%	0.0%	0.0%	13.1%
\$30,001 - \$40,000	18.2%	0.9%	0.0%	0.0%	5.5%
Above \$40,000	16.4%	0.0%	0.0%	0.0%	4.5%

Note: indicate higher proportion in the relevant job level.

I. Staff Turnover in the Past 12 Months

Overall Conditions

4.18 Overall speaking, number of new recruits (524) in the past 12 months was less than one-half (47.1%) of the employees left (1 112), indicating that 588 vacancies were not filled up after the employees left. Moreover, internal promotion was scarce (involved only 49 employees) and insufficient to make up the manpower lost. Please refer to Tables 4.11(a) and 4.11(b) below for details.

Table 4.11(a) Manpower Turnover in the Past 12 Months (by Job Level)

	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/ Sales Staff Level	Operative/ Clerical Level	Overall
(a) No. of Employees Left	109	794	180	29	1 112
(b) No. of Recruits	65	364	66	29	524
(c) = (b) – (a) (Difference in the No. of Employees)	-44	-430	-114	0	-588

Table 4.11(b) Internal Promotion in the Past 12 Months

	No. of Employees Internally Promoted
From Technician/Supervisory Level to Technologist/Managerial Level	7
From Craftsman/Sales Staff Level to Technician/Supervisory Level	42
From Other Levels to Craftsman/Sales Staff Level	0
Overall	49

4.19 The survey showed that certain establishments in these industries did not recruit or arrange internal promotion to replace their leaving employees. This was more obvious for Craftsman/Sales staff in the Jewellery and Optical Industries, reflecting that some establishments might intend to reduce the number of Craftsman/Sales staff.

Number of Employees Left

4.20 In the past 12 months, the Jewellery, Watch and Clock, and Optical Industries registered a turnover of 1 112 employees in total, representing an overall turnover rate (percentage of employees left over the total number of posts) of 5.4%. Analysed by industry and job level, Craftsman/Sales Staff Level in the Optical Industry marked the highest turnover rate (21.9%), followed by Technician/Supervisory Level in the Watch and Clock Industry (12.2%) and Craftsman/Sales Staff Level in the Optical Industry (10.4%). Please refer to Table 4.12 below for details.

**Table 4.12 No. of Employees Left in the Past 12 Months
(by Industry and Job Level)**

Industry	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/ Sales Staff Level	Operative/ Clerical Level	Overall
Jewellery	43 (1.3%)	242 (2.9%)	61 (10.4%)	29 (8.8%)	375 (3.0%)
Watch & Clock	53 (2.9%)	547 (12.2%)	56 (7.5%)	-	656 (9.3%)
Optical	13 (4.6%)	5 (1.9%)	63 (21.9%)	-	81 (9.8%)
(a) No. of Employees Left	109	794	180	29	1 112
(b) Total No. of Posts (No. of Employees + No. of Vacancies)	5 554	12 975	1 620	329	20 478
(c) Turnover Rate = (a) / (b)	2.0%	6.1%	11.1%	8.8%	5.4%

Number of New Recruits

4.21 As shown in Table 4.13, altogether 524 new recruits were reported in the survey, most of which (456; 87.0%) were “experienced employees” with prior experience in the relevant industries. Analysed by industry, the percentage of “experienced employees” among the new recruits was relatively lower in the Jewellery Industry (74.9%; compared with 93.0% of the Watch and Clock Industry and 100% of the Optical Industry). Regarding job level, new recruits of Craftsman/Sales Staff Level with relevant industry experience took up a lower percentage (54.5%), whereas the percentage of “experienced employees” of other job levels exceeded 90% (about 91% - 97%).

**Table 4.13 No. of New Recruits in the Past 12 Months
(by Industry and Job Level)**

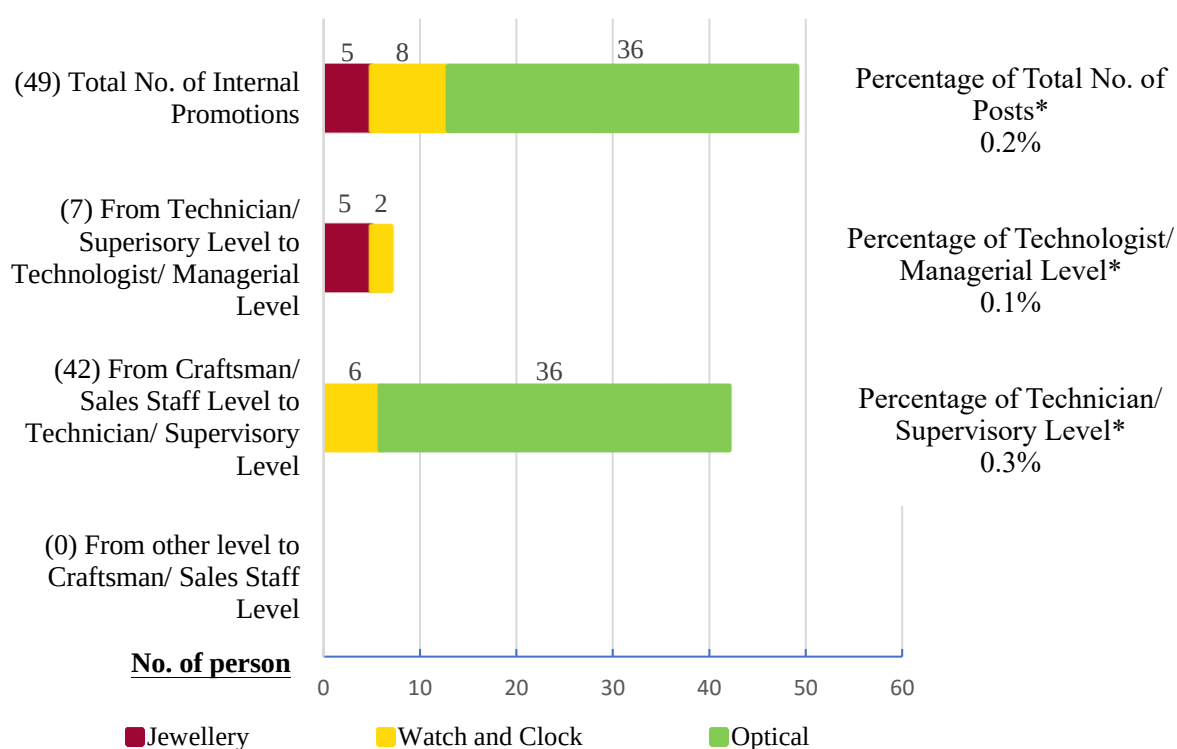
Industry	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/ Sales Staff Level	Operative/ Clerical Level	Overall
Jewellery	14 (64.3%)	118 (72.9%)	18 (61.1%)	29 (96.6%)	179 (74.9%)
Watch & Clock	38 (100%)	246 (100%)	46 (50.0%)	-	330 (93.0%)
Optical	13 (100%)	0 (0.0%)	2 (100%)	-	15 (100%)
(a) No. of Recruits	65	364	66	29	524
(b) No. of Experienced Employees Recruited	60	332	36	28	456
(c) = (b)/(a) % of Experienced Employees Recruited	92.3%	91.2%	54.5%	96.6%	87.0%

Note: The aforesaid percentage was the percentage of new recruits with relevant industry experience.

Internal Promotion

4.22 In the past 12 months, a total of 49 employees were promoted to more senior ranks in their own companies, with the most being promoted from Craftsman/Sales Staff Level to Technician/Supervisory Level (42 employees; 85.7%), whereas only a few were promoted from Technician/Supervisory Level to Technologist/Managerial Level (7 employees; 14.3%). As regards the distribution among industries, most internal promotions occurred in the Optical Industry (36 employees; 73.5%). Please refer to Figure 4.8 below for more details.

**Figure 4.8 Internal Promotions in the Past 12 Months
(by Industry and Job Level)**



*Percentage of Internal Promotions =
$$\frac{\text{No. of employees promoted to the job level}}{\text{No. of employees and vacancies of the job level}}$$

J. Recruitment Difficulties

4.23 Among the 4 517 establishments with relevant employees, 338 (7.5%) had been recruiting in the past 12 months.

4.24 A higher percentage of the employers (96.0%) from the Jewellery Industry found it difficult to recruit employees of Craftsman/Sales Staff Level. Except Operative/Clerical staff, employers from the Jewellery Industry remarked that the major difficulty in recruiting employees at various levels was that “candidates were lack of relevant working experiences and training”. This might be the reason why less new recruits of the Jewellery Industry possessed industry experience than the other two industries as mentioned in 4.21.

4.25 Other common recruitment difficulties included “general labour shortage in Hong Kong”; “insufficient graduates in relevant disciplines from institutions”; “candidates were lack of awareness of possible career opportunities and prospect” and “candidates found the remuneration package and fringe benefit could not meet their expectation”. Major recruitment difficulties encountered by various industries in the past 12 months are listed in Table 4.14(a-c).

**Table 4.14(a-c) Major Recruitment Difficulties in the Past 12 Months
(by Industry and Job Level)**

(a) Jewellery:

	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/ Sales Staff Level	Operative/ Clerical Level
% of establishments encountered difficulties in recruiting employees of relevant job levels	91.4%	59.3%	96.0%	0.0%
<u>Major recruitment difficulties</u>				
Candidates were lack of relevant working experiences and training	91.4%	56.5%	84.0%	0.0%
General labour shortage in Hong Kong	71.4%	26.9%	92.0%	0.0%
Insufficient graduates in relevant disciplines from institutions	71.4%	25.0%	0.0%	0.0%

Note: Individual establishment might have more than one recruitment difficulty, thus the total percentage might exceed 100%.

(b) Watch & Clock:

	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/ Sales Staff Level	Operative/ Clerical Level
% of establishments encountered difficulties in recruiting employees of relevant job levels	6.5%	60.0%	0.0%	0.0%*
<u>Major recruitment difficulties</u>				
Candidates were lack of relevant working experiences and training	6.5%	60.0%	0.0%	0.0%*
Candidates were lack of awareness of possible career opportunities and prospect	3.2%	60.0%	0.0%	0.0%*
Candidates found the remuneration package and fringe benefit could not meet their expectation	6.5%	0.0%	0.0%	0.0%*

Note: Individual establishment might face more than one recruitment difficulty, thus the total percentage might exceed 100%.

**No such job level in this manpower survey.*

(c) Optical:

	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/ Sales Staff Level	Operative/ Clerical Level
% of establishments encountered difficulties in recruiting employees of relevant job levels	92.3%	No recruitment	0.0%	No recruitment
<u>Major recruitment difficulties</u>				
Insufficient graduates in relevant disciplines from institutions	92.3%	-	0.0%	-
Candidates found the remuneration package and fringe benefit could not meet their expectation	92.3%	-	0.0%	-

Note: Individual establishment might face more than one recruitment difficulty, thus the total percentage might exceed 100%.

K. Preferred Education for Employees

4.26 The Jewellery Industry had a preference of employees with lower education level compared with the other two industries. For the Jewellery Industry, employees of Technologist/Managerial Level were preferred to hold a first degree (accounted for 46.6% of the job level); Technician/Supervisory staff were preferred to have Secondary 4 to Secondary 7 qualification (accounted for 50.5% of the job level); an education level of Secondary 3 or below was preferred for Craftsman/Sales staff (accounted for 39.6% of the job level). On the contrary, Technologist/Managerial employees of the Optical Industry were preferred to hold a first degree (accounted for 92.5% of the job level) since most employees of this job level were optometrists (represented 70.5%¹³ of the job level), as mentioned in the section on monthly income. Please refer to Table 4.15 below for details.

¹³ The survey showed that the Optical Industry employed 189 optometrists in total, representing 70.5% of the 268 employees of Technologist/Managerial level.

**Table 4.15 Preferred Education Level for Employees
(by Industry and by Job Level)**

Industry	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/Sales Staff Level
Jewellery	First Degree (46.6%)	Secondary 4 to 7 (50.5%)	Secondary 4 to 7 (50.8%) Secondary 3 or below (39.6%)
Watch & Clock	First Degree (53.5%)	Diploma/Certificate (54.2%)	Secondary 4 to 7 (88.1%)
Optical	First Degree (92.5%)	Diploma/Certificate (77.9%)	Secondary 4 to 7 (100%)

Note: Figures in () refer to “the percentage of total number of employees by job level”.

4.27 Overall speaking, employers of the three industries generally preferred Technologist/Managerial staff to have a first degree (accounted for 51.1% of the job levels); those with Secondary 4 to diploma/certificate were preferred for Technician/Supervisory staff (accounted for 70.8% of the job level); those with Secondary 4 to 7 education were preferred for Craftsman/Sales staff (accounted for 76.7% of the job level). Please refer to Table 4.16 below for details.

**Table 4.16 Preferred Education Level for Employees
(by Job Level)**

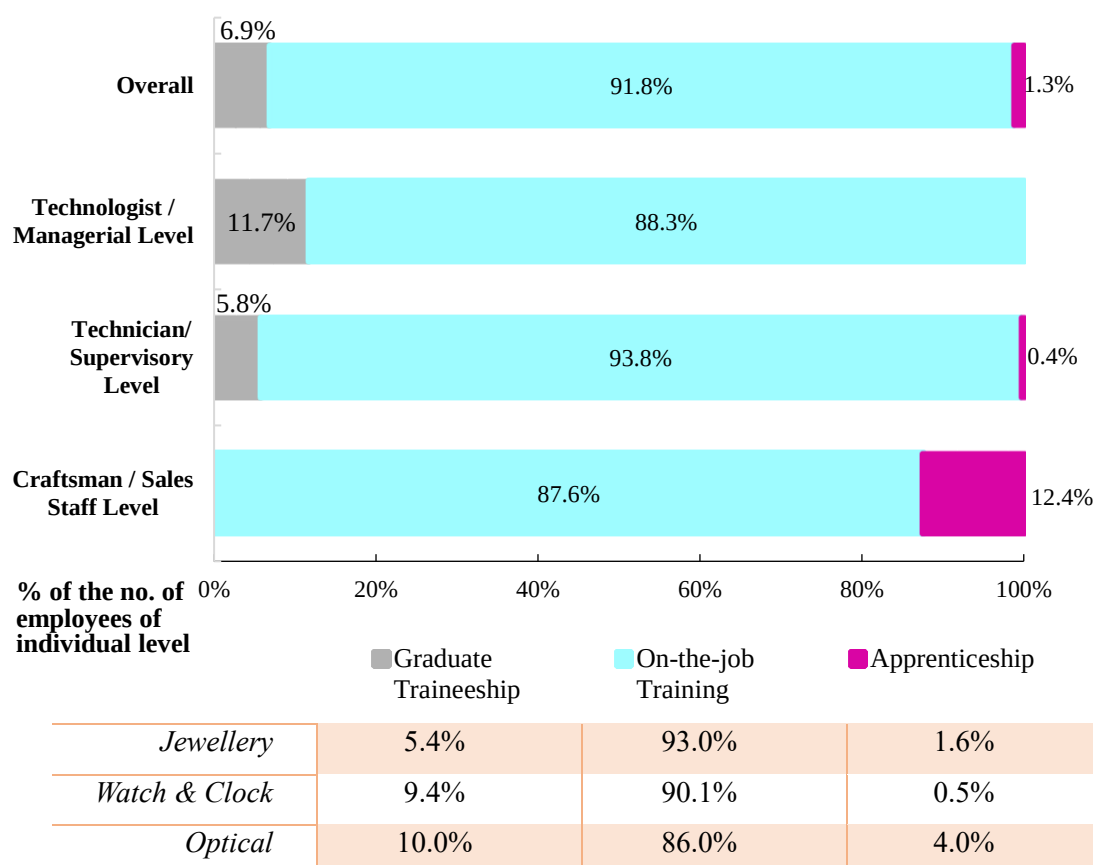
Preferred Education Level	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/ Sales Staff Level	Overall
Postgraduate Degree	0.9%	0.0%	0.0%	0.2%
First Degree	51.1%	15.8%	0.0%	24.3%
Sub-degree	8.2%	13.3%	0.0%	10.8%
Diploma/Certificate	14.1%	31.6%	6.3%	24.7%
Secondary 4 to 7	25.6%	39.2%	76.7%	38.5%
Secondary 3 or below	0.0%	0.0%	16.9%	1.4%
Overall	First Degree (51.1%)	Secondary 4 to Diploma/ Certificate (70.8%)	Secondary 4 to 7 (76.7%)	

Note: indicate higher proportion in the relevant job level.

L. Preferred Mode of Training for Employees

4.28 Regarding the preferred mode of training for employees, most employers of the three industries considered that it was preferable for employees to receive “on-the-job training” (represented over 85% of all sectors and job levels). Please refer to Figure 4.9 below for details.

Figure 4.9 Preferred Mode of Training for Employees (by Industry and Job Level)



M. Preferred Period of Training for Employees

4.29 Overall speaking, employers of all industries deemed that employees of Technologist/Managerial Level should have two to less than four years’ training (66.4% of the number of employees of the job level), those of Technician/Supervisory Level should have one to less than three years’ training (77.8% of the number of employees of the job level). Employers held different opinions for employees of Craftsman/Sales Staff Level. Employers of the Watch and Clock Industry preferred three to less than four years’ training (61.6%), whereas employers of the Optical Industry preferred six to less than 12 months’ training. Please refer to Tables 4.17(a) and 4.17(b) for more details.

**Table 4.17(a) Preferred Period of Training for Employees
(by Industry and Job Level)**

Industry	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/ Sales Staff Level
Jewellery	3 - < 4 Years (47.8%)	1 - < 3 Years (74.3%)	2 - < 4 Years (57.5%)
Watch & Clock	2 - < 4 Years (69.9%)	1 - < 3 Years (83.9%)	3 - < 4 Years (61.6%)
Optical	1 - < 3 Years (53.8%) 3 Years or above (46.3%)	1 - < 3 Years (92.7%)	6 - < 12 Months (91.7%)
Overall	2 - < 4 Years (66.4%)	1 - < 3 Years (77.8%)	3 - < 4 Years (36.9%) 6 - < 12 Months (25.5%)

Figure in () refers to “the percentage of employees of that job level”.

**Table 4.17(b) Preferred Period of Training for Employees
(by Job Level)**

Preferred Period of Training	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/ Sales Staff Level	Overall
< 6 Months	0.0%	0.0%	2.9%	0.3%
6 - < 12 Months	0.0%	6.4%	25.5%	6.3%
1 - < 2 Years	14.8%	33.2%	4.8%	25.9%
2 - < 3 Years	25.8%	44.6%	17.5%	37.3%
3 - < 4 Years	40.6%	11.1%	36.9%	21.2%
4 Years or above	18.8%	4.6%	12.3%	9.1%

Note: indicate higher proportion in the relevant job level.

N. Training Needed in the Next 12 Months

4.30 The survey showed that employers of the Jewellery and Watch and Clock Industries deemed employees needed training in “trade specific skills” in the next 12 months, including “gemstones product knowledge”, “gemstones identification, testing and certification knowledge and skills”, “watches product knowledge” and “watches repairing and after-sales services knowledge and skills”. More employers of the Optical Industry considered that their employees needed training in “generic skills”,

including “problem solving skills” and “customer services and communication skills”. As regards job level, more employers considered employees of all job levels needed training in “generic skills”, such as “selling skills”, “customer services and communication skills” and “problem solving skills”.

4.31 Tables 4.18(a-c) listed the training considered essential by employers in the next 12 months for employees of different branches and job levels in the Jewellery, Watch and Clock and Optical Industries.

**Table 4.18(a-c) Training Needed in the Next 12 Months
(by Industry and Job Level)**

(a) Jewellery:

Branch	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/ Sales Staff Level
Manufacturing	- Principles of Management (e.g. problem solving, decision making, leadership, crisis management) - Selling Skills - Gemstones Product Knowledge - Computer Skills	- Gemstones Identification, Testing and Certification Knowledge and Skills - Computer Skills - Selling Skills - Gemstones Product Knowledge	- Gemstones Identification, Testing and Certification Knowledge and Skills - Computer Skills - Gemstones Product Knowledge - Problem Solving Skills
Wholesale, Import & Export Trading	- Selling Skills - Customer Services and Communication Skills - Gemstones Product Knowledge - Gemstones Identification, Testing and Certification Knowledge and Skills	- Selling Skills - Customer Services and Communication Skills - Gemstones Product Knowledge - Gemstones Identification, Testing and Certification Knowledge and Skills	- Problem Solving Skills - Computer Skills - Selling Skills - Gemstones Product Knowledge

Branch	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/ Sales Staff Level
Repair	- Principles of Management (e.g. problem solving, decision making, leadership, crisis management) - Gemstones Product Knowledge - Customer Services and Communication Skills - Problem Solving Skills	- Principles of Management (e.g. problem solving, decision making, leadership, crisis management) - Facilitation Skills/ People Relationship Management - Gemstones Product Knowledge - Gemstones Identification, Testing and Certification Knowledge and Skills	- Gemstones Product Knowledge - Gemstones Identification, Testing and Certification Knowledge and Skills - Problem Solving Skills - Customer Services and Communication Skills
Testing & Certification and Gemmological Laboratory	- Principles of Management (e.g. problem solving, decision making, leadership, crisis management) - Gemstones Product Knowledge - Gemstones Identification, Testing and Certification Knowledge and Skills	- Gemstones Product Knowledge - Gemstones Identification, Testing and Certification Knowledge and Skills - Design Concepts Knowledge and Applications of Software	- Gemstones Identification, Testing and Certification Knowledge and Skills - Gemstones Product Knowledge - Computer Skills

(b) Watch & Clock :

Branch	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/Sales Staff Level
Manufacturing	• Watches Product Knowledge • Problem Solving Skills • Principles of Management (e.g. problem solving, decision making, leadership, crisis management) • Watches Repairing and After-Sales Services Knowledge and Skills	• Watches Product Knowledge • Watches Repairing and After-Sales Services Knowledge and Skills • Problem Solving Skills • Principles of Management (e.g. problem solving, decision making, leadership, crisis management) • Facilitation Skills/ People Relationship Management	• Problem Solving Skills • Design Concepts Knowledge and Applications of Software • Customer Services and Communication Skills • Computer Skills
Wholesale, Import & Export Trading	• Principles of Management (e.g. problem solving, decision making, leadership, crisis management) • Watches Product Knowledge • Customer Services and Communication Skills • Selling Skills	• Watches Repairing and After-Sales Services Knowledge and Skills • Watches Product Knowledge • Selling Skills • Customer Services and Communication Skills	• Watches Repairing and After-Sales Services Knowledge and Skills • Watches Product Knowledge • Design Concepts Knowledge and Applications of Software • Problem Solving Skills
Repair	• Computer Skills	• Watches Product Knowledge • Watches Repairing and After-Sales Services Knowledge and Skills • Selling Skills	• Watches Product Knowledge • Watches Repairing and After-Sales Services Knowledge and Skills • Computer Skills

(c) Optical :

Branch	Technologist/ Managerial Level	Technician/ Supervisory Level	Craftsman/ Sales Staff Level
Manufacturing	- Principles of Management (e.g. problem solving, decision making, leadership, crisis management) - Problem Solving Skills - Customer Services and Communication Skills - Selling Skills	- Customer Services and Communication Skills - Problem Solving Skills - Principles of Management (e.g. problem solving, decision making, leadership, crisis management) - Selling Skills - Computer Skills	No such job level
Retail Sale	- Principles of Management (e.g. problem solving, decision making, leadership, crisis management) - Customer Services and Communication Skills - Selling Skills - Computer Skills	- Selling Skills - Principles of Management (e.g. problem solving, decision making, leadership, crisis management) - Facilitation skills/ People Relationship Management - Customer Services and Communication Skills - Problem Solving Skills	No such job level

V. Manpower Analysis

A. Manpower Changes

5.1 “2020 Manpower Survey of the Jewellery, Watch and Clock Industries” is the first manpower survey conducted specifically for the industries. Although the 2016 Manpower Survey Report of the Metal Industry also covered the manpower situation of the Jewellery, Watch and Clock Industries, comparison of the manpower survey statistics of this report with those of Metal Industry’s report is not applicable.

B. Business Outlook

5.2 Based on the manpower changes of the Jewellery, Watch and Clock and Optical Industries in 2020, as well as views collected through interviews with industry experts and opinions of members of the Training Board, the major developments of the industry are summarised as follows:

Impact of COVID-19

Overall Economic Conditions

5.3 Since March 2020, the COVID-19 pandemic quickly swept most parts of the world, striking a heavy blow on all aspects of international and local economies. The International Monetary Fund (IMF) pointed out in the World Economic Outlook Report in October 2020 that major economies turned stable and revived in the second quarter, the Chinese economy recovered vigorously, and the global economy rebounded more swiftly than expected in the third quarter. Forecasted global economic growth¹⁴ was adjusted to -4.4%. Nevertheless, the number of confirmed COVID cases resurged quickly in the second half of the quarter, forcing different governments to retighten social distancing measures and reinstate lockdown measures to various degrees, posing greater uncertainties to the global economy in the short-term.

5.4 Regarding the local economy, according to the Third Quarter Economic Report 2020¹⁵, the Hong Kong economy saw some improvement in the third quarter of 2020. Real GDP recorded a year-on-year decline of 3.5%, visibly narrower than

¹⁴ “World Economic Outlook Report” of the International Monetary Fund (October 2020) “World Economic Outlook Report” (October 2020) [_imf.org](https://www.imf.org)

¹⁵ The Third Quarter Economic Report 2020 (Nov 2020) [Third Quarter Economic Report 2020](https://www.hkeconomy.gov.hk)
[_hkeconomy.gov.hk](https://www.hkeconomy.gov.hk)

the 9.0% contraction in the second quarter. Domestic demand improved slightly but stayed weak. Personal expenditure recorded a gross year-on-year decline of 8.2%, yet achieved an obvious improvement over the 14.2% decrease recorded in the previous quarter. The Census and Statistics Department recently announced that retail sales for November 2020 marked a year-on-year fall of 4%, with the sales of jewellery, watch and clock and luxury gifts decreased by 16.1%¹⁶. Looking forward, the Government projected a -6.1% economic growth for 2020.

5.5 To ease the financial damages caused by the pandemic, the Government introduced large-scale relief measures like setting up the “Anti-Epidemic Fund” and launching the “Employment Support Scheme”, which aimed to stabilise the economy, keep workers in employment and safeguard people’s livelihood. To contain the spread of the virus, the Government implemented strict measures like “social gathering ban” to tighten social distancing. Personal expenditure and business sentiment remained weak due to these factors and measures. With the arrival of the fourth wave of the epidemic and with no further aid from the “Employment Support Scheme” after November 2020, companies are foreseen to make redundancies and the labour market will further deteriorate, creating even more uncertainties for the domestic economic outlook.

Conditions of the Jewellery, Watch and Clock and Optical Industries

5.6 The pandemic dealt a heavy blow to the Jewellery, Watch and Clock Industries all over the world. Global management consulting firm Bain & Company¹⁷ stated in its November 2020 research report that the global personal luxury goods market contracted about 23%, and was expected to take at least two to three years to rebound to pre-pandemic level. On the other hand, with the pandemic under control in Mainland China and the quick recovery of its economy, the Chinese luxury goods market achieved outstanding performance with a 45% growth over the same period last year.

5.7 Since the pandemic is not yet well controlled, many countries have closed their borders and suspended unnecessary commercial activities. As a result, manufacturers (including the wholesale sector) had to slow down or suspend their production which seriously undermined the development of their businesses.

¹⁶ Provisional statistics of retail sales for November 2020 (4 Jan 2021) [C&SD : Provisional statistics of retail sales for November 2020 \(censtatd.gov.hk\)](https://censtatd.gov.hk/en/retail-sales-for-november-2020)

¹⁷ Global luxury products eye on China in 2020, with entry level luxury goods being most popular (Link: <https://kknews.cc/finance/6rren93.html>)

Moreover, various physical exhibitions and seminars were on hold due to the COVID-19 epidemic. Exhibition organisers decided to move their events online, allowing overseas buyers and sellers to trade via online platforms. However, since the trading parties could not meet physically under such new arrangements, the manufacturing and wholesale sectors found it challenging to reach potential customers and solve relevant technical problems.

5.8 With the pandemic sweeping the globe, tourists could not visit Hong Kong and thus inflicted heavy losses on the jewellery, watch and clock retail sector. Global management consulting firm Bain & Company pointed out in its report that the personal luxury goods market was most badly hurt in regions like Hong Kong and Macau. Take jewellery retail as an example, precious jewellery retailers could only sell their products to frequent customers, either through regular live broadcast or streaming via smartphones to introduce their products.

5.9 With regard to the Optical Industry, spectacles and accessories (like sunglasses products) are necessities as well as fashion products. As for the local Optical Industry, spectacles have become a “pandemic mitigation product”, leading to an increased demand for low to medium-end optical products. Regarding eyewear manufacturing, global supply and demand for optical products were affected by the pandemic and OEM export trade was most adversely impacted.

Uncertainties Caused by the Sino-US Trade Conflicts

5.10 Sino-US tensions have intensified since 2018. After the Central Government implemented the National Security Law in July 2020, the US suspended preferential treatment to Hong Kong so merchandise from Hong Kong were required to be labelled as “Made in China” instead of “Made in Hong Kong”. The US Customs announced recently that starting from 10 November 2020, various products produced in Hong Kong should state China as the place of origin. Since the US was a major export market for Hong Kong jewellery, these measures had brought more uncertainties to local jewellery manufacturers. To avoid paying extra tariffs, some buyers even requested local manufacturers to have the products manufactured in other countries or regions, or explore the feasibility of this option. The US Customs stipulated that the place of origin of watch and clock products should be clearly indicated, whereas the origin of the clock movement should be explicitly marked on the dial or back of the watch case¹⁸. As the US was only one of the export markets and Hong Kong watches

¹⁸ Watches and Clocks Industry in Hong Kong (24 December 2020) (Link: [Watches & Clocks Industry in Hong Kong | HKTDC Research](https://www.hktfdc.com/en/research/watches-and-clocks-industry-in-hong-kong) (hktfdc.com))

can still be marked “Hong Kong” as the place of origin for watch movements, the Watch and Clock Industry was not severely impacted by the Sino-US conflicts. On the contrary, the Optical Industry was more affected because some spectacles and lens produced in China had to pay extra tariffs when exported to the US, though the tariff rate was reduced to 7.5%¹⁹ on 14 February 2020.

“New Normal” for the Industry

Restructuring of Store Networks and Manpower

5.11 Over expansion of retail store networks occurred in the Jewellery, Watch and Clock Industries in the past few years. In response to the pandemic, establishments in the industries restructured their store networks and manpower, and adjusted the role of retail stores to further enhance customer experience. The industries forecasted that retail stores would not require massive manpower in future.

Trends in Jewellery, Watch and Clock and Optical Products

5.12 With respect to product trends, “personalised product design” will become a major trend as the younger generation values personal style and have a passion for traditional handicraft. Jewellery has become everyday accessories which can show one’s personal style. Jewellery design is also increasingly influenced by the fashion trend²⁰. The Watch and Clock Industry recommends establishments to incorporate more creative concepts, such as crossover with different fashion brands, introduce more “limited editions” and add more varieties to their products. While consumers pay more attention to healthcare during the pandemic, a “smart watch” product with more medical and health care features continues to be one of the most popular product types. As for the Optical Industry, certain local manufacturers grasp this chance to expand their OEM businesses and some large-scale optical establishments further expanded its Mainland China market.

¹⁹ Spectacles Industry in Hong Kong (13 November 2020) (Link: [Spectacles Industry in Hong Kong | HKTDC Research](#) (hktdc.com))

²⁰ Jewellery Industry in Hong Kong (28 August 2020) (Link: [Jewellery Industry in Hong Kong | HKTDC Research](#) (hktdc.com))

Changes in Supply Chain

5.13 The pandemic has also brought about substantial changes to the global supply chain, including business models and development strategies. One of the major trends is to accelerate “digital transformation” of the Jewellery, Watch and Clock and Optical Industries to sustain business development. For instance, their transformation involves changes in the supply chain (including production lines and merchandise transportation), operating cost, product promotion without geographical restrictions, customer experience and changes in shopping habits. In view of the supply chain challenges, enterprises should strengthen their communications and cooperation with suppliers to establish a “sustainable trust” supply chain partnership to ensure smoother logistics. In terms of cargo transportation, enterprises may also explore the feasibility of sharing transportation resources within the industry which can help reduce the operation costs and make logistics arrangements more flexible.

Dual Sale and Marketing Channels

Enhance Online Sales and Promotion

5.14 Under the pandemic, some large-scale product retailers have not only strengthened the application of big data to analyse the patterns of customer consumption, but also used Artificial Intelligence (AI) and Augmented Reality (AR) technologies to develop apps to provide customers with different experiences and more “personalised” products and services.

5.15 The pandemic has also led to the extensive use of e-commerce, social media (such as Facebook, Instagram, WhatsApp and WeChat) and online shopping platforms (such as T-Mall, Jingdong, Alibaba, Amazon, Taobao and Xiaohongshu) as the major sales and promotion channels by the industries. This involved mainly low to medium-end and fashionable products which recorded a significant increase in their sales figures. Major luxury jewellery, watch and clock brands have also actively employed online sales and promotion channels so as to make up for the contraction of the sales in their physical shops. For the Optical Industry, a number of local retailers have also launched e-commerce websites. Moreover, some local designer brands also made use of online channels to sell their products and build relationships with local and overseas customers¹⁹.

5.16 Among various online marketing strategies, more and more enterprises have joined hands with key opinion leaders (KOL)/YouTubers to promote their products. Such form will continue to be the mainstream for sales and promotion. Some

retailers also encourage or require their frontline staff (such as sales representatives) to hold regular live broadcasts or streaming via smartphones to introduce and promote products and answer customer enquiries in real time. This model will not only strengthen interaction with customers, but also maintain business growth. To enhance the competitiveness of the Hong Kong market, the industry also needs to keep an eye on the latest developments of Mainland China in using e-commerce, online shopping, social media and KOL as sales and marketing channels.

Offline Sales and Promotion

5.17 Regarding the sales of high-end products like precious jewellery and luxury watches, customers still prefer to visit physical shops to enjoy the introduction of different features of the luxury products by professional sales representatives. Generally speaking, the industries would maintain e-commerce and physical shops as the dual sales and marketing channels so that they can complement each other and foster further business growth in the long run.

Future Manpower Demand

5.18 Overall speaking, the aforesaid digital transformation strategies would help the Jewellery, Watch and Clock and Optical Industries to grow continually under the “New Normal” economic model. Industry practitioners must keep abreast of the knowledge and application of emerging technologies (such as digital literacy and digital marketing). Although the Jewellery, Watch and Clock and Optical Industries involve handicraft and are regarded as labour-intensive industries, interpersonal interaction is still very important. To support the rapid development of the Jewellery, Watch and Clock and Optical Industries, it is essential to ensure a stable manpower supply. Employees must also possess industry knowledge, emerging skills and a customer-oriented mindset.

C. Manpower Projection and Annual Additional Manpower Requirement

Manpower Projection and Annual Additional Manpower Requirement

5.19 Since this “2020 Manpower Survey of the Jewellery, Watch and Clock Industries” was the first ever survey conducted for the industries, manpower projection in this report was based on the forecast of employers for the coming year.

5.20 To estimate the annual additional manpower requirement, the report has taken into account the projected manpower trend and percentage of employees leaving the industry permanently (i.e. “wastage rate of the industry”²¹) and used statistical formula for the projection. The estimated annual additional manpower requirement in the coming year is shown in Table 5.1(a-c) below. Based on the results, most of the additional manpower in demand is expected to be Technician/Supervisory staff in the Jewellery, Watch and Clock Industries, and next comes Craftsman/Sales staff in the Jewellery and Optical Industries.

Table 5.1(a) Annual Additional Manpower Requirement for the Jewellery Industry in the Coming Year

Job Level	Manpower Requirement in 2020 (a)	Employers’ Forecasted Manpower Demand for 2021 (b)	Year-on-Year Growth (b-a) = (c)	Wastage Rate of the Industry	Annual Replacement for Wastage (d)	Additional Manpower to be Trained in the Coming Year (c)+(d)
Technologist/Managerial Level	3 438	3 436	(-2)	1.0%	34	32
Technician/Supervisory Level	8 245	8 249	4	1.9%	156	160
Craftsman/Sales Staff Level	586	586	0	8.5%	50	50

²¹ “Wastage rate” refers to those leaving the Jewellery, Watch and Clock Industries for joining other industries, emigrating or other reasons.

**Table 5.1(b) Annual Additional Manpower Requirement for
the Watch and Clock Industry in the Coming Year**

Job Level	Manpower Requirement in 2020 (a)	Employers' Forecasted Manpower Demand for 2021 (b)	Year-on-Year Growth (b-a) = (c)	Wastage Rate of the Industry	Annual Replacement for Wastage (d)	Additional Manpower to be Trained in the Coming Year (c)+(d)
Technologist/Managerial Level	1 836	1 833	(-3)	0.8%	15	12
Technician/Supervisory Level	4 471	4 549	78	6.7%	304	382
Craftsman/Sales Staff Level	746	745	(-1)	4.4%	33	32

**Table 5.1(c) Annual Additional Manpower Requirement for
the Optical Industry in the Coming Year**

Job Level	Manpower Requirement in 2020 (a)	Employers' Forecasted Manpower Demand for 2021 (b)	Year-on-Year Growth (b-a) = (c)	Wastage Rate of the Industry	Annual Replacement for Wastage (d)	Additional Manpower to be Trained in the Coming Year (c)+(d)
Technologist/Managerial Level	280	280	0	0%	0	0
Technician/Supervisory Level	259	259	0	1.9%	5	5
Craftsman/Sales Staff Level	288	288	0	21.2%	61	61

VI. Recommendations

6.1 Based on the survey findings and manpower analysis, business outlook and manpower projection, as well as advices from the industry experts interviewed and the Training Board, a list of recommendations on manpower development is drawn up for the consideration of different stakeholders of the Jewellery, Watch and Clock, and Optical Industries.

Recommendations

Government

- (a) To assist the Jewellery, Watch and Clock and Optical Industries in mapping out appropriate human resources policies and training up adequate manpower to support the sustainable development of the industries.
- (b) To subsidise employees of the industries for upskilling in new technologies, such as digital literacy and artificial intelligence.
- (c) To cooperate with training institutions to offer employers with training programmes related to digital transformation, in order to assist enterprises in mastering the technologies for appropriate transformation and enhancement of productivity.
- (d) To strengthen the promotion of vocational and professional education and training (VPET) to different stakeholders such as secondary school students, parents and teachers.

Training Providers

- (e) To strengthen collaboration with the industries by:
 - i. Providing more interdisciplinary internship opportunities for students to strengthen their employability;
 - ii. Optimising VPET and dual-track training models continuously and applying workplace learning and assessment to facilitate students' learning in authentic working environments (such as jewellery, watch and clock and optical enterprises);

- iii. Arranging regular industrial exchange seminars for instructors to keep them abreast of the development of the industries and actual working environments so that they are able to provide latest industry information to students;
 - iv. Arranging industrial seminars and company visits to allow students to understand the latest developments of the industries, the actual working conditions and manage their expectations on the industries.
- (f) To tie in with the new era of digitalisation, the application of more new technologies (such as virtual reality (VR) and augmented reality (AR)) in teaching is recommended so as to increase students' engagement at learning and interests in the industries.
- (g) In line with the new digitalisation trend of the industries, training programmes on emerging technologies which cover the following areas should be provided: digital literacy, digital marketing (e.g. via digital platforms like websites, social media, mobile apps), promotion through key opinion leaders (KOLs), operation of online stores, filming and editing, etc.
- (h) To provide flexible and creative training schemes for in-service practitioners, such as online or bite-sized training of shorter duration to promote lifelong learning and upskilling.

Employers

- (i) To offer better remuneration packages, enhance job satisfaction and increase autonomy for retaining and nurturing young employees. The management should strengthen communications with staff of different generations, such as organising networking gatherings and team-building activities to learn about their real thoughts and needs, thus engaging them in business development.
- (j) To provide young employees a clear picture on the prospects of the industries, swift career promotion pathway as well as information related to personal career development. All these can help them understand more the actual working environments for their career planning.
- (k) To provide in-house training to develop multi-dimensional skills of employees to enable flexible manpower deployment in response to changes in the business environment.

- (l) To offer mentorship programmes for young employees, helping them understand the importance of organisational values, integrity and professional ethics.
- (m) To leverage Government subsidies such as the Re-industrialisation and Technology Training Program to add value for the companies and employees.

Employees

- (n) To nurture a mindset of lifelong learning, master the latest industry knowledge and skills including:
 - i. Professional trade specific skills: product knowledge, watch repairing and aftersales services, gemstones identification, testing and certification;
 - ii. Generic skills: knowledge on customer experience, customer service and sales techniques;
 - iii. Emerging skills: digital literacy, digital media and marketing strategies.
- (o) To enhance communication skills with employers and customers and maintain a good working attitude, so as to improve own competitiveness.
- (p) To leverage subsidy schemes provided by the Government, such as the Recognition of Prior Learning (RPL) Mechanism and Skills Upgrading Scheme Plus, for lifelong learning and career development.

珠寶及鐘錶業訓練委員會
委員名單
(2020 年 6 月)

主席：

吳宏斌博士, SBS, MH

委員：

陳榮欣先生

程永成先生

古堂發先生

林偉雄先生

劉家健博士

劉健華博士, JP

羅志光先生

李永安先生

李偉材先生

盧仲輝先生

吳景瀚先生

邵為忠博士

黃錦龍先生

姚蔚然先生

工業貿易署署長 (或其代表)

職業訓練局執行幹事 (或其代表)

VII. Appendices

Appendix 1

Jewellery, Watch and Clock Training Board Membership List (June 2020)

Chairman

Dr NG Wang-pun, Dennis SBS, MH

Members

Mr CHAN Wing-yun, Peter

Mr CHING Wing-sing, Kevin

Mr KOO Tong-fat

Mr LAM Wai-hung, Enders

Dr Adam LAU

Dr LAU Kin-wah, Kevin, JP

Mr LAW Chi-kwong

Mr LEE Wing-on, Samuel

Mr LI Wai-choi, William

Mr LO Chung-fai, Ken

Mr NG King-hon, Kevin

Dr SIU Wai-chung, Norman

Mr WONG Kam-lung

Mr YIU Wai-yin, Victor

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

Executive Director of the VTC (or his/her representative)

珠寶及鐘錶業訓練委員會
職權範圍

1. 確定業內的人力需求，包括收集、分析相關的人力和學生／學員統計數字，以及關於社會經濟、科技及人力市場發展的資料。
2. 評估及研究本業的人力供求是否平衡。
3. 就發展業內職業專才教育及訓練設施應付人力需求，向職業訓練局（下稱「局方」）提供意見。
4. 就相關學科的課程發展策略及質素保證，向局方提出建議。
5. 擬訂本業主要職務的工作範圍，界定所需的技能及知識，審議訓練方案，包括訂定每種技能所需的訓練期。
6. 對技術評估、技能測驗及認證制度提供意見，以確定從業員、學徒及見習員的技能水平。
7. 就本業主要行業舉辦技能比賽提供意見，以推廣職業專才教育和派員參加國際賽事。
8. 與僱主、僱主聯會、工會、專業團體、訓練及教育機構、政府部門等聯絡，共商本業職業專才教育的發展與推廣事宜。
9. 為本業舉辦有關職業專才教育的研討會和會議。
10. 就訓練委員會工作和相關職業專才教育課程之推廣宣傳，向局方提供意見。
11. 每年向局方呈交訓練委員會工作報告，以及相關學科課程發展策略建議。
12. 根據《職業訓練局條例》第 7 條，負責局方所委派的其他工作。

Jewellery, Watch and Clock 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.

珠寶及鐘錶業訓練委員會
2019-21 年珠寶及鐘錶業人力調查工作小組
委員名單

召集人

李永安先生

委員

陳展鵬先生
陳榮欣先生
馮美雲女士
高偉國先生
古堂發先生
劉家健博士
梁詠茵女士
邵為忠博士
陳光耀先生
梁劍奇先生

**Jewellery, Watch and Clock Training Board
Working Party on Manpower Survey
2019-21 Membership List**

Convenor

Mr LEE Wing-on, Samuel

Members

Mr Martin CHAN

Mr CHAN Wing-yun, Peter

Ms Flora FUNG

Mr Timothy KAO

Mr KOO Tong-fat

Dr Adam LAU

Ms LEUNG Wing-yan, Irene

Dr SIU Wai-chung, Norman

Mr CHAN Kwong-yiu, Daniel

Mr LEUNG Kim Ki, Tommy

詞彙釋義

僱員	「僱員」指在抽樣機構／公司內擔任指定職務的受薪員工，不論該員工是否獲派往其他地方工作（包括中國內地）。
全職僱員	「全職僱員」於受聘機構每月工作至少四周、每周不少於18小時，當中包括在機構內全職工作的經營者及合伙人。
受訓者	「受訓者」包括正在接受各種訓練的人士，以及簽有學徒合約的登記學徒。
自由工作者	「自由工作者」指並無與任何僱主建立長期僱傭關係的人士。自由工作者可以日薪、時薪或按項目收取報酬。
兼職僱員	「兼職僱員」指並非以連續合約受聘的員工。僱員持續受聘於同一僱主長達四周或以上，且每周工作最少18小時，均視為以連續合約受聘的員工。
具本業經驗的新聘僱員	「具本業經驗的僱員」指具珠寶、鐘錶及眼鏡業經驗的僱員。
平均每月薪酬	「平均每月薪酬」指僱員過去十二個月每月平均的薪金待遇，包括底薪、定期超時工作工資、生活津貼、膳食津貼、每月平均之年終花紅等；以同一主要職務平均薪酬計算。
職位空缺	「職位空缺」指該職位懸空，需立刻填補而現正積極招聘人員填補。
空缺率	「空缺率」指空缺在公司職位總數中所佔的百分率。
離職率	「離職率」指僱員離職的數目在公司職位(全職僱員+全職職位空缺)總數中所佔的百分率。
流失率	「流失率」指因轉行、退休、移民及其他原因而離開珠寶、鐘錶及眼鏡業的僱員。

內部晉升	「內部晉升」指僱員因工作表現良好或具備所需才能而獲提升至較高職位。
中三或以下	「中三或以下」是指中三或以下，或同等教育程度。
中四至中七	「中四至中七」是指中四至中七（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。
文憑／證書	「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。
副學位	「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。
學士學位	「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。
研究生學位	「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。

Definition of Terms

Employees	Persons under the payroll of the sampled establishment/company for the specified job, disregarding whether they are deployed to work in other places (including Mainland China).
Full-time employees	Employees who are working at least 4 weeks a month, and not less than 18 hours per week in the sampled establishment, including proprietors and partners working full-time for the establishment.
Trainees	Those undergo various trainings, as well as registered apprentices who have signed an apprenticeship contract.
Freelancers	Those who pursue a profession without a long-term commitment to any one employer. They may be engaged on daily, hourly or project basis.
Part-time employees	Employees who are not under a continuous contract of employment. An employee who has been employed continuously by the same employer for four weeks or more, with at least 18 hours per week is regarded as being employed under a continuous contract.
Experienced employees among the new recruits	New recruits with previous working experience in the Jewellery, Watch and Clock and Optical Industries.
Average monthly remuneration package/Average monthly income	Monthly average of basic wages, regular overtime pay, cost of living allowance, meal allowance, average monthly amount of year end bonus, etc. earned by the employee over the past 12 months; For a principal job with more than one employee, it refers to the average income among the employees.
Vacancies	The unfilled, immediately available job openings for which the establishment is actively trying to recruit personnel at the time of the survey.

Vacancy rate	The vacancies as a percentage of the total number of posts.
Turnover rate	The number of employees left as a percentage of the total number of employees and vacancies.
Wastage	Employees leaving the Jewellery, Watch and Clock and Optical Industries due to career change, retirement, emigration and other reasons.
Internal promotion	Promotion of an employee to a higher level job by virtue of his/her performance or abilities.
Secondary 3 or below	Secondary 3 or below, or equivalent.
Secondary 4 to 7	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.
Diploma/ Certificate	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.
Sub-degree	Associate Degrees, Higher Diplomas, Professional Diplomas, Higher Certificates, Endorsement Certificates, Associateship or equivalent programmes offered by local or non-local education institutions.
First Degree	First degrees offered by local or non-local education institutions, or equivalent.
Postgraduate Degree	Higher degrees (e.g. master degrees) offered by local or non-local education institutions, 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 (1) in JWC /4/2 (2020)

Your Reference 來函檔號

執事先生／女士：



2020 年珠寶及鐘錶業人力調查

職業訓練局(VTC)屬下珠寶及鐘錶業訓練委員會(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。訓練委員會將於 **2020 年 6 月至 7 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）。

珠寶及鐘錶業訓練委員會主席
(吳宏斌)

二〇二〇年五月十八日

珠寶/鐘錶/眼鏡業專用

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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Your Reference 來函檔號

NAME OF ESTABLISHMENT:

機構名稱

ADDRESS:

地址

(PRE - PRINTED)



18 May 2020

Dear Sir/Madam,

**The 2020 Manpower Survey of the
Jewellery, Watch and Clock Industry**

The Jewellery, Watch and Clock 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 **June to July 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,

(Dennis NG Wan-pun)
Chairman

Jewellery, Watch and Clock Training Board

Encl.

執事先生／女士：



2020 年珠寶及鐘錶業人力調查

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珠寶及鐘錶業訓練委員會主席
(吳宏斌)

二〇二〇年五月十八日

訓練機構及教育院校
有關部門及學系專用

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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18 May 2020

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- (a) The Questionnaire;
- (b) Explanatory Notes (Appendix A).

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,

(Dennis NG Wan-pun)
Chairman

Jewellery, Watch and Clock Training Board

Encl.

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 JEWELLERY, WATCH AND CLOCK INDUSTRY****珠寶及鐘錶業2020年人力調查**

The 2020 Manpower Survey of the Jewellery, Watch and Clock Industries (JWC) aims at collecting (local) manpower information of the industry concerned for formulating recommendations on future manpower training. Please kindly provide the information of your establishment as at **1 June 2020** by answering the questionnaire. Thank you.

珠寶及鐘錶業2020年人力調查旨在蒐集業內(本地)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 貴機構根據**2020年6月1日**的人力情況填寫此問卷。多謝合作。

Establishment Information**機構資料**

(For official use)

Industry Code _____

NATURE OF BUSINESS 業務性質：(可選多於一項, can tick more than one item)**Jewellery 珠寶**
☐
(JL)

Manufacture of jewellery, bijouterie and related articles
珠寶首飾及有關物品製造

☐
(JL)

Wholesale, import / export trading of jewellery, bijouterie and related products
珠寶首飾及有關物品批發及出入口貿易

☐
(JL)

Repair of jewellery
珠寶修理

☐
(GL)

Gemmological laboratory and Testing & Certification
寶石鑑定、檢測及認證

Watch and Clock 鐘錶
☐
(WC)

Manufacture of watch and clock
鐘錶製造

☐
(WC)

Wholesale, import / export trading of watches and clocks
鐘錶批發及出入口貿易

☐
(WC)

Repair of watch and clock
鐘錶修理

Optical Products 眼鏡物品
☐
(OR)

Retail sale of optical products
眼鏡零售

☐
(OM)

Manufacture of optical products
眼鏡及有關物品製造

Others 其他
☐
(TE)

Relevant division/department in training/education institutions
訓練機構及教育院校有關部門及學系

☐

Please specify if not included elsewhere :
如未有包括, 請註明:

MODE OF BUSINESS 產品業務模式：(可選多於一項, can tick more than one item)
☐

OEM 原件製造

☐

OBM 原創品牌製造

☐

ODM 原創設計製造

☐

Not applicable 不適用

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

Part I – Manpower Information

第一部份 – 人力情況

For each principal job, please fill in the total number of employees as at survey reference date. The employees **include all those under Hong Kong company's payroll, disregarding whether the employees are deployed to work in other places (including the Mainland of China).**

請填寫 貴機構於統計日期僱用的每個主要職務的僱員總數。僱員包括 貴公司在香港人事編制內的所有僱員，不論是否有派駐往其他地方工作（包括中國內地）。

Please complete columns 'B' to 'F' 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'B'至'F'欄。

Part IA - Jewellery Industry (Manufacturing/ Wholesales, Import and Export Trade) 珠寶業(製造/批發及進出口界別)

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 Full-time Employees as at Survey Reference Date (Excl. trainees*) 在統計日期的 全職僱員人數 (受訓者* 除外)	(C) No. of Vacancies as at Survey Reference Date (Excl. trainees*) 在統計日期 的空缺額 (受訓者* 除外)	(D) Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees*) 預計在 2021年6月的 全職僱員人數 (受訓者* 除外)	(E) No. of Other Staff as at Survey Reference Date 在統計日期的 其他員工人數		(F) Average Monthly Remuneration Package of Full-time Employees 全職僱員 每月平均薪酬
					(E1) Trainees* 受訓者*	(E2) Freelancers/ Part-time Staff # 自由工作者/兼 職僱員#	Code 編號
							1 \$10,000 or below 或以下
							2 \$10,001 - \$15,000 3 \$15,001 - \$20,000 4 \$20,001 - \$25,000 5 \$25,001 - \$30,000 6 \$30,001 - \$40,000 7 Over \$40,000 以上
e.g.: 例子:	Job Title A (3 employees, 1 trainee and 2 vacancies) 職位甲 (3名僱員, 1名受訓者及2個空缺)	3	2	5	1	0	4
Technologist / Managerial Level 技師／經理級 A technologist/manager is a person who has the qualification and experience equivalent to that required for corporate membership of a professional institution. He/She should be competent in analysing and solving a wide range of technical problems. Furthermore, he/she should be able to assume personal responsibility for the development and application of engineering principles, to exercise original thought and judgment, to keep abreast of technology, to apply the latest techniques and to supervise/develop his/her sub-ordinates. 技師／經理級人士須具備相當於有關專業學會正式會員所需的資歷及經驗，並能分析及解決各類技術上的問題。此外，亦須負責發展及應用工程原理，具創見和判斷力；與科技發展並進，應用最新技術，以及督導和培訓下屬。							
101	Product Development Manager (Jewellery) 產品發展經理(珠寶)						
102	Design Manager (Jewellery) 珠寶設計經理						
103	Logistics Manager 物流經理						
104	Factory Manager 工廠經理						
105	Production Manager 生產部經理						
106	Merchandising Manager 採購經理						
107	Stone Buyer (precious and semi-precious stones) 寶石買手 (貴重寶石及半寶石)						
108	Brand Development Manager 品牌發展經理						
109	Jewellery Sales / Marketing Manager 珠寶營銷／市場經理						

* The term "trainees" includes all trainees receiving any form of training and apprentices under a contract of apprenticeship.
「受訓者」包括正在接受各種訓練的人士，以及簽有學徒合約的登記學徒。

A freelancer is a person who pursues a profession without a long-term commitment to any particular employer in the sector. Freelancers may be engaged on a daily, an hourly or a project basis. Part-time staff usually refers to those that are not employed under a continuous contract. An employee who has been employed continuously by the same employer for four weeks or more, with at least 18 hours worked in each week, is regarded as being employed under a continuous contract.

「自由工作者」指並無與任何僱主建立長期僱傭關係的人士。自由工作者可以日薪、時薪或按項目收取報酬。

「兼職僱員」一般指並非以連續合約受聘的員工。僱員持續受聘於同一僱主長達四周或以上，且每周工作最少18小時，均視為以連續合約受聘的員工。

Part IA - Jewellery Industry (Manufacturing/ Wholesales, Import and Export Trade) (continued) 珠寶業(製造/批發及進出口界別) (續)

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)	(C)	(D)	(E)		(F) Average Monthly Remuneration Package of Full-time Employees 全職僱員 每月平均薪酬 Code 編號 1 \$10,000 or below or below 2 \$10,001 - \$15,000 3 \$15,001 - \$20,000 4 \$20,001 - \$25,000 5 \$25,001 - \$30,000 6 \$30,001 - \$40,000 7 Over \$40,000 以上
		No. of Full-time Employees as at Survey Reference Date (Excl. trainees*)	No. of Vacancies as at Survey Reference Date (Excl. trainees*)	Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees*)	No. of Other Staff as at Survey Reference Date 在統計日期的 其他員工人數		
		在統計日期的 全職僱員人數 (受訓者* 除外)	在統計日期 的空缺額 (受訓者* 除外)	預計在 2021年6月的 全職僱員人數 (受訓者* 除外)	(E1) Trainees* 受訓者*	(E2) Freelancers/ Part-time Staff # 自由工作者/兼 職僱員#	
		Please enter a zero '0' in the box if there is no employee /vacancy/trainee. 如沒有僱員/空缺/受訓者，請在方格內填入 '0'。					
Technologist / Managerial Level (Continued) 技師/經理級(續)							
110	Chief Gemmologist 首席寶石鑑定師						
111	Assay Officer 驗金師						
112	Training Manager 培訓經理						
Other Technologist / Managerial Level Staff (Please specify): 其他技師/經理級人員 (請說明) :							
Technician / Supervisory Level 技術員/督導級 A technician/supervisor is a person who occupies a position between the technologist/manager and the craftsman. His/Her education, training and practical experience enable him/her to apply proven techniques and procedures to carry out technical tasks, normally under the guidance of a technologist/manager (<i>Including traditional craftsmanship for jewellery making</i>). 技術員/督導級的職級介乎技師/經理級人士與技工之間，須具備相當學歷、工作經驗及曾接受訓練，一般可在技師/經理級人士的督導下，運用已確立的技術和方法完成工作 (<i>包括傳統珠寶製作工匠/師傅</i>)。							
201	Jewellery Designer (Hand Sketch) 珠寶設計員(手繪)						
202	Digital Goldsmith 電子打金員						
203	Technician (CAD/CAM/3D Printing) 技術員(電腦軟件輔助設計/生產/立體 打印)						
204	Merchandiser 採購員						
205	Gemmologist 寶石鑑定師						
206	Diamond Grader 鑽石評級員						
207	Logistics Executive/Supervisor 物流主任						
208	Coordinator 協理員/聯絡員						
209	Foreman/Supervisor 工場主管						
210	Quality Controller 品質管制員						
211	Jewellery Sales/Marketing Executive 珠寶營銷/市場主任						
212	E-commerce Supervisor 電子商務主任						
213	Photographer 攝影師						
214	Training Officer 訓練主任						

* The term "trainees" includes all trainees receiving any form of training and apprentices under a contract of apprenticeship.

「受訓者」包括正在接受各種訓練的人士，以及簽有學徒合約的登記學徒。

A freelancer is a person who pursues a profession without a long-term commitment to any particular employer in the sector. Freelancers may be engaged on a daily, an hourly or a project basis. Part-time staff usually refers to those that are not employed under a continuous contract. An employee who has been employed continuously by the same employer for four weeks or more, with at least 18 hours worked in each week, is regarded as being employed under a continuous contract.

「自由工作者」指並無與任何僱主建立長期僱傭關係的人士。自由工作者可以日薪、時薪或按項目收取報酬。

「兼職僱員」一般指並非以連續合約受聘的員工。僱員持續受聘於同一僱主長達四周或以上，且每周工作最少18小時，均視為以連續合約受聘的員工。

Part IA - Jewellery Industry (Manufacturing/ Wholesales, Import and Export Trade) (continued) 珠寶業(製造/批發及進出口界別) (續)

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 Full-time Employees as at Survey Reference Date (Excl. trainees*) 在統計日期的 全職僱員人數 (受訓者* 除外)	(C) No. of Vacancies as at Survey Reference Date (Excl. trainees*) 在統計日期 的空缺額 (受訓者* 除外)	(D) Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees*) 預計在 2021年6月的 全職僱員人數 (受訓者* 除外)	(E) No. of Other Staff as at Survey Reference Date 在統計日期的 其他員工人數		(F) Average Monthly Remuneration Package of Full-time Employees 全職僱員 每月平均薪酬
					(E1) Trainees* 受訓者*	(E2) Freelancers/ Part-time Staff # 自由工作者/兼 職僱員#	Code 編號
							1 \$10,000 or below 或以下
							2 \$10,001 - \$15,000
							3 \$15,001 - \$20,000
							4 \$20,001 - \$25,000
							5 \$25,001 - \$30,000
							6 \$30,001 - \$40,000
							7 Over \$40,000 以上
Technician / Supervisory Level (Continued) 技術員／督導級(續)							
Other Technician / Supervisory Level Staff (Please specify): 其他技術員／督導級人員（請說明）：							
Craftsman / Sales Staff Level 技工／銷售員級							
A craftsman is a skilled worker who is able to apply his/her skills to a wide range of jobs within his/her trade, with minimum direction and supervision. A craftsman possesses not only practical skills but also related theoretical knowledge which enables him/her to adapt himself/herself to new technologies. 技工是指熟練工人，能在有限度的指示及督導下，應用各種技能執行個別行業的職務。技工除須具備實際技能外，亦需有相關的理論知識，以便能適應日新月異的科技發展。							
301	Gemstone Cutter/Polisher 寶石割切／打磨工						
302	Diamond Cutter/Polisher 鑽石割切／打磨工						
303	Rapid Prototyping (RP) Craftsman 快速原型製造技工						
Other Craftsman / Sales Staff Level Staff (Please specify): 其他技工／銷售員級人員（請說明）：							
Operative / Clerical Level 操作工／文職級							
An operative worker is a worker who performs tasks in the assembly of products in accordance with predetermined job instructions or operates machine(s) which have been set up by other persons. 操作工是指那些能按照既定的工作指示裝配配件使成製成品，或操作已由他人校妥的一種或多種機床之工人。							
401	Quality Control Operator 品質控制操作工						
402	Stone Selector/Sorter 配石工						
Other Operative / Clerical Level Staff (Please specify): 其他操作工／文職級人員（請說明）：							
OTHER RELEVANT STAFF 其他相關人員							
For Official Use							

* The term "trainees" includes all trainees receiving any form of training and apprentices under a contract of apprenticeship.
「受訓者」包括正在接受各種訓練的人士，以及簽有學徒合約的登記學徒。

A freelancer is a person who pursues a profession without a long-term commitment to any particular employer in the sector. Freelancers may be engaged on a daily, an hourly or a project basis. Part-time staff usually refers to those that are not employed under a continuous contract. An employee who has been employed continuously by the same employer for four weeks or more, with at least 18 hours worked in each week, is regarded as being employed under a continuous contract.
「自由工作者」指並無與任何僱主建立長期僱傭關係的人士。自由工作者可以日薪、時薪或按項目收取報酬。
「兼職僱員」一般指並非以連續合約受聘的員工。僱員持續受聘於同一僱主長達四周或以上，且每周工作最少18小時，均視為以連續合約受聘的員工。

Part IB - Jewellery Industry (Gemmological Laboratory and Testing & Certification) 珠寶業(寶石鑑定、檢測及認證界別)

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

e.g:
例子:

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 Full-time Employees as at Survey Reference Date (Excl. trainees*) 在統計日期的 全職僱員人數 (受訓者* 除外)	(C) No. of Vacancies as at Survey Reference Date (Excl. trainees*) 在統計日期 的空缺額 (受訓者* 除外)	(D) Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees*) 預計在 2021年6月的 全職僱員人數 (受訓者* 除外)	(E) No. of Other Staff as at Survey Reference Date 在統計日期的 其他員工人數		(F) Average Monthly Remuneration Package of Full-time Employees 全職僱員 每月平均薪酬 Code 編號 1 \$10,000 or below 或以下 2 \$10,001 - \$15,000 3 \$15,001 - \$20,000 4 \$20,001 - \$25,000 5 \$25,001 - \$30,000 6 \$30,001 - \$40,000 7 Over \$40,000 以上
				(E1) Trainees* 受訓者*	(E2) Freelancers/ Part-time Staff # 自由工作者/兼 職僱員#	
				Please enter a zero '0' in the box if there is no employee /vacancy/trainee. 如沒有僱員／空缺／受訓者，請在方格內填入 '0'。		
Job Title A (3 employees, 1 trainee and 2 vacancies) 職位甲 (3名僱員, 1名受訓者及2個空缺)	3	2	5	1	0	4
Technologist / Managerial Level 技師／經理級 A technologist/manager is a person who has the qualification and experience equivalent to that required for corporate membership of a professional institution. He/She should be competent in analysing and solving a wide range of technical problems. Furthermore, he/she should be able to assume personal responsibility for the development and application of engineering principles, to exercise original thought and judgment, to keep abreast of technology, to apply the latest techniques and to supervise/develop his/her sub-ordinates. 技師／經理級人士須具備相當於有關專業學會正式會員所需的資歷及經驗，並能分析及解決各類技術上的問題。此外，亦須負責發展及應用工程原理，具創見和判斷力；與科技發展並進，應用最新技術，以及督導和培訓下屬。						
Laboratory Director/ Manager 實驗室主管						
Technical Manager 技術經理						
Quality Manager 質量經理						
Chief Gemmologist 首席寶石鑒定師						
Jewellery Appraiser 珠寶估值師						
Other Technologist / Managerial Level Staff (Please specify): 其他技師／經理級人員（請說明）：						

* The term "trainees" includes all trainees receiving any form of training and apprentices under a contract of apprenticeship.

「受訓者」包括正在接受各種訓練的人士，以及簽有學徒合約的登記學徒。

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「自由工作者」指並無與任何僱主建立長期僱傭關係的人士。自由工作者可以日薪、時薪或按項目收取報酬。

「兼職僱員」一般指並非以連續合約受聘的員工。僱員持續受聘於同一僱主長達四周或以上，且每周工作最少18小時，均視為以連續合約受聘的員工。

Part IB - Jewellery Industry (Gemmological Laboratory and Testing & Certification) (continued) 珠寶業(寶石鑑定、檢測及認證界別) (續)

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 Full-time Employees as at Survey Reference Date (Excl. trainees*) 在統計日期的全職僱員人數 (受訓者* 除外)	(C) No. of Vacancies as at Survey Reference Date (Excl. trainees*) 在統計日期的空缺額 (受訓者* 除外)	(D) Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees*) 預計在 2021年6月的全職僱員人數 (受訓者* 除外)	(E) No. of Other Staff as at Survey Reference Date 在統計日期的其他員工人數		(F) Average Monthly Remuneration Package of Full-time Employees 全職僱員 每月平均薪酬
					(E1) Trainees* 受訓者*	(E2) Freelancers/ Part-time Staff # 自由工作者/兼職僱員#	Code 編號
	Please enter a zero '0' in the box if there is no employee /vacancy/trainee. 如沒有僱員／空缺／受訓者，請在方格內填入 '0'。						1 \$10,000 or below 或以下 2 \$10,001 - \$15,000 3 \$15,001 - \$20,000 4 \$20,001 - \$25,000 5 \$25,001 - \$30,000 6 \$30,001 - \$40,000 7 Over \$40,000 以上
Technician / Supervisory Level 技術員／督導級							
A technician/supervisor is a person who occupies a position between the technologist/manager and the craftsman. His/Her education, training and practical experience enable him/her to apply proven techniques and procedures to carry out technical tasks, normally under the guidance of a technologist/manager (<i>Including traditional craftsmanship for jewellery making</i>). 技術員／督導級的職級介乎技師／經理級人士與技工之間，須具備相當學歷、工作經驗及曾接受訓練，一般可在技師／經理級人士的督導下，運用已確立的技術和方法完成工作 (<i>包括傳統珠寶製作工匠／師傅</i>)。							
205	Gemmologist 寶石鑑定師						
206	Diamond Grader 鑽石評級員						
221	Document Controller 文件管理員						
Other Technician / Supervisory Level Staff (Please specify): 其他技術員／督導級人員 (請說明) :							
Craftsman / Sales Staff Level 技工／銷售員級							
A craftsman is a skilled worker who is able to apply his/her skills to a wide range of jobs within his/her trade, with minimum direction and supervision. A craftsman possesses not only practical skills but also related theoretical knowledge which enables him/her to adapt himself/herself to new technologies. 技工是指熟練工人，能在有限度的指示及督導下，應用各種技能執行個別行業的職務。技工除須具備實際技能外，亦需有相關的理論知識，以便能適應日新月異的科技發展							
321	Technician 技術員						
322	Laboratory Assistant 實驗室助理						
Other Craftsman / Sales Staff Level Staff (Please specify): 其他技工／銷售員級人員 (請說明) :							
OTHER RELEVANT STAFF 其他相關人員							
For Official Use							

* The term "trainees" includes all trainees receiving any form of training and apprentices under a contract of apprenticeship.

「受訓者」包括正在接受各種訓練的人士，以及簽有學徒合約的登記學徒。

A freelancer is a person who pursues a profession without a long-term commitment to any particular employer in the sector. Freelancers may be engaged on a daily, an hourly or a project basis. Part-time staff usually refers to those that are not employed under a continuous contract. An employee who has been employed continuously by the same employer for four weeks or more, with at least 18 hours worked in each week, is regarded as being employed under a continuous contract.

「自由工作者」指並無與任何僱主建立長期僱傭關係的人士。自由工作者可以日薪、時薪或按項目收取報酬。

「兼職僱員」一般指並非以連續合約受聘的員工。僱員持續受聘於同一僱主長達四周或以上，且每周工作最少18小時，均視為以連續合約受聘的員工。

Part IC - Watch and Clock Industry (Manufacturing, Wholesales, Import & Export Trade) 鐘錶業(製造／批發及進出口界別)

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

e.g:
例子:

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 Full-time Employees as at Survey Reference Date (Excl. trainees*)	(C) No. of Vacancies as at Survey Reference Date (Excl. trainees*)	(D) Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees*)	(E) No. of Other Staff as at Survey Reference Date		(F) Average Monthly Remuneration Package of Full-time Employees 全職僱員 每月平均薪酬
	在統計日期的 全職僱員人數 (受訓者* 除外)	在統計日期 的空缺額 (受訓者* 除外)	預計在 2021年6月的 全職僱員人數 (受訓者* 除外)	在統計日期的 其他員工人數		Code 編號 1 \$10,000 or below 或以下 2 \$10,001 - \$15,000 3 \$15,001 - \$20,000 4 \$20,001 - \$25,000 5 \$25,001 - \$30,000 6 \$30,001 - \$40,000 7 Over \$40,000 以上
				(E1) Trainees*	(E2) Freelancers/ Part-time Staff #	
				受訓者*	自由工作者/兼 職僱員#	
Please enter a zero '0' in the box if there is no employee /vacancy/trainee. 如沒有僱員／空缺／受訓者，請在方格內填入 '0'。						
Job Title A (3 employees, 1 trainee and 2 vacancies) 職位甲 (3名僱員, 1名受訓者及2個空缺)	3	2	5	1	0	4
Technologist / Managerial Level 技師／經理級 A technologist/manager is a person who has the qualification and experience equivalent to that required for corporate membership of a professional institution. He/She should be competent in analysing and solving a wide range of technical problems. Furthermore, he/she should be able to assume personal responsibility for the development and application of engineering principles, to exercise original thought and judgment, to keep abreast of technology, to apply the latest techniques and to supervise/develop his/her sub-ordinates. 技師／經理級人士須具備相當於有關專業學會正式會員所需的資歷及經驗，並能分析及解決各類技術上的問題。此外，亦須負責發展及應用工程原理，具創見和判斷力；與科技發展並進，應用最新技術，以及督導和培訓下屬。						
Product Development Manager (watch/optical products) 產品開發經理						
Design Manager (watch/optical products) 設計經理						
Testing Engineer 測試工程師						
Logistics Manager 物流經理						
Factory Manager 工廠經理						
Production Manager 生產部經理						
Industrial Engineer 工業工程師						
Mechanical Engineer 機械工程師						

* The term "trainees" includes all trainees receiving any form of training and apprentices under a contract of apprenticeship.
「受訓者」包括正在接受各種訓練的人士，以及簽有學徒合約的登記學徒。

A freelancer is a person who pursues a profession without a long-term commitment to any particular employer in the sector. Freelancers may be engaged on a daily, an hourly or a project basis. Part-time staff usually refers to those that are not employed under a continuous contract. An employee who has been employed continuously by the same employer for four weeks or more, with at least 18 hours worked in each week, is regarded as being employed under a continuous contract.

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Part IC - Watch and Clock Industry (Manufacturing, Wholesales, Import & Export Trade) (continued) 鐘錶業(製造/批發及進出口界別) (續)

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 Full-time Employees as at Survey Reference Date (Excl. trainees*) 在統計日期的 全職僱員人數 (受訓者* 除外)	(C) No. of Vacancies as at Survey Reference Date (Excl. trainees*) 在統計日期 的空缺額 (受訓者* 除外)	(D) Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees*) 預計在 2021年6月的 全職僱員人數 (受訓者* 除外)	(E) No. of Other Staff as at Survey Reference Date 在統計日期的 其他員工人數		(F) Average Monthly Remuneration Package of Full-time Employees 全職僱員 每月平均薪酬 Code 編號 1 \$10,000 or below 或以下 2 \$10,001 - \$15,000 3 \$15,001 - \$20,000 4 \$20,001 - \$25,000 5 \$25,001 - \$30,000 6 \$30,001 - \$40,000 7 Over \$40,000 以上
					(E1) Trainees* 受訓者*	(E2) Freelancers/ Part-time Staff # 自由工作者/兼 職僱員#	
					Please enter a zero '0' in the box if there is no employee /vacancy/trainee. 如沒有僱員/空缺/受訓者，請在方格內填入 '0'。		
Technologist / Managerial Level (Continued) 技師/經理級(續)							
137	Electrical/Electronic Engineer 電機/電子工程師						
138	Technical Services Engineer 技術支援工程師						
139	Merchandising Manager 採購經理						
140	Sales/Marketing Manager (timepieces/optical products) 營銷/市場經理(時計/眼鏡產品)						
141	Quality Assurance (ISO) Manager 質量保證(ISO)經理						
142	Quality Assurance Manager 質量保證經理						
143	Quality Control Manager 品質控制經理						
112	Training Manager 培訓經理						
Other Technologist / Managerial Level Staff (Please specify): 其他技師/經理級人員 (請說明) :							
Technician / Supervisory Level 技術員/督導級							
A technician/supervisor is a person who occupies a position between the technologist/manager and the craftsman. His/Her education, training and practical experience enable him/her to apply proven techniques and procedures to carry out technical tasks, normally under the guidance of a technologist/manager (<i>Including traditional craftsmanship for jewellery making</i>). 技術員/督導員的職級介乎技師/經理級人士與技工之間，須具備相當學歷、工作經驗及曾接受訓練，一般可在技師/經理級人士的督導下，運用已確立的技术和方法完成工作 (<i>包括傳統珠寶製作工匠/師傅</i>)。							
231	Research and Development Technician 研究及發展技術員						
232	Technical Service Technician 支援技術員						
233	Timepiece Designer 計時/鐘錶設計師						
207	Logistics Executive/Supervisor 物流主任						
234	Industrial Technician 工業工程技術員						
235	Mechanical Engineering Technician 機械工程技術員						
236	Electrical/ Electronic Engineering Technician 電機/電子工程技術員						
237	Mechanical Draftsman 機械繪圖員						

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「兼職僱員」一般指並非以連續合約受聘的員工。僱員持續受聘於同一僱主長達四周或以上，且每周工作最少18小時，均視為以連續合約受聘的員工。

Part IC - Watch and Clock Industry (Manufacturing, Wholesales, Import & Export Trade) (continued) 鐘錶業(製造/批發及進出口界別) (續)

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 Full-time Employees as at Survey Reference Date (Excl. trainees*) 在統計日期的全職僱員人數 (受訓者* 除外)	(C) No. of Vacancies as at Survey Reference Date (Excl. trainees*) 在統計日期的空缺額 (受訓者* 除外)	(D) Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees*) 預計在 2021年6月的全職僱員人數 (受訓者* 除外)	(E) No. of Other Staff as at Survey Reference Date 在統計日期的其他員工人數		(F) Average Monthly Remuneration Package of Full-time Employees 全職僱員 每月平均薪酬 Code 編號 1 \$10,000 or below 或以下 2 \$10,001 - \$15,000 3 \$15,001 - \$20,000 4 \$20,001 - \$25,000 5 \$25,001 - \$30,000 6 \$30,001 - \$40,000 7 Over \$40,000 以上
					(E1) Trainees* 受訓者*	(E2) Freelancers/Part-time Staff # 自由工作者/兼職僱員#	
					Please enter a zero '0' in the box if there is no employee /vacancy/trainee. 如沒有僱員/空缺/受訓者，請在方格內填入 '0'。		
Technician / Supervisory Level (Continued) 技術員/督導級(續)							
238	Test Engineering Technician 測試工程技術員						
239	Sales / Marketing Executive (timepieces products) 營銷/市場主任(時計/眼鏡產品)						
240	Quality Control Supervisor/Officer 品質控制主任						
241	Quality Assurance Supervisor/Officer 質素保證主任						
242	Repairing Supervisor 維修主管						
214	Training Officer 訓練主任						
Other Technician / Supervisory Level Staff (Please specify): 其他技術員/督導級人員 (請說明) :							
Craftsman / Sales Staff Level 技工/銷售員級 A craftsman is a skilled worker who is able to apply his/her skills to a wide range of jobs within his/her trade, with minimum direction and supervision. A craftsman possesses not only practical skills but also related theoretical knowledge which enables him/her to adapt himself/herself to new technologies. 技工是指熟練工人，能在有限度的指示及督導下，應用各種技能執行個別行業的職務。技工除須具備實際技能外，亦需有相關的理論知識，以便能適應日新月異的科技發展。							
331	Repairer (Watch and Clock)/Watch Technician 鐘錶維修技術員						
Other Craftsman / Sales Staff Level Staff (Please specify): 其他技工/銷售員級人員 (請說明) :							
OTHER RELEVANT STAFF 其他相關人員							
For Official Use							

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「受訓者」包括正在接受各種訓練的人士，以及簽有學徒合約的登記學徒。

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「兼職僱員」一般指並非以連續合約受聘的員工。僱員持續受聘於同一僱主長達四周或以上，且每周工作最少18小時，均視為以連續合約受聘的員工。

Part ID - Optical Industry (Retail Sales) 眼鏡業(零售界別)

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

e.g:
例子:

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 Full-time Employees as at Survey Reference Date (Excl. trainees*) 在統計日期的 全職僱員人數 (受訓者* 除外)	(C) No. of Vacancies as at Survey Reference Date (Excl. trainees*) 在統計日期 的空缺額 (受訓者* 除外)	(D) Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees*) 預計在 2021年6月的 全職僱員人數 (受訓者* 除外)	(E) No. of Other Staff as at Survey Reference Date 在統計日期的 其他員工人數		(F) Average Monthly Remuneration Package of Full-time Employees 全職僱員 每月平均薪酬 Code 編號 1 \$10,000 or below 或以下 2 \$10,001 - \$15,000 3 \$15,001 - \$20,000 4 \$20,001 - \$25,000 5 \$25,001 - \$30,000 6 \$30,001 - \$40,000 7 Over \$40,000 以上
				(E1) Trainees* 受訓者*	(E2) Freelancers/ Part-time Staff # 自由工作者/兼 職僱員#	
	Please enter a zero '0' in the box if there is no employee /vacancy/trainee. 如沒有僱員／空缺／受訓者，請在方格內填入 '0'。					
Job Title A (3 employees, 1 trainee and 2 vacancies) 職位甲 (3名僱員, 1名受訓者及2個空缺)	3	2	5	1	0	4
Technologist / Managerial Level 技師／經理級 A technologist/manager is a person who has the qualification and experience equivalent to that required for corporate membership of a professional institution. He/She should be competent in analysing and solving a wide range of technical problems. Furthermore, he/she should be able to assume personal responsibility for the development and application of engineering principles, to exercise original thought and judgment, to keep abreast of technology, to apply the latest techniques and to supervise/develop his/her sub-ordinates. 技師／經理級人士須具備相當於有關專業學會正式會員所需的資歷及經驗，並能分析及解決各類技術上的問題。此外，亦須負責發展及應用工程原理，具創見和判斷力；與科技發展並進，應用最新技術，以及督導和培訓下屬。						
Operation/Retail Manager 營運／零售經理						
District/Area Manager 分區／地區經理						
Store Manager 店鋪經理						
Corporate & Brand Manager 企業品牌經理						
Merchandising Manager 採購經理						
Optometrists (optical eyewear products) 視光師 (眼鏡)						
Chief Designer (optical products) 首席設計師(眼鏡產品)						
Other Technologist / Managerial Level Staff (Please specify): 其他技師／經理級人員（請說明）：						

* The term "trainees" includes all trainees receiving any form of training and apprentices under a contract of apprenticeship.
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Part ID - Optical Industry (Retail Sales) (continued) 眼鏡業(零售界別) (續)

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 Full-time Employees as at Survey Reference Date (Excl. trainees*) 在統計日期的全職僱員人數 (受訓者* 除外)	(C) No. of Vacancies as at Survey Reference Date (Excl. trainees*) 在統計日期的空缺額 (受訓者* 除外)	(D) Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees*) 預計在 2021年6月的全職僱員人數 (受訓者* 除外)	(E) No. of Other Staff as at Survey Reference Date 在統計日期的其他員工人數		(F) Average Monthly Remuneration Package of Full-time Employees 全職僱員 每月平均薪酬 Code 編號 1 \$10,000 or below 或以下 2 \$10,001 - \$15,000 3 \$15,001 - \$20,000 4 \$20,001 - \$25,000 5 \$25,001 - \$30,000 6 \$30,001 - \$40,000 7 Over \$40,000 以上
					(E1) Trainees* 受訓者*	(E2) Freelancers/ Part-time Staff # 自由工作者/兼職僱員#	
					Please enter a zero '0' in the box if there is no employee /vacancy/trainee. 如沒有僱員／空缺／受訓者，請在方格內填入 '0'。		
Technician / Supervisory Level 技術員／督導級							
A technician/supervisor is a person who occupies a position between the technologist/manager and the craftsman. His/Her education, training and practical experience enable him/her to apply proven techniques and procedures to carry out technical tasks, normally under the guidance of a technologist/manager (<i>Including traditional craftsmanship for jewellery making</i>). 技術員／督導級的職級介乎技師／經理級人士與技工之間，須具備相當學歷、工作經驗及曾接受訓練，一般可在技師／經理級人士的督導下，運用已確立的技術和方法完成工作 (<i>包括傳統珠寶製作工匠／師傅</i>)。							
271	Shop Supervisor 店舖／分區主任						
251	Designer (optical products) 設計師(眼鏡產品)						
272	Merchandising Officer/ Executive 採購主任						
Other Technician / Supervisory Level Staff (Please specify): 其他技術員／督導級人員 (請說明) :							
Sales Staff Level 售貨員級							
371	Senior Sales 高級售貨員						
372	Sales / Sales Trainee 售貨員／見習售貨員						
Other Sales Staff Level Staff (Please specify): 其他技工／銷售員級人員 (請說明) :							
OTHER RELEVANT STAFF 其他相關人員							
For Official Use							

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「受訓者」包括正在接受各種訓練的人士，以及簽有學徒合約的登記學徒。

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「自由工作者」指並無與任何僱主建立長期僱傭關係的人士。自由工作者可以日薪、時薪或按項目收取報酬。

「兼職僱員」一般指並非以連續合約受聘的員工。僱員持續受聘於同一僱主長達四周或以上，且每周工作最少18小時，均視為以連續合約受聘的員工。

Part IE - Optical Industry (Manufacturing, Wholesales, Import & Export Trade) 眼鏡業(製造/批發及進出口界別)

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。

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 Full-time Employees as at Survey Reference Date (Excl. trainees*)	(C) No. of Vacancies as at Survey Reference Date (Excl. trainees*)	(D) Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees*)	(E) No. of Other Staff as at Survey Reference Date 在統計日期的其他員工人數		(F) Average Monthly Remuneration Package of Full-time Employees 全職僱員 每月平均薪酬
		在統計日期的全職僱員人數 (受訓者* 除外)	在統計日期的空缺額 (受訓者* 除外)	預計在2021年6月的全職僱員人數 (受訓者* 除外)	(E1) Trainees* 受訓者*	(E2) Freelancers/ Part-time Staff # 自由工作者/兼職僱員#	Code 編號
		Please enter a zero '0' in the box if there is no employee /vacancy/trainee. 如沒有僱員／空缺／受訓者，請在方格內填入 '0'。					1 \$10,000 or below 或以下 2 \$10,001 - \$15,000 3 \$15,001 - \$20,000 4 \$20,001 - \$25,000 5 \$25,001 - \$30,000 6 \$30,001 - \$40,000 7 Over \$40,000 以上
	Job Title A (3 employees, 1 trainee and 2 vacancies) e.g: 例子: 職位甲 (3名僱員, 1名受訓者及2個空缺)	3	2	5	1	0	4
Technologist / Managerial Level 技師／經理級 A technologist/manager is a person who has the qualification and experience equivalent to that required for corporate membership of a professional institution. He/She should be competent in analysing and solving a wide range of technical problems. Furthermore, he/she should be able to assume personal responsibility for the development and application of engineering principles, to exercise original thought and judgment, to keep abreast of technology, to apply the latest techniques and to supervise/develop his/her sub-ordinates. 技師／經理級人士須具備相當於有關專業學會正式會員所需的資歷及經驗，並能分析及解決各類技術上的問題。此外，亦須負責發展及應用工程原理，具創見和判斷力；與科技發展並進，應用最新技術，以及督導和培訓下屬。							
131	Product Development Manager (watch/optical products) 產品開發經理(鐘錶／眼鏡產品)						
151	Design and Development Manager 設計及發展經理						
152	Chief Designer (optical products) 首席設計師(眼鏡產品)						
103	Logistics Manager 物流經理						
104	Factory Manager 工廠經理						
134	Production Manager 生產部經理						
135	Industrial Engineer 工業工程師						
136	Mechanical Engineer 機械工程師						

* The term "trainees" includes all trainees receiving any form of training and apprentices under a contract of apprenticeship.
「受訓者」包括正在接受各種訓練的人士，以及簽有學徒合約的登記學徒。

A freelancer is a person who pursues a profession without a long-term commitment to any particular employer in the sector. Freelancers may be engaged on a daily, an hourly or a project basis. Part-time staff usually refers to those that are not employed under a continuous contract. An employee who has been employed continuously by the same employer for four weeks or more, with at least 18 hours worked in each week, is regarded as being employed under a continuous contract.

「自由工作者」指並無與任何僱主建立長期僱傭關係的人士。自由工作者可以日薪、時薪或按項目收取報酬。

「兼職僱員」一般指並非以連續合約受聘的員工。僱員持續受聘於同一僱主長達四周或以上，且每周工作最少18小時，均視為以連續合約受聘的員工。

Part IE - Optical Industry (Manufacturing, Wholesales, Import & Export Trade) (continued) 眼鏡業(製造/批發及進出口界別) (續)

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 Full-time Employees as at Survey Reference Date (Excl. trainees*) 在統計日期的 全職僱員人數 (受訓者* 除外)	(C) No. of Vacancies as at Survey Reference Date (Excl. trainees*) 在統計日期 的空缺額 (受訓者* 除外)	(D) Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees*) 預計在 2021年6月的 全職僱員人數 (受訓者* 除外)	(E) No. of Other Staff as at Survey Reference Date 在統計日期的 其他員工人數		(F) Average Monthly Remuneration Package of Full-time Employees 全職僱員 每月平均薪酬
					(E1) Trainees* 受訓者*	(E2) Freelancers/ Part-time Staff # 自由工作者/兼 職僱員#	Code 編號
	Please enter a zero '0' in the box if there is no employee /vacancy/trainee. 如沒有僱員/空缺/受訓者, 請在方格內填入 '0'。						1 \$10,000 or below 或以下 2 \$10,001 - \$15,000 3 \$15,001 - \$20,000 4 \$20,001 - \$25,000 5 \$25,001 - \$30,000 6 \$30,001 - \$40,000 7 Over \$40,000 以上
Technologist / Managerial Level (Continued) 技師/經理級(續)							
153	Engineering Manager (optical products) 工程經理(眼鏡產品)						
138	Technical Services Engineer 技術支援工程師						
154	Merchandising Manager 採購經理						
140	Sales/Marketing Manager (timepieces/optical products) 營銷/市場經理(時計/眼鏡產品)						
141	QA (ISO) Manager 質量保證(ISO)經理						
142	Quality Assurance Manager 質量保證經理						
143	Quality Control Manager 品質控制經理						
Other Technologist / Managerial Level Staff (Please specify): 其他技師/經理級人員 (請說明) :							
Technician / Supervisory Level 技術員/督導級							
A technician/supervisor is a person who occupies a position between the technologist/manager and the craftsman. His/Her education, training and practical experience enable him/her to apply proven techniques and procedures to carry out technical tasks, normally under the guidance of a technologist/manager (Including traditional craftsmanship for jewellery making). 技術員/督導員的職級介乎技師/經理級人士與技工之間, 須具備相當學歷、工作經驗及曾接受訓練, 一般可在技師/經理級人士的督導下, 運用已確立的技術和方法完成工作 (包括傳統珠寶製作工匠/師傅)。							
251	Designer (optical products) 設計師(眼鏡產品)						
207	Logistics Executive/ Supervisor 物流主任						
239	Sales / Marketing Executive (timepieces/optical products) 營銷/市場主任(時計/眼鏡產品)						
240	Quality Control Supervisor/Officer 品質控制主任						
241	Quality Assurance Supervisor/Officer 質量保證主任						
Other Technician / Supervisory Level Staff (Please specify): 其他技術員/督導級人員 (請說明) :							

* The term "trainees" includes all trainees receiving any form of training and apprentices under a contract of apprenticeship.
「受訓者」包括正在接受各種訓練的人士, 以及簽有學徒合約的登記學徒。

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「自由工作者」指並無與任何僱主建立長期僱傭關係的人士。自由工作者可以日薪、時薪或按項目收取報酬。
「兼職僱員」一般指並非以連續合約受聘的員工。僱員持續受聘於同一僱主長達四周或以上, 且每周工作最少18小時, 均視為以連續合約受聘的員工。

Part IE - Optical Industry (Manufacturing, Wholesales, Import & Export Trade) (continued) 眼鏡業(製造/批發及進出口界別) (續)

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 Full-time Employees as at Survey Reference Date (Excl. trainees*) 在統計日期的全職僱員人數 (受訓者* 除外)	(C) No. of Vacancies as at Survey Reference Date (Excl. trainees*) 在統計日期的空缺額 (受訓者* 除外)	(D) Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees*) 預計在 2021年6月的全職僱員人數 (受訓者* 除外)	(E) No. of Other Staff as at Survey Reference Date 在統計日期的其他員工人數		(F) Average Monthly Remuneration Package of Full-time Employees 全職僱員 每月平均薪酬
					(E1) Trainees* 受訓者*	(E2) Freelancers/ Part-time Staff # 自由工作者/兼職僱員#	Code 編號
	Please enter a zero '0' in the box if there is no employee /vacancy/trainee. 如沒有僱員/空缺/受訓者，請在方格內填入 '0'。						1 \$10,000 or below 或以下 2 \$10,001 - \$15,000 3 \$15,001 - \$20,000 4 \$20,001 - \$25,000 5 \$25,001 - \$30,000 6 \$30,001 - \$40,000 7 Over \$40,000 以上
	Craftsman / Sales Staff Level 技工/銷售員級						
	A craftsman is a skilled worker who is able to apply his/her skills to a wide range of jobs within his/her trade, with minimum direction and supervision. A craftsman possesses not only practical skills but also related theoretical knowledge which enables him/her to adapt himself/herself to new technologies. 技工是指熟練工人，能在有限度的指示及督導下，應用各種技能執行個別行業的職務。技工除須具備實際技能外，亦需有相關的理論知識，以便能適應日新月異的科技發展。						
351	Mould Maker 模具製造商						
	Other Craftsman / Sales Staff Level Staff (Please specify): 其他技工/銷售員級人員（請說明）：						
	Operative / Clerical Level 操作工/文職級						
	An operative worker is a worker who performs tasks in the assembly of products in accordance with predetermined job instructions or operates machine(s) which have been set up by other persons. 操作工是指那些能按照既定的工作指示裝配配件使成製成品，或操作已由他人校妥的一種或多種機床之工人。						
451	Machine Operator 機器操作工						
452	Polishing Worker 磨光工						
453	Press Operator 啤機操作						
454	Quality Control Operator 品質控制操作工						
455	Assembler 裝配工						
	Other Operative / Clerical Level Staff (Please specify): 其他操作工/文職級人員（請說明）：						
	OTHER RELEVANT STAFF 其他相關人員						
	For Official Use						

* The term "trainees" includes all trainees receiving any form of training and apprentices under a contract of apprenticeship.

「受訓者」包括正在接受各種訓練的人士，以及簽有學徒合約的登記學徒。

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Part IF - Relevant division/department in training/education institutions 訓練機構及教育院校有關部門及學系界別

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

e.g.
例子:

112

214

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	(B) No. of Full-time Employees as at Survey Reference Date (Excl. trainees*) 在統計日期的 全職僱員人數 (受訓者* 除外)	(C) No. of Vacancies as at Survey Reference Date (Excl. trainees*) 在統計日期 的空缺額 (受訓者* 除外)	(D) Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees*) 預計在 2021年6月的 全職僱員人數 (受訓者* 除外)	(E) No. of Other Staff as at Survey Reference Date 在統計日期的 其他員工人數		(F) Average Monthly Remuneration Package of Full-time Employees 全職僱員 每月平均薪酬 Code 編號 1 \$10,000 or below 或以下 2 \$10,001 - \$15,000 3 \$15,001 - \$20,000 4 \$20,001 - \$25,000 5 \$25,001 - \$30,000 6 \$30,001 - \$40,000 7 Over \$40,000 以上
				(E1) Trainees* 受訓者*	(E2) Freelancers/ Part-time Staff # 自由工作者/兼 職僱員#	
				Please enter a zero '0' in the box if there is no employee /vacancy/trainee. 如沒有僱員／空缺／受訓者，請在方格內填入 '0'。		
Job Title A (3 employees, 1 trainee and 2 vacancies) 職位甲 (3名僱員, 1名受訓者及2個空缺)	3	2	5	1	0	4
Managerial Level 經理級						
Department Head, Deputy Department Head, Senior Lecturer, Lecturer, Training Centre Manger, etc. 學系主任、學系副主任、高級講 師、講師、訓練中心經理等等						
Supervisory Level 主任級						
Chief Instructor, Senior Instructor, Instructor, Teaching Associate, Technician, Trainer, Technical Assistant, etc. 總教導員、高級教導員、教導 員、教學助理、技術員、訓練 員、技術助理等等						
Other Relevant Staff 其他相關人員						

* The term "trainees" includes all trainees receiving any form of training and apprentices under a contract of apprenticeship.

「受訓者」包括正在接受各種訓練的人士，以及簽有學徒合約的登記學徒。

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Part II 第二部份

Leaving

離職

1. Please state the number of employees leaving your company during the past 12 months.
請列出 貴公司過去十二個月內離職的僱員人數。

	Technologist/ Manager 技師／經理	Technician/ Supervisor 技術員／督導員	Craftsman 技工	Operative 操作工
No. of Employees Leaving the Company 離職的僱員人數				

Sources of Recruitment

新聘僱員的來源

2. Please state the number of employees recruited by your company during the past 12 months.
請列出 貴公司過去十二個月內新聘的僱員人數。

	Technologist/ Manager 技師／經理	Technician/ Supervisor 技術員／督導員	Craftsman 技工	Operative 操作工
Total No. of Recruits 總招聘人數				
No. of Experienced employees Recruited 具本業經驗的 新聘僱員人數				

"Experienced Employees" should be regarded as employees with experience in Jewellery, Watch & Clock, and Optical industries.
「具本業經驗的僱員」指具珠寶、鐘錶及眼鏡業經驗的僱員。

Internal Promotion

內部晉升

3. Number of internal promotion in the past 12 months:
過去十二個月內，內部晉升的人數：

	No. of employees 僱員人數
(a) From Technician/Supervisor to Technologist/Manager 由技術員／督導員晉升至技師／經理	
(b) From Craftsman to Technician/Supervisor 由技工晉升至技術員／督導員	
(c) From Others to Craftsman 由其他職級晉升至技工	

Employer's View on the Expected Change in Business Situation

僱主對未來業務狀況預期變動的意見

4. Employer's View on the Expected Change in Business Situation (Please tick as appropriate)
僱主對未來業務狀況預期變動的意見（請在適當的格內填上✓號）

	Better 較佳	The Same 不變	Worse 較差	Please state reasons to expect worse business situation 請說明預期業務狀況較差的原因
(a) Coming Year 未來一年	☐	☐	☐ ➡	
(b) Coming 3 Years 未來三年	☐	☐	☐ ➡	

Preferred Education, Mode of Training and Period of Training of Employees

僱員宜有的教育程度、訓練方式及訓練期

5. Please choose preferred Education, Mode of Training and Period of Training of Employees
請選擇僱員宜有的教育程度、訓練方式及訓練期

Job level 職級	Technologist/ Manager 技師／經理	Technician/ Supervisor 技術員／督導員	Craftsman 技工
(a) Education (Please tick “✓” 1 box for each job level) 教育程度 （每職級請剔“✓” 選 <u>一項</u> ）			
(i) Postgraduate Degree 研究生學位	☐	☐	☐
(ii) First Degree 學士學位	☐	☐	☐
(iii) Sub-degree (e.g. Higher Diploma) 副學位 (例如高級文憑)	☐	☐	☐
(iv) Diploma/Certificate 文憑／證書	☐	☐	☐
(v) Secondary 4 to 7 中四至中七	☐	☐	☐
(vi) Secondary 3 or below 中三或以下	☐	☐	☐
(b) Mode of training (Please tick “✓” 1 box for each job level) 訓練方式 （每職級請剔“✓” 選 <u>一項</u> ）			
(i) Graduate traineeship 工科畢業生訓練	☐	☐	
(ii) On-the-job training 在職訓練	☐	☐	☐
(iii) Apprenticeship 學徒訓練	☐	☐	☐
(iv) Others 其他	☐	☐	☐
(c) Training Period (Please tick “✓” 1 box for each job level) 訓練期 （每職級請剔“✓” 選 <u>一項</u> ）			
(i) 4 years or above 四年或以上	☐	☐	☐
(ii) 3 to less than 4 years 三年至四年以下	☐	☐	☐
(iii) 2 to less than 3 years 二年至三年以下	☐	☐	☐
(iv) 1 to less than 2 years 一年至二年以下	☐	☐	☐
(v) 6 months to less than 1 year 六個月至一年以下	☐	☐	☐
(vi) Below 6 months 六個月以下	☐	☐	☐

Recruitment Difficulties

招聘困難

6. Please indicate the difficulties encountered in recruitment of employees in past 12 months.

請指出 貴公司在過去十二個月招聘僱員所遇到的困難。

	Technologist/ Manager 技師／經理	Technician/ Supervisor 技術員／督導員	Craftsman 技工	Operative 操作工
(a) No recruitment was taken place 沒有招聘	☐	☐	☐	☐
(b) Recruitment was taken place and did not encounter difficulties in recruitment 有招聘，並 沒有 遇到招聘困難	☐	☐	☐	☐
(c) Recruitment was taken place and the difficulties encountered were: (You may “✓” one or more options.) 有招聘，所遇到的困難是：（可剔“✓”選多於一項。）				
(i) General labour shortage in Hong Kong 香港普遍勞工短缺	☐	☐	☐	☐
(ii) Insufficient graduates in relevant disciplines from institutions 院校有關學系畢業生數目不足	☐	☐	☐	☐
(iii) Candidates lack of relevant working experiences and training 應徵者缺乏相關經驗及訓練	☐	☐	☐	☐
(iv) Candidates found the remuneration package and fringe benefit could not meet their expectation 應徵者認為薪酬及附帶福利未能符合其要求	☐	☐	☐	☐
(v) Candidates were unwilling to work long working hours or work on shift 應徵者不願意長時間或輪班工作	☐	☐	☐	☐
(vi) Candidates found the period of apprenticeship/on-the-job training too long 應徵者認為學藝或在職培訓時間太長	☐	☐	☐	☐
(vii) Candidates found low image and status in the industries 應徵者認為行業形象及地位低	☐	☐	☐	☐
(viii) Candidates were lack of awareness of possible career opportunities and prospect 應徵者不了解行業的就業及發展機會	☐	☐	☐	☐

Manpower Training and Development

人力培訓及發展

7. What type of training do you think the full-time personnel in the jewellery, watch & clock and optical industries needs to enhance their skills in the next 12 months. (You may wish to tick “✓” more than 1 training for each job level).

在未來十二個月內，閣下認為全職珠寶、鐘錶及眼鏡業從業員須接受以下哪類培訓？

（按培訓種類劃分）（每職級可剔“✓”選多個課程）。

Training 培訓	Technologist/ Manager 技師／經理	Technician/ Supervisor 技術員／ 督導員	Craftsman 技工
A. General Management Skills 一般管理技能			
(i) Principles of management (e.g. problem solving, decision making, leadership, crisis management) 管理技能 (如解決問題、決策、領導才能及危機管理)	☐	☐	☐
(ii) Facilitation skills/ People Relationship Management 引導技能／人際關係管理	☐	☐	☐
B. Trade Specific Skills 業內專業技能			
(i) Gemstones Product Knowledge 寶石產品知識	☐	☐	☐
(ii) Gemstones Identification, Testing and Certification Knowledge and Skills 珠寶鑒定、檢測及認證知識及技能	☐	☐	☐
(iii) Watches Product Knowledge 鐘錶產品知識及技能	☐	☐	☐
(iv) Watches Repairing and After-Sales Services Knowledge and Skills 鐘錶維修及售後服務知識及技能	☐	☐	☐
(v) Design Concepts Knowledge and Applications of Software (e.g. illustrator) 設計概念知識及軟件運用(如 Illustrator)	☐	☐	☐
C. Generic Skills 通用技能			
(i) Customers Services and Communication Skills 顧客服務及溝通技巧	☐	☐	☐
(ii) Selling Skills 銷售技巧	☐	☐	☐
(iii) Online to Offline Integration and Digital Marketing 線上線下結合及數碼營銷	☐	☐	☐
(iv) Marketing Research and Data Analysis 市場研究與數據分析	☐	☐	☐
(v) Computers Skills (i.e. to use software features to arrange bookings, create and edit documents, evaluate and analyse online information) 電腦技巧 (運用電腦處理預約安排，創建和編輯文檔，評估及分析線上資料)	☐	☐	☐
(vi) Problem Solving Skills 解決問題技巧	☐	☐	☐
Others (please specify) 其他（請說明） _____	☐	☐	☐

End of Questionnaire. Thank You for Your Co-operation.

問卷完，多謝合作。

The 2020 Manpower Survey of the
Jewellery, Watch and Clock Industry
珠寶及鐘錶業 2020 年人力調查

Explanatory Note
附 註

Part I
第一部份

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 add in column 'A' titles of any principal jobs not mentioned in job descriptions (Appendix B); briefly describe them in respect of the appropriate job categories.
如 貴機構另有技術性主要職務未載於工作說明（附錄 B），請一併填入 'A' 欄內，並簡述其所屬的職務類別及等級。
- (c) The job titles may not be the same as those adopted by your establishment, but if the description of a certain job in your establishment is the same or substantially the same as the job description of, for example, Factory Manager, then for the purpose of this survey you should regard the job holder as a Factory Manager regardless of his/her actual title in your establishment.
調查表所列的職稱可能與 貴機構所採用的有別，但如 貴機構某職務的工作性質與調查表所載職務（例如「工廠經理」）相同或相近，則擔任該職務者不論在 貴機構的實際職稱為何，在是次調查中亦應歸類為「工廠經理」。
- (d) In the event where an employee's duties in your establishment are split between two or more job titles, please use the job title that best describes his/her principal responsibility.
如 貴機構有員工身兼多項職責，請選用最能反映其主要職責的職稱。

2. Number of Employees as at Survey Reference Date (Excl. Trainees) - Column 'B'
在統計日期的僱員人數（受訓者除外） —— 'B' 欄

For each principal job, please fill in the total number of employees (excluding trainees) 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. The number should include all employees under Hong Kong establishment's payroll, disregarding whether those are deployed to work in other places (including the mainland of China).
請填寫 貴機構於統計日期僱用的每個主要職務的僱員總數（受訓者除外）。「僱員」是指在 貴機構全職工作達 4 星期或以上，同時每星期工作不少於 18 小時的員工。此數目應包括 貴機構在香港人事編制內的所有僱員，不論是否有派駐往其他地方工作（包括中國內地）。

3. Number of Vacancies as at Survey Reference Date (Excl. Trainees) - Column 'C'
在統計日期的空缺額（受訓者除外） —— 'C' 欄

Please fill in the total number of existing vacancies (excluding trainees) as at survey reference date for each type of job. "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 貴機構每一主要職務在統計日期的空缺額（受訓者除外）。「統計日期的空缺額」是指該職位於統計日期仍懸空，須立刻填補，而現正積極招聘人員填補。

4. Forecast Number of Employees as at June 2021 (Excl. Trainees) – Column ‘D’

預計在2021年6月的僱員人數（受訓者除外）—— ‘D’ 欄

Please fill in the forecasted number of employees as of June 2021 (excl. trainees). The number given could be less than that existing number of employees if a contraction is expected.

請填上在2021年6月每個主要職務的預計僱員人數（受訓者除外）。如估計屆時業務將會收縮，此欄所填人數可少於現有僱員人數。

5. Number of Other Staff as at Survey Reference Date – Column ‘E’

在統計日期的其他員工人數—— ‘E’ 欄

Please fill in the number of trainees, freelancers/part-time staff as at survey reference date in columns ‘E1’ to ‘E2’.

請在‘E1’至‘E2’欄內填寫於統計日期的受訓者、自由工作者／兼職僱員人數。

6. Average Monthly Remuneration Package – Column ‘F’

每月平均薪酬—— ‘F’ 欄

Please enter the code of average monthly remuneration package during the past 12 months for each principal job of employee(s). This should include basic wages, regular overtime pay, cost of living allowance, meal allowance, average monthly amount of year end bonus, etc., if any. If you have more than one employee doing the same job, please enter the average range.

請在‘F’欄填入每個主要職務的僱員過去十二個月每月平均薪酬的編號，這包括底薪、定期超時工作工資、生活津貼、膳食津貼、每月平均之年終花紅等。若從事同類工作的僱員多於一名，則請取其平均收入。

Part II

第二部份

7. Question 1 – Leaving

問題1——離職

In Question 1, please state the number of employees leaving your company during the past 12 months.

請在問題1欄內列出貴公司過去十二個月內離職的僱員人數。

8. Question 2 – Sources of Recruitment

問題2——新聘僱員的來源

(a) Please state the number of new recruits in the past 12 months.

請列出貴公司過去十二個月內新招聘的僱員人數。

(b) Please state the number of recruits with experience in Jewellery, Watch & Clock, and Optical industries from item (a).

請列出在上列(a)項中，入職前具珠寶、鐘錶及眼鏡業經驗的僱員人數。

9. Question 3 – Internal Promotion

問題3——內部晉升

An internal promotion is the promotion of an employee to a higher level job by virtue of his/her performance or abilities. In Question 3, please fill in the number of internal promotion from “Technician/Supervisor to Technologist/Manager”, from “Craftsman to Technician/Supervisor” and from “Others to Craftsman” in the past 12 months in the respective columns. If an employee has more than one promotion during the year in your establishment, only the last and one promotion should be counted.

內部晉升是指僱員因工作表現良好或具備所需才能而獲提升至較高職位。請於問題3所屬欄內填寫過去十二個月貴機構內部由技術員／督導員晉升至技師／經理，由技工晉升至技術員／督導員，以及由其他職位晉升至技工的人數。如貴機構僱員在一年內有多過一次晉升，只需計算最後一次晉升在調查表內。

10. Question 4 – Employer's View on the Expected Change in Business Situation

問題4 —— 僱主對未來業務狀況預期變動的意見

In Question 4, please indicate your view on the expected change in business situation for the coming year / coming 3 years, whether your business situation would be better, the same or worse for the coming year / coming 3 years than this year. If 'worse' is chosen, please give the reason.

請在問題4欄內標示貴機構的意見，有關僱主對未來業務狀況預期的變動，預計閣下明年／未來三年的業務狀況比今年較佳，不變或較差。如貴機構預期明年／未來三年的業務狀況比今年較差，請說明原因。

11. Question 5 – Preferred Education, Mode of Training and Period of Training of Employees

問題5 —— 僱員宜有的教育程度、訓練方式及訓練期

In Question 5, please tick the boxes the preferred education, mode of training and period of training which an employee in each job level (i.e. technologist/manager level, technician/supervisor level and craftsman level) should have if he/she has to carry out his/her work competently. (Please tick 1 box for each job level).

請在問題5之方格內選擇技師／經理級、技術員／督導員級及技工級的僱員宜具備何種教育程度、訓練方式及訓練期，才能勝任其工作。（每職級請剔選一項）

Definition of Preferred Level of Education:

宜有教育程度的定義：

- ◆ “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 7” refers to 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.
「中四至中七」是指中四至中七（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。

12. Question 6 – Recruitment Difficulties

問題6 —— 招聘困難

Please indicate the difficulties encountered in recruitment of employees of your company in the past 12 months.
請標示貴公司在過去十二個月在招聘僱員時遇到的困難。

13. Question 7 – Manpower Training and Development

問題7 —— 人力培訓及發展

Please indicate the type of training which the full-time personnel in the jewellery, watch & clock and optical industries needs to enhance their skills in the next 12 months (You may wish to tick “✓” more than 1 training for each job level).

請列出 貴公司在未來十二個月內認為全職珠寶、鐘錶及眼鏡業從業員須接受的培訓（按培訓種類劃分）（每職級可剔 “✓” 選多個課程）。

The 2020 Manpower Survey of the
Jewellery, Watch and Clock Industry
珠寶及鐘錶業 2020 年人力調查

Explanatory Note

附 註

Part I

第一部份

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.
請瀏覽 'A' 欄，選取適用於 貴機構的主要職務。
- (b) Please add in column 'A' titles of any principal jobs not mentioned in the list; briefly describe them in respect of the appropriate job categories.
如 貴機構另有技術性主要職務未載於列表，請一併填入 'A' 欄內，並簡述其所屬的職務類別及等級。
- (c) The job titles may not be the same as those adopted by your establishment, but if the description of a certain job in your establishment is the same or substantially the same as the job description of, for example, Senior Lecturer, then for the purpose of this survey you should regard the job holder as a Senior Lecturer regardless of his/her actual title in your establishment.
調查表所列的職稱可能與 貴機構所採用的有別，但如 貴機構某職務的工作性質與調查表所載職務（例如「高級講師」）相同或相近，則擔任該職務者不論在 貴機構的實際職稱為何，在是次調查中亦應歸類為「高級講師」。
- (d) In the event where an employee's duties in your establishment are split between two or more job titles, please use the job title that best describes his/her principal responsibility.
如 貴機構有員工身兼多項職責，請選用最能反映其主要職責的職稱。

2. Number of Employees as at Survey Reference Date (Excl. Trainees) - Column 'B'

在統計日期的僱員人數（受訓者除外） —— 'B' 欄

For each principal job, please fill in the total number of employees (excluding trainees) 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. The number should include all employees under Hong Kong establishment's payroll, disregarding whether those are deployed to work in other places (including the mainland of China).
請填寫 貴機構於統計日期僱用的每個主要職務的僱員總數（受訓者除外）。「僱員」是指在 貴機構全職工作達 4 星期或以上，同時每星期工作不少於 18 小時的員工。此數目應包括 貴機構在香港人事編制內的所有僱員，不論是否有派駐往其他地方工作（包括中國內地）。

3. Number of Vacancies as at Survey Reference Date (Excl. Trainees) - Column 'C'

在統計日期的空缺額（受訓者除外） —— 'C' 欄

Please fill in the total number of existing vacancies (excluding trainees) as at survey reference date for each type of job. "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 貴機構每一主要職務在統計日期的空缺額（受訓者除外）。「統計日期的空缺額」是指該職位於統計日期仍懸空，須立刻填補，而現正積極招聘人員填補。

4. Forecast Number of Employees as at June 2021 (Excl. Trainees) – Column ‘D’
預計在2021年6月的僱員人數（受訓者除外）——‘D’欄

Please fill in the forecasted number of employees as of June 2021 (excl. trainees). The number given could be less than that existing number of employees if a contraction is expected.
請填上在2021年6月每個主要職務的預計僱員人數（受訓者除外）。如估計屆時業務將會收縮，此欄所填人數可少於現有僱員人數。

5. Number of Other Staff as at Survey Reference Date – Column ‘E’
在統計日期的其他員工人數——‘E’欄

Please fill in the number of trainees, freelancers/part-time staff as at survey reference date in columns ‘E1’ to ‘E2’.
請在‘E1’至‘E2’欄內填寫於統計日期的受訓者、自由工作者／兼職僱員人數。

6. Average Monthly Remuneration Package – Column ‘F’
每月平均薪酬——‘F’欄

Please enter the code of average monthly remuneration package during the past 12 months for each principal job of employee(s). This should include basic wages, regular overtime pay, cost of living allowance, meal allowance, average monthly amount of year end bonus, etc., if any. If you have more than one employee doing the same job, please enter the average range.
請在‘F’欄填入每個主要職務的僱員過去十二個月每月平均薪酬的編號，這包括底薪、定期超時工作工資、生活津貼、膳食津貼、每月平均之年終花紅等。若從事同類工作的僱員多於一名，則請取其平均收入。

Part II **第二部份**

7. Question 1 – Leaving
問題1——離職

In Question 1, please state the number of employees leaving your company during the past 12 months.
請在問題1欄內列出貴公司過去十二個月內離職的僱員人數。

8. Question 2 – Sources of Recruitment
問題2——新聘僱員的來源

(a) Please state the number of new recruits in the past 12 months.
請列出貴公司過去十二個月內新招聘的僱員人數。

(b) Please state the number of recruits with experience in Jewellery, Watch & Clock, and Optical industries from item (a).
請列出在上列(a)項中，入職前具珠寶、鐘錶及眼鏡業經驗的僱員人數。

9. Question 3 – Internal Promotion
問題3——內部晉升

An internal promotion is the promotion of an employee to a higher level job by virtue of his/her performance or abilities. In Question 3, please fill in the number of internal promotion from “Technician/Supervisor to Technologist/Manager”, from “Craftsman to Technician/Supervisor” and from “Others to Craftsman” in the past 12 months in the respective columns. If an employee has more than one promotion during the year in your establishment, only the last and one promotion should be counted.
內部晉升是指僱員因工作表現良好或具備所需才能而獲提升至較高職位。請於問題3所屬欄內填寫過去十二個月貴機構內部由技術員／督導員晉升至技師／經理，由技工晉升至技術員／督導員，以及由其他職位晉升至技工的人數。如貴機構僱員在一年內有多過一次晉升，只需計算最後一次晉升在調查表內。

10. Question 4 – Employer's View on the Expected Change in Business Situation

問題4 —— 僱主對未來業務狀況預期變動的意見

In Question 4, please indicate your view on the expected change in business situation for the coming year / coming 3 years, whether your business situation would be better, the same or worse for the coming year / coming 3 years than this year. If 'worse' is chosen, please give the reason.

請在問題4欄內標示貴機構的意見，有關僱主對未來業務狀況預期的變動，預計閣下明年／未來三年的業務狀況比今年較佳，不變或較差。如貴機構預期明年／未來三年的業務狀況比今年較差，請說明原因。

11. Question 5 – Preferred Education, Mode of Training and Period of Training of Employees

問題5 —— 僱員宜有的教育程度、訓練方式及訓練期

In Question 5, please tick the boxes the preferred education, mode of training and period of training which an employee in each job level (i.e. technologist/manager level, technician/supervisor level and craftsman level) should have if he/she has to carry out his/her work competently. (Please tick 1 box for each job level).

請在問題5之方格內選擇技師／經理級、技術員／督導員級及技工級的僱員宜具備何種教育程度、訓練方式及訓練期，才能勝任其工作。（每職級請剔選一項）

Definition of Preferred Level of Education:

宜有教育程度的定義：

- ◆ “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 7” refers to 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.
「中四至中七」是指中四至中七（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。

12. Question 6 – Recruitment Difficulties

問題6 —— 招聘困難

Please indicate the difficulties encountered in recruitment of employees of your company in the past 12 months.
請標示貴公司在過去十二個月在招聘僱員時遇到的困難。

13. Question 7 – Manpower Training and Development

問題7 —— 人力培訓及發展

Please indicate the type of training which the full-time personnel in the jewellery, watch & clock and optical industries needs to enhance their skills in the next 12 months (You may wish to tick “✓” more than 1 training for each job level).

請列出 貴公司在未來十二個月內認為全職珠寶、鐘錶及眼鏡業從業員須接受的培訓（按培訓種類劃分）（每職級可剔 “✓” 選多個課程）。

2020 Manpower Survey of Jewellery, Watch and Clock Industries

珠寶及鐘錶業 2020 年人力調查

Descriptions for Principal Jobs in the Jewellery Industry (Manufacturing/ Wholesales, Import and Export Trade)

珠寶業(製造／批發及進出口界別)主要職務的工作說明

Job Code 編號	Principal Job 主要職稱	Job Description 工作說明
TECHNOLOGIST / MANAGERIAL LEVEL 技師／經理級		
101	Product Development Manager (Jewellery) 產品發展經理(珠寶)	Analyses the latest trends in jewellery (including research and development, materials, technology and design, etc). Keeps abreast with developments in production and manages all phases of the design and development cycles. Manages and directs the design department to originate jewellery designs in accordance with requirements. Provides tailor-made services and total solutions to clients. 分析珠寶的最新潮流(包括研發、物料、技術及設計等)。研究生產技術的最新發展，以及管理整個設計及發展的流程；領導珠寶設計部門，以顧客要求設計珠寶首飾。為顧客提供專屬的服務及全方位方案。
102	Design Manager (Jewellery) 珠寶設計經理	Originates and develops ideas to design, create, modify and arrange the form of manufactured products, layouts and containers for the products based on factors such as the concepts, market and pricing attributes, client specifications, the balance of quality and cost of production to achieve aesthetically pleasing and functional effect for the products. 能根據設計概念、市場與價格特性、顧客規格、質量和生產成本之間的平衡等因素進行創作，並加以發揮，以便設計、創作、修改及安排製成品的形狀、結構及包裝，務求產品既美觀又實用。
103	Logistics Manager 物流經理	Takes charge of the overall operation of the supply chain management. Plans, directs and controls the materials procurement activities of the company including material flow, from the stage of raw material supply throughout finished goods shipment and meets in-house or customer's stringent Just-in-time (JIT) requirement. Be responsible to establish cost effective strategy to support the business needs. 負責公司供應鏈管理的一切運作。策劃督導及控制公司物料採購工作，包括確保由原材料供應商至製成品／付運之間物料流程暢順，以符合內部或客戶對“悉時付運 JIT”的嚴格要求。負責制定策略以配合機構整頓業務需求，以達到成本效益。
104	Factory Manager 工廠經理	Takes charge of the overall operation of the factory. Assumes full responsibility of the management of staff and workers in the factory. Enforces fire, safety and other government regulations. Supervises factory activities such as plant layout, assembly and delivery of finished products. 負責工廠運作的一切事務。負起管理工廠內職員及工人的全部責任。執行防火、安全及其他有關的政府規例。監督工廠內各項工作，例如廠房佈置、製成品的收發等。

Job Code 編號	Principal Job 主要職稱	Job Description 工作說明
105	Production Manager 生產部經理	Plans and executes production systems for goldsmithing, precious stone setting, casting and finishing plant. Takes charge of production, manages and directs the production department personnel to maintain quality and productivity and minimizes manpower and raw material wastage in all production processes. 策劃與執行有關打金、首飾鑲嵌、鑄造及潤飾的生產方針；領導下屬，以保持產品質素與生產效率，並盡量避免浪費廠內各生產程序所用人力及原料。
106	Merchandising Manager 採購經理	Keeps abreast of the up-to-date design and quality requirements of the jewellery market; plans, approves and leads a team of merchandisers in the co-ordination and presentation of sample and quotation, negotiation with buyers/clients. Oversees and follows up buyers'/clients' orders, liaise with appropriate departments to ensure prompt shipment of these orders. 密切留意珠寶市場對設計及品質的最新要求，策劃、批准及領導一隊營銷採購員，配合樣辦及報價過程與客戶／買家商談。統籌及跟進客戶／買家的訂單，與有關部門協作以確保準時付運。
107	Stone Buyer (precious and semi-precious stones) 寶石買手（貴重寶石及半寶石）	Evaluates and sources on precious and semi-precious stones for jewellery production, and develops reliable vendor base and negotiate the most favorable terms to the Company and ensure on-time delivery of materials. 為珠寶生產評估和採購寶石和半寶石，並建立可靠的寶石供應商，為公司協商最優惠的條件並確保按時交貨。
108	Brand Development Manager 品牌發展經理	Plans, develops, and directs promotional efforts for a particular brand. Co-ordinates activities of specialists of production, sales, advertising, market research, distribution and package development. 策劃、發展及指導指定品牌的宣傳工作。協調機構內的專門人才負責的產品銷售、廣告、市場調查、分發及包裝發展。
109	Jewellery Sales / Marketing Manager 珠寶營銷／市場經理	Plans, organises, directs and controls jewellery sales, marketing and promotional activities. Co-ordinates with in-house design and development team, in anticipating, identifying and satisfying customer needs. Visits jewellery fairs and exhibitions to keep abreast of world market situation and development trend. 策劃、籌辦、指導及監督珠寶市務推廣、營業及宣傳等工作。協調機構內的設計開發部門，預測、確定及滿足客戶需求。參觀珠寶展覽會、交易會、瞭解當前的市場狀況及發展路向。

Job Code 編號	Principal Job 主要職稱	Job Description 工作說明
110	Chief Gemmologist 首席寶石鑒定師	Analyses, examines and classifies a wide range of diamonds and gemstones using test equipment and prepare reports. A competent gemmologist should obtain relevant fellowship/graduate membership/status of recognised gemmological associations/ institutions (e.g. Gemological Institute of America (GIA); Gemmological Association of Great Britain (Gem-A), etc) and preferable with solid working experience in gemstone testing lab etc. Signs the test reports authorised by the Laboratory Manager/Director at the Laboratory. 利用測試儀器設備對各類型鑽石及寶石進行分析、檢查及分類，並編製報告。勝任的寶石鑒定師須取得有關被認可的學會或學院具備院士或畢業生會員資格(例如：美國寶石學院 (GIA)、英國寶石協會和寶石鑒定實驗室 (Gem A)等)，及具備在寶石測試實驗室等方面寶石測試實驗室等方面。在實驗室主管授權下簽署測試報告。
111	Assay Officer 驗金師	Tests and analyses the standard purity of a precious metals (silver, palladium, gold or platinum) or the constituents proportions in the jewellery piece by means of touch stone and/or chemical etching (e.g. aqua regia 王水), X-Ray Fluorescence spectrometer etc 使用試金石及“王水”作化學腐蝕，或用 X-射線螢光分析儀以測試及分析貴金屬(銀，鈀金、黃金或鉑金)的標準成色(純度)，或珠寶首飾件內所含金屬成份的比例。
112	Training Manager 培訓經理	Plans, implements and coordinates staff training and employee career development programmes. 策劃、推行及統籌員工訓練和僱員職業發展計劃的工作。
TECHNICIAN / SUPERVISORY LEVEL (Continued)		技術員／督導級
201	Jewellery Designer (Hand Sketch) 珠寶設計員(手繪)	Originates the concept of jewellery design drawing by taking into account materials and manufacture processes, cost and customers' requirements; and prepares basic artwork and draws the product concepts on paper by hand. 因應材料、製造程序、成本及顧客要求，提出珠寶設計圖紙的概念，以人手繪畫產品的基本美術稿及工作圖。
202	Digital Goldsmith 電子打金員	Creates/makes the jewellery's forms and models using software (i.e. computer-aided design software) with reference of the design drawings by taking into account materials and manufacture processes, cost and customers' requirements.– 因應材料、製造程序、成本及顧客要求設計珠寶首飾，利用軟件(如電腦輔助設計軟件)製作珠寶首飾的形式和模型。
203	Technician (CAD/CAM/3D Printing) 技術員(電腦軟件輔助設計／生產／立體打印)	Performs technical tasks in the design and manufacture of moulds and 3D printing prototypes for production of jewellery and related components using CAD/CAM facilities. 應用電腦軟件輔助設計／電腦軟件輔助生產設備以設計及製造珠寶模型及立體打印原型作生產珠寶首飾及其配件。

Job Code 編號	Principal Job 主要職稱	Job Description 工作說明
204	Merchandiser 採購員	Assists in the negotiation with buyers/clients/customers and preparation of quotations, and handles their production orders and samples. Follows up buyers orders including liaising with other departments on the quality requirements of buyers and tracing the progress of production to ensure prompt shipment. 協助與客戶商談及報價的工作，處理生產訂單及樣辦（首辦）的製作。跟進客戶訂單，包括與其他部門聯絡有關客戶對品質的要求，及跟查生產進度，以確保客戶訂單能依期付運。
205	Gemmologist 寶石鑒定師	Analyses, examines and classifies a wide range of diamonds and gemstones using test equipment and prepare reports. A competent gemmologist should obtain relevant fellowship/graduate membership/status of recognised gemmological associations/ institutions (e.g. Gemological Institute of America (GIA); Gemmological Association of Great Britain (Gem-A), etc) and preferable with solid working experience in gemstone testing lab etc. 利用測試儀器設備對各類型鑽石及寶石進行分析、檢查及分類，並編製報告。勝任的寶石鑒定師須取得有關被認可的學會或學院具備院士或畢業生會員資格(例如：美國寶石學院 (GIA)、英國寶石協會和寶石鑒定實驗室 (Gem A)等)，及具備在寶石測試實驗室等方面寶石測試實驗室等方面。
206	Diamond Grader 鑽石評級員	Evaluates the quality of diamonds and gem stones used in jewellery or industrial tools. 為珠寶首飾或工業用具上的鑽石及寶石進行品質評級。
207	Logistics Executive/ Supervisor 物流主任	Assists in following up the operation of the supply chain management. Co-ordinates the material procurement and flow of goods activities with suppliers, shipping companies, production control and shipping departments and customer's receiving department as to ensure that schedules are met on time. 協助跟進供應鏈管理上各項事宜。協調供應商、貨運商、生產控制及船務部門，及客戶的收貨部門，保持材料採購至產品付運的流程暢順，以確保工作依期完成。
208	Coordinator 協理員／聯絡員	Plans, schedules and controls workload making optimum use of all equipment, material and labour throughout the factory; and coordinates with clients. Carries out process planning for jobs and estimates the time requirement for operations as to ensure that production schedules are met. 充分及有效利用工廠所有設備、材料及人力，以計劃及控制工作量，並制定工作程序表，與客戶保持聯繫。估計每項職務的操作程序，計劃每個程序所需時間，並確保生產工作依期完成。
209	Foreman/Supervisor 工場主管	Supervises and co-ordinates activities of workers in fabricating, assembling and repairing jewellery, precious stones and metal products by virtue of his skill and experience. 運用本身的技能及經驗，監督、安排工人從事珠寶首飾物品的生產及修改等工作。

Job Code 編號	Principal Job 主要職稱	Job Description 工作說明
210	Quality Controller 品質管制員	Ensures that materials of the correct quality are used. Controls the quality standard of the finished products by measurement and laboratory test and supervises final inspection 確保用料正確；利用量度及測試方法管制珠寶首飾產品的品質，並督導最後階段的檢查工作。
211	Jewellery Sales/Marketing Executive 珠寶營銷／市場主任	Assists in soliciting business, preparing marketing plans and other sales and promotional activities. Monitors jewellery market situations and reflects customer changing requirements to management. 協助招攬生意，製訂市務推廣、營銷計劃及活動；監察市場動態，及時反映客戶需求的變化。
212	E-commerce Supervisor 電子商務主任	Implements and coordinates e-Commerce operational plans and Internet marketing programs of the company, ensures all information available online is accurate and updated. 執行和協調電子商務的經營計劃和公司的網絡營銷方案。確保所有提供在網上的資料正確和更新。
213	Photographer 攝影師	Takes photos of company products for PR activities and publications (including E-commerce, online publications and other promotional materials such as magazines). Writes captions. 拍攝公司產品的照片，供公關工作及刊物之用(包括電子商務、網上發表的稿件及其他宣傳品如雜誌)；撰寫圖片說明。
214	Training Officer 訓練主任	Assists the Training Manager in participating a wide range of training duties including employee development programmes. 協助訓練經理執行各項訓練職務，包括僱員發展計劃。
CRAFTSMAN/SALES STAFF LEVEL 技工／銷售員級		
301	Gemstone Cutter/Polisher 寶石割切／打磨工	Cuts, shapes, carves and polishes gemstones with hand tools and/or by machine in accordance with specifications. 按規格利用手動工具或機器割切、雕刻及／或打磨寶石。
302	Diamond Cutter/Polisher 鑽石割切／打磨工	Cuts, shapes and polishes diamonds with hand tools and power-driven machine in accordance with specifications. 按規格利用電動工具或機器割切及打磨鑽石。
303	Rapid Prototyping (RP) Craftsman 快速原型製造技工	Uses rapid prototyping (RP) equipment for the prototype output of precious metal ornaments and parts from CAD file. 使用快速原型製造設備製造貴重金屬首飾及配件原型。
OPERATIVE/CLERICAL LEVEL 操作工／文職級		
401	Quality Control Operator 品質控制操作工	Assists in the routine examination of components or finished products according to predetermined standards. 協助日常的檢查工作，以確定配件或製成品符合既定標準。

Job Code 編號	Principal Job 主要職稱	Job Description 工作說明
402	Stone Selector/Sorter 配石工	Selects gemstones including jade and diamond, and to classify them into groups according to their size, weight and colour. 挑選寶石，包括玉石及鑽石，並按其形狀大小、重量及顏色分類，以配合各種首飾。

2020 Manpower Survey of Jewellery, Watch and Clock Industries

珠寶及鐘錶業 2020 年人力調查

Descriptions for Principal Jobs in the Jewellery Industry (Gemmological Laboratory and Testing & Certification)

珠寶業(寶石鑑定、檢測及認證界別)
主要職務的工作說明

Job Code 編號	Principal Job 主要職稱	Job Description 工作說明
TECHNOLOGIST / MANAGERIAL LEVEL		技師／經理級
121	Laboratory Director/ Manager 實驗室主管	Takes charge of the operation and management of the Laboratory. Ensures the quality and technical systems are implemented properly and on time. Selects and approves the appropriate test methods. Monitors the calibration of the testing equipment. Signs the reports. Coordinates and schedules of Continuing Professional Development (CPD) training for staff. 負責實驗室的運作和管理。確保按時及正確實施質量和技術系統。挑選及批准合適的測試方法。監視測試設備的校正工作。簽署報告。統籌及安排員工的持續專業發展(CPD)訓練。
122	Technical Manager 技術經理	Directs and controls the technical operation of the gems testing. Identifies the quality control techniques and monitors its quality control system. Conducts and/or supervises the staff for calibration work of testing equipment. Conducts staff training and employee career development programmes. 督導及掌管寶石測試的技術操作。確定質量控制技術的使用並監控其質量控制系統。指導和/或監督人員進行測試設備的校正工作。為僱員提供培訓和員工職業規劃。
123	Quality Manager 質量經理	Monitors and examines the implementation of the quality management system of the Laboratory. Ensures the quality management system in compliance with relevant specifications and international standards (e.g. ISO/IEO 17025:2017). 監視和檢查實驗室管理質量系統的實施情況。確保質量管理系統符合相關規範和國際標準（例如：ISO / IEO 17025:2017）。
110	Chief Gemmologist 首席寶石鑒定師	Analyses, examines and classifies a wide range of diamonds and gemstones using test equipment and prepare reports. A competent gemmologist should obtain relevant fellowship/graduate membership/status of recognised gemmological associations/ institutions (e.g. Gemological Institute of America (GIA); Gemmological Association of Great Britain (Gem-A), etc) and preferable with solid working experience in gemstone testing lab etc. Signs the test reports authorised by the Laboratory Manager/Director at the Laboratory. 利用測試儀器設備對各類型鑽石及寶石進行分析、檢查及分類，並編製報告。勝任的寶石鑒定師須取得有關被認可的學會或學院具備院士或畢業生會員資格(例如：美國寶石學院 (GIA)、英國寶石協會和寶石鑒定實驗室 (Gem A)等)，及具備在寶石測試實驗室等方面寶石測試實驗室等方面。在實驗室主管授權下簽署測試報告。

Job Code 編號	Principal Job 主要職稱	Job Description 工作說明
124	Jewellery Appraiser 珠寶估值師	Identifies and evaluates the authenticity of gemstones, antiques and vintages as well as estate jewellery by adopting minute observations and experiments. Determines the market valuation as well as writes the appraisal reports and its detailed descriptions. 透過進行細微的觀察及實驗，識別寶石、古董珠寶的真實性及進行評估。確定其市場估值，並撰寫詳細說明及其估值報告。
TECHNICIAN / SUPERVISORY LEVEL 技術員／督導級		
205	Gemmologist 寶石鑒定師	Analyses, examines and classifies a wide range of diamonds and gemstones using test equipment and prepare reports. A competent gemmologist should obtain relevant fellowship/graduate membership/status of recognised gemmological associations/ institutions (e.g. Gemological Institute of America (GIA); Gemmological Association of Great Britain (Gem-A), etc) and preferable with solid working experience in gemstone testing lab etc. 利用測試儀器設備對各類型鑽石及寶石進行分析、檢查及分類，並編製報告。勝任的寶石鑒定師須取得有關被認可的學會或學院具備院士或畢業生會員資格(例如：美國寶石學院 (GIA)、英國寶石協會和寶石鑒定實驗室 (Gem A)等)，及具備在寶石測試實驗室等方面寶石測試實驗室等方面。
206	Diamond Grader 鑽石評級員	Evaluates the quality of diamonds used in jewellery or industrial tools. 為珠寶首飾或工業用具上的鑽石進行品質評級。
221	Document Controller 文件管理員	Assists the Technical Manager in preparing the documents works of the Laboratory. Handles and prepares the ISO documents and records. Provides administrative supports to the Laboratory. 協助技術經理準備實驗室的文件工作。處理及準備 ISO 文件和記錄。為實驗室提供行政支援。
CRAFTSMAN/SALES STAFF LEVEL 技工／銷售員級		
321	Technician 技術員	Assists in carrying out the calibration and verification of the testing equipment. Responsible for periodic maintenance supports of equipment. Assists the Gemmologist in preparing the files of testing reports (including taking photos of test items). 協助進行測試設備的校準和驗證。負責定期維修機器的支援。協助寶石鑒定師準備測試報告文件（包括拍攝測試項目的照片）。
322	Laboratory Assistant 實驗室助理	Assists in preparing the completion of reports and certifications. Gathers and records all related quality data and information. Provides administrative supports to the Laboratory. 協助準備檢測及認證報告。收集並記錄所有相關的質量數據和資料。為實驗室提供行政支援。

2020 Manpower Survey of Jewellery, Watch and Clock Industries

珠寶及鐘錶業 2020 年人力調查

Job Descriptions for Principal Jobs in the Watch and Clock Industry (Manufacturing, Wholesales, Import & Export Trade)

鐘錶業(製造／批發及進出口界別)主要職務的工作說明

Job Code 編號	Principal Job 主要職稱	Job Description 工作說明
TECHNOLOGIST / MANAGERIAL LEVEL 技師／經理級		
131	Product Development Manager (watch/optical products) 產品開發經理	Formulates corporate strategy and development plans for technical support and research of watch and clock/ eyewear. Develops, directs and implements related research and development (R&D) activities. Originates new products in accordance with customer needs. Selects appropriate design and applies technology for new products or existing products for improvements. Develops and implements methods and procedures for monitoring projects such as the preparation of records of expenditures, research findings, and progress reports, etc. 在科技支援及研發、未來發展方向上，制定機構對時計／眼鏡產品整體的發展策略。開發，指導和實施相關研發活動。根據客戶需求推出新產品。為新產品或改善現有產品選擇正確的設計和技術應用。制定並實施監測項目的方法和程序如準備支出記錄，研究結果和進度報告等。
132	Design Manager (watch/optical products) 設計經理	Analyses the latest trends of timepieces/optical products designs. Keeps abreast with developments in production and manages all phases of design and development cycles. Originates and develops ideas to design, create, modify and arrange the form of timepieces/optical products, layouts and containers for the products based on factors such as the concepts, market and pricing attributes, client specifications, the balance of quality and cost of production to achieve aesthetically pleasing and functional effect for the products. 分析時計／眼鏡產品設計的最新潮流。研究生產技術的最新發展及生產技術的最新發展。能根據設計概念、市場與價格特性、顧客規格、質量和生產成本之間的平衡等因素進行創作，並加以發揮，以便設計、創作、修改及安排製成品的形狀、結構及包裝，務求產品既美觀又實用。
133	Testing Engineer 測試工程師	Liaises with the development team to facilitate new test solution from conceptual to final production stage. Plans and executes the test program within cost, schedule, safety and quality requirements. Ensures proper hardware and software configurations for validation of new products. Work with external lab or suppliers to derive the test protocol to quantify the functionality of timepieces products. Develops and approves technical guidance including test procedures, operating instructions and engineering/design correspondences. 與開發團隊聯繫，以促進從概念到最終生產階段的新測試解決方案。在成本，進度，安全性和質量要求範圍內計劃並執行測試程序。確保正確的硬件和軟件配置以驗證新產品。與外部實驗室或供應商合作，得出測試協議以量化鐘錶產品的功能。制定並批核技術指南，包括測試程序，操作說明和工程/設計對應。

Job Code 編號	Principal Job 主要職稱	Job Description 工作說明
103	Logistics Manager 物流經理	Takes charge of the overall operation of the supply chain management. Plans, directs and controls the materials procurement activities of the company including material flow, from the stage of raw material supply throughout finished goods shipment and meets in-house or customer's stringent Just-in-time (JIT) requirement. Be responsible to establish cost effective strategy to support the business needs. 負責公司供應鏈管理的一切運作。策劃督導及控制公司物料採購工作，包括確保由原材料供應商至製成品／付運之間物料流程暢順，以符合內部或客戶對“悉時付運 JIT”的嚴格要求。負責制定策略以配合機構整頓業務需求，以達到成本效益。
104	Factory Manager 工廠經理	Takes charge of the overall operation of the factory. Assumes full responsibility of the management of staff and workers in the factory. Enforces fire, safety and other government regulations. Supervises factory activities such as plant layout, assembly and delivery of finished products. 負責工廠運作的一切事務；負起管理工廠內職員及工人的全部責任；執行防火、安全及其他有關的政府規例；監督工廠內各項工作，例如廠房佈置、製成品的收發等。
134	Production Manager 生產部經理	Plans, directs and controls the production activities of the company. Takes charges of the overall production programmes to ensure the maintenance of specified standards of quality, efficiency and economy. 策劃、督導及掌管公司內有關生產的工作；負責全面管理生產計劃，以確保其符合品質、效率及經濟等指標。
135	Industrial Engineer 工業工程師	Designs, operates and controls manufacturing/production systems in industrial plants to ensure efficient use of resources. This includes: 1. layout and design of plant and services; 2. choice of tooling, production equipment, materials, and fabrication/assembly methods; 3. provision of services such as manufacturing capability study, production scheduling, work study, quality assurance, and cost control. 設計、操作及控制工廠內的製造／生產系統，以確保資源得以有效運用。有關工作包括： 1. 安排及設計廠房裝置與服務； 2. 選擇工具、生產設備、物料及構製／裝配方法； 3. 提供服務，例如生產力研究、生產調度、工作研究、品質控制及成本控制。

Job Code 編號	Principal Job 主要職稱	Job Description 工作說明
136	Mechanical Engineer 機械工程師	Researches on mechanical engineering problems and product analysis. Designs and advises on mechanical plant, equipment and machinery. Plans and supervises their development, parts manufacture, installation, operation and maintenance. Usually specialises in one or more of the followings: 4. product analysis, design and development; and quality assurance of products; 5. sales and technical service; 6. plant engineering (installation and maintenance); 7. tooling design and manufacture. 研究機械或產品工程問題及產品分析。擔任廠房、設施與機器等的設計工作，並就這方面提供意見。策劃及管理這些器材的發展、零部件製造、安裝、操作與保養。通常專門處理下列一種或多種工作： 1. 產品分析，設計與發展，以及品質測試等工作； 2. 推銷及技術方面的服務； 3. 廠房裝置工程（安裝與保養）； 4. 工具工模設計與製造。
137	Electrical/Electronic Engineer 電機／電子工程師	Designs and advises on electrical/electronic equipment and systems, and plans and supervises their installation, operation and maintenance; as well as electrical/electronic components and devices used in products. 負責下列範圍的設計工作，並提供建議： 1. 電氣／電子設備及系統；此外，亦須策劃與監督這些器材的安裝、操作和保養工作； 2. 產品所用的電氣／電子零件及配件。
138	Technical Services Engineer 技術支援工程師	Provides expertise and technical services relating to a specific machinery/equipment/apparatus in one of the following aspects: 1. application of the software/hardware, and related customer training 2. installation, commissioning, testing, repair and maintenance. 為有關機器／設備／儀器提供以下一項或多項技術支援服務： 1. 使用軟件／硬件的說明及客戶培訓； 2. 安裝、啟動、測試及維修服務。
139	Merchandising Manager 採購經理	Keeps abreast of the up-to-date design, feature and quality requirements of timepieces' parts and component market. Leads a team of merchandisers in the co-ordination and presentation of sample and quotation and to negotiate with buyers/clients. Oversees and follow up buyers'/clients' orders, liaise with appropriate departments to ensure prompt shipment of these orders. 留意市場對時計產品配件的設計、特色及品質上最新要求。領導一組採購員，配合樣辦及報價過程與客戶／買家商談。統籌及跟進客戶／買家的訂單，與有關部門協作確保準時付運。

Job Code 編號	Principal Job 主要職稱	Job Description 工作說明
140	Sales/Marketing Manager (timepieces/optical products) 營銷／市場經理(時計／眼鏡產品)	Plans, organises, directs and controls sales, marketing and promotional activities of timepieces/optical products. Co-ordinates with research and development, production control and shipping departments in anticipating, identifying and satisfying customer needs. Reviews performance analysis for forecasting future market situation. 策劃、籌辦、指導及監督時計／眼鏡產品的市務推廣、營業及宣傳工作。協調機構內的研究開發、生產控制、貨運等部門，作出預測、確定及滿足客戶需求。檢討業績分析，預測未來產品市場狀況。
141	Quality Assurance (ISO) Manager 質量保證(ISO)經理	Enforces fire, safety and other government regulations, relevant national and/or international standards, requirements and rules (e.g International Organization for Standardization (ISO) including Corporate Social Responsibility (CSR)). 執行防火、安全及其他有關的政府法規，相關國家和/或國際標準，要求和規則（例如國際標準化組織（ISO）包括企業社會責任 CSR）。
142	Quality Assurance Manager 質量保證經理	Plans, supervises and co-ordinates the quality assurance activities of all technical aspects to ensure the materials and processes comply with standards, specifications and regulations. 計劃，監督和協調所有技術方面的質量保證活動，以確保材料和過程符合標準，規範及法規。
143	Quality Control Manager 品質控制經理	Plans, directs, and supervises the quality control of incoming watch/eyewear parts and components, work-in-progress, and finished products of the company. 策劃、督導及管理公司內交來的鐘錶／眼鏡產品配件、以及在生產程序中的半製成品及製成品的品質。
112	Training Manager 培訓經理	Plans, implements and coordinates staff training and employee career development programmes. 策劃、推行及統籌員工訓練和僱員職業發展計劃的工作。
TECHNICIAN / SUPERVISORY LEVEL 技術員／督導級		
231	Research and Development Technician 研究及發展技術員	Performs technical tasks contributory to research of watch market trend, development of new products and improvement of processes efficiency, either independently or under the direction of research and development engineering manager. 獨立工作，或在研發工程經理督導下，擔任技術工作，如鐘錶市場趨勢的研究、產品開發及流程改善。

Job Code 編號	Principal Job 主要職稱	Job Description 工作說明
232	Technical Service Technician 支援技術員	Performs technical tasks, normally under the direction and supervision of the Technical Services Engineer to assist in: 1. application of the software/hardware, and related customer training 2. installation, commissioning, testing, repair and maintenance 3. calibration of equipment, quality control and assurance of process, parts and products at satellite/sub-contractor's plant 通常在技術支援工程師的指導及監督下，擔任下列技術工作 1. 使用軟件／硬件的說明及客戶培訓； 2. 安裝、啟動、測試及維修服務； 3. 儀器校準，品質控制及保證，使屬下分廠及分包商的生產加工、零部件及成品符合規格。
233	Timepiece Designer 計時／鐘錶設計師	Originates watch/timepiece products design by taking into account materials and manufacture processes, cost and customers' requirements. Prepares basic artwork and working drawing of watch/timepieces products using the computer-aided design software. 利用電腦輔助設計軟件繪畫產品的基本美術稿及工作圖，因應材料、製造程序、成本及顧客要求設計鐘錶／時計產品。
207	Logistics Executive/ Supervisor 物流主任	Assists in following up the operation of the supply chain management. Co-ordinates the material procurement and flow of goods activities with suppliers, shipping companies, production control and shipping departments and customer's receiving department as to ensure that schedules are met on time. 協助跟進供應鏈管理上各項事宜。協調供應商、貨運商、生產控制及船務部門，及客戶的收貨部門，保持材料採購至產品付運的流程暢順，以確保工作依期完成。
234	Industrial Technician 工業工程技術員	Performs technical tasks contributory to tooling, and the efficient and economical manufacturing/production of products through proper management of machinery and human resources, either independently or under the direction of a qualified engineer. 獨自或在合資格工程師指導下，擔任技術工作，如正確管理機器及人力資源，以便製造工具，以及有效和經濟地製造產品。
235	Mechanical Engineering Technician 機械工程技術員	Performs technical tasks contributory to design, fabrication, construction, automation, installation, operation, maintenance and repair of mechanical plant and equipment, including maintenance of aircraft, either independently or under the direction of a qualified engineer. 獨自或在合資格工程師指導下，擔任技術工作，如從事設計、構製、建造、自動操作、安裝、操作、維修機械廠房和設備，包括飛機的保養。
236	Electrical/ Electronic Engineering Technician 電機／電子工程技術員	Performs technical tasks contributory to design, development, manufacture, installation, operation, maintenance and repair of electrical and electronic systems and equipment, either independently or under the direction of a qualified engineer 獨自或在合資格工程師指導下，擔任技術工作，如從事設計、發展、製造、安裝、操作及維修機械廠房／電氣系統和設備。

Job Code 編號	Principal Job 主要職稱	Job Description 工作說明
237	Mechanical Draftsman 機械繪圖員	Prepares arrangement, assembly and detailed drawings of machines, machine parts, tools, other mechanical equipment as well as manufactured products from sketches, specifications and existing parts. 依據草圖、規格及現有零件，繪製機器、機件、工具、其他機械設備及製成品的排列圖、組裝圖及明細圖。
238	Test Engineering Technician 測試工程技術員	Performs duties related to test, assembly, tuning and evaluation of timepieces products, including the troubleshooting and diagnosis of returned assemblies, analysis of test data, testing and tuning of complex assemblies; prioritizes work to keep other departments moving with a steady flow of components. 履行與時計產品的測試，組裝，調整和評估有關的職責，包括對返回的組件進行故障排除和診斷，測試數據分析，複雜組件的測試和調整；優先進行工作，以使其他部門的工作流程保持穩定。
239	Sales / Marketing Executive (timepieces products) 營銷／市場主任(時計／眼鏡產品)	Assists in soliciting business, preparing marketing plans and other sales and promotional activities for timepieces/optical products. Monitors market conditions and reflect customer changing requirements to management. 就時計／眼鏡產品協助招攬生意，製訂市務、推廣、營銷計劃及活動；監察市場動態，及時反映客戶需求的變化。
240	Quality Control Supervisor/Officer 品質控制主任	Works independently or under the direction of the Quality Control Manager to ensure that incoming watch/eyewear parts and components, work-in-progress, and finished timepieces/optical products are in compliance with standards and specifications 獨立工作或在品質控制經理督導下，確保交來的鐘錶／眼鏡產品配件、在生產程序中的時計／眼鏡產品半製成品及製成品的品質能符合標準及規格。
241	Quality Assurance Supervisor/Officer 質素保證主任	Supervise a team to perform tasks in relation to quality assurance of in-coming materials and parts/components, assembly process, and finished timepieces/optical products to ensure compliance with standards and specifications 監督組員執行與材料、零件、組裝過程和時計／眼鏡產品成品有關的質量保證工作，以確保符合標準和規範。
242	Repairing Supervisor 維修主管	Inspects, tests, repairs, calibrates and maintains mechanical/electrical instruments including the making of replacement parts as necessary. 監督組員檢查、測試、修理、標正及保養機械／電氣儀器，包括製造所需的替換零件。
214	Training Officer 訓練主任	Assists the Training Manager in participating a wide range of training duties including employee development programmes. 協助訓練經理執行各項訓練職務，包括僱員發展計劃。
CRAFTSMAN/SALES STAFF LEVEL 技工／銷售員級		
331	Repairer (Watch and Clock)/Watch Technician 鐘錶維修技術員	Diagnoses, locates and repairs faults in the manufacture of watches and clocks, systematically records these faults and recommends changes to minimise such occurrence. 在製造鐘錶的程序中，判斷、根查及修理其間的毛病，並有系統地記錄這些毛病，以及建議如何盡量減少此等情況出現。

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珠寶及鐘錶業 2020 年人力調查

Job Descriptions for Principal Jobs in the Optical Industry (Retail Sales)
眼鏡業(零售界別)主要職務的工作說明

Job Code 編號	Principal Job 主要職稱	Job Description 工作說明
TECHNOLOGIST / MANAGERIAL LEVEL 技師／經理級		
171	Operation/Retail Manager 營運／零售經理	Takes charge of the overall operations and management of stores / outlets / retail chain. 負責店鋪／經銷店／連鎖店的整體營運及管理事宜。
172	District/Area Manager 分區／地區經理	Takes charge of the operations and management of a number of stores/outlets usually within a geographical area. 負責多間店鋪／經銷店(通常在同一地區內)的營運及管理事宜。
173	Store Manager 店鋪經理	Takes charge of the overall operations and managements of retail stores. 負責零售店鋪的日常營運及管理事宜。
174	Corporate & Brand Manager 企業品牌經理	Develops and establishes company's brand images and brand promotion strategies. Analyses brand positioning and consumer insights. Formulates branding strategies for respective beauty products or services. 制定和建立公司的品牌形象及品牌推廣策略。就品牌及消費者定位進行分析。制定建立美容產品及服務的品牌策略。
175	Merchandising Manager 採購經理	Manages merchandising operations of an organization and develop objectives and processes to implement merchandising initiatives which include coordinating associated departments, planning budget needs and monitoring the company's merchandising system. Reviews and evaluates customer demand and sales trends and the effectiveness of the buying plan. 制定目標和流程以管理採購業務工作，包括協調相關部門，規劃財務預算和監控有關的業務系統。檢視和評估客戶需求和銷售趨勢，分析銷售計劃的績效。
176	Optometrists (optical eyewear products) 視光師 (眼鏡)	Perform to eye examination, prescription of spectacles and contact lenses. A qualified optometrist should meet the following requirements: 1. optometry schools / colleges / departments of academic institutions / universities as prescribed in Section 4 of the Optometrists (Registration and Disciplinary Procedure) Regulation; and 2. those included in the list of non-local academic institutions awarding optometry qualifications generally accepted by the Optometrists Board for registration under section 12(1)(b) of the Supplementary Medical Professions Ordinance as provided under section D, Appendix IV to the "Guide to Applicants" 提供專業驗眼，眼鏡及隱形眼鏡的驗眼服務。合資格視光師須符合下列要求： 1. 視光師(註冊及紀律處分程序)規例第 4 條的學術機構/大學內的視光學院校/學院/學系，以及 2. 根據輔助醫療業條例第 12(1)(b) 條註冊的視光學資格的非本地學術機構，有關的非本地學術機構已詳列於視光師註冊申請指南附件 IV 的 "D" 部分內。

Job Code 編號	Principal Job 主要職稱	Job Description 工作說明
177	Chief Designer (optical products) 首席設計師(眼鏡產品)	Originates and develops ideas to design, create, modify and arrange the form of products, layouts and containers for the products based on factors such as design-function relationship, knowledge of design, art concepts, market and pricing characteristics, client specifications, method and cost of production to achieve aesthetically pleasing and functional effect for the products. (software requirement: Illustrator). 能根據設計與功能的關係、設計知識、美術概念、市場與價格特性、顧客規格、生產方法及成本等因素進行創作，並加以發揮，以便設計、創作、修改及安排製成品的形狀、結構及包裝，務求產品既美觀又實用。(軟件要求: Illustrator)
TECHNICIAN / SUPERVISORY LEVEL 技術員／督導級		
271	Shop Supervisor 店鋪／分區主任	Supervises and manages the sales in a store/outlet. Checks and study sales figures, stock and customers' preferences and make subsequent recommendations. Supervises a team of sales. 監督及管理店鋪／經銷店的銷售情況。查核和研究銷售數字、貨品存貨及顧客要求，然後提出建議。督導銷售團隊的工作。
251	Designer (optical products) 設計師(眼鏡產品)	Originates the design of optical products by taking into account materials and manufacture processes, cost and customers' requirements. Prepares basic artwork and working drawing of optical products using software (i.e. Illustrator/photoshop). 利用軟件(如 Illustrator/photoshop)繪畫產品的基本美術稿及工作圖，因應材料、製造程序、成本及顧客要求設計眼鏡產品。
272	Merchandising Officer/ Executive 採購主任	Liaises and negotiates with suppliers to ensure continuity and quality of optical products supply. Analyses past sales figures and trends to anticipate future product needs and build/manage relationship with manufacturers. 與供應商及有關部門聯絡洽商，確保貨源充足，並符合品質要求並建立，分析過去的銷售數據／趨勢，以預測未來的產品需求，並建立／管理與製造商的關係。
SALES LEVEL 售貨員級		
371	Senior Sales 高級售貨員	Sells optical products. Provides customer service, and/or operates cash register in retail store. Typically has more sales experiences and/or good sales records. (If companies do not have their own system of classification, sales staff having 5 years or more relevant experience in the industry will be classified as senior sales.) 在零售店／經銷店售賣貨品，提供顧客服務及／或負責收銀工作。具較多銷售經驗及／或良好銷售記錄。(如公司沒有特別說明，具五年或以上相關經驗者為高級售貨員)。

Job Code 編 號	Principal Job 主 要 職 稱	Job Description 工 作 說 明
372	Sales / Sales Trainee 售貨員／見習售貨員	Sells optical products. Provides customer service, and/or operates cash register in retail store. Typically has less sales experiences. (If companies do not have their own system of classification, sales staff having less than 5 years of relevant experience in the industry will be classified as sales / sales trainee.) 在零售店／經銷店售賣貨品，提供顧客服務及／或負責收銀工作。具較少銷售經驗。(如公司沒有特別說明，具少於五年相關經驗者為售貨員／見習售貨員)。

2020 Manpower Survey of Jewellery, Watch and Clock Industries

珠寶及鐘錶業 2020 年人力調查

Job Descriptions for Principal Jobs in the Optical Industry

(Manufacturing, Wholesales, Import & Export Trade)

眼鏡業(製造／批發及進出口界別)主要職務的工作說明

Job Code 編號	Principal Job 主要職稱	Job Description 工作說明
TECHNOLOGIST / MANAGERIAL LEVEL 技師／經理級		
131	Product Development Manager (watch/optical products) 產品開發經理(鐘錶／眼鏡產品)	Formulates corporate strategy and development plans for technical support and research of watch and clock/ eyewear. Develops, directs and implements related research and development (R&D) activities. Originates new products in accordance with customer needs. Selects appropriate design and applies technology for new products or existing products for improvements. Develops and implements methods and procedures for monitoring projects such as the preparation of records of expenditures, research findings, and progress reports, etc. 在科技支援及研發、未來發展方向上，制定機構對鐘錶／眼鏡產品整體的發展策略。開發，指導和實施相關研發活動。根據客戶需求推出新產品。為新產品或改善現有產品選擇正確的設計和技術應用。制定並實施監測項目的方法和程序如準備支出記錄，研究結果和進度報告等。
151	Design and Development Manager 設計及發展經理	Analyses the latest trends of optical products designs and keeps abreast with developments in production, and manages all phases of design and development cycles. Manages and directs the design department to originate products designs in accordance with requirements. 分析研究眼鏡產品設計的最新潮流及生產技術的最新發展，以及管理整個設計及發展的流程；領導設計部門，以顧客要求設計產品。
152	Chief Designer (optical products) 首席設計師(眼鏡產品)	Originates and develops ideas to design, create, modify and arrange the form of products, layouts and containers for the products based on factors such as the concepts, market and pricing attributes, client specifications, balance of quality and cost of production to achieve aesthetically pleasing and functional effect for the products. (software requirement: Illustrator). 能根據設計概念、市場與價格特性、顧客規格、質量和生產成本之間的平衡等因素進行創作，並加以發揮，以便設計、創作、修改及安排製成品的形狀、結構及包裝，務求產品既美觀又實用。(軟件要求: Illustrator)
103	Logistics Manager 物流經理	Takes charge of the overall operation of the supply chain management. Plans, directs and controls the materials procurement activities of the company including material flow, from the stage of raw material supply throughout finished goods shipment and meets in-house or customer's stringent Just-in-time (JIT) requirement. Be responsible to establish cost effective strategy to support the business needs. 負責公司供應鏈管理的一切運作。策劃督導及控制公司物料採購工作，包括確保由原材料供應商至製成品／付運之間物料流程暢順，以符合內部或客戶對“悉時付運 JIT”的嚴格要求。負責制定策略以配合機構整頓業務需求，以達到成本效益。

Job Code 編號	Principal Job 主要職稱	Job Description 工作說明
104	Factory Manager 工廠經理	Takes charge of the overall operation of the factory. Assumes full responsibility of the management of staff and workers in the factory. Supervises factory activities such as plant layout, assembly and delivery of finished products. 負責工廠運作的一切事務；負起管理工廠內職員及工人的全部責任；監督工廠內各項工作，例如廠房佈置、製成品的收發等。
134	Production Manager 生產部經理	Plans, directs and controls the production activities of the company. Takes charges of the overall production programmes to ensure the maintenance of specified standards of quality, efficiency and economy. 策劃、督導及掌管公司內有關生產的工作；負責全面管理生產計劃，以確保其符合品質、效率及經濟等指標。
135	Industrial Engineer 工業工程師	Designs, operates and controls manufacturing/production systems in industrial plants to ensure efficient use of resources. This includes: 1. layout and design of plant and services; 2. choice of tooling, production equipment, materials, and fabrication/assembly methods; 3. provision of services such as manufacturing capability study, production scheduling, work study, quality assurance, and cost control. 設計、操作及控制工廠內的製造／生產系統，以確保資源得以有效運用。有關工作包括： 1. 安排及設計廠房裝置與服務； 2. 選擇工具、生產設備、物料及構製／裝配方法； 3. 提供服務，例如生產力研究、生產調度、工作研究、品質控制及成本控制。
136	Mechanical Engineer 機械工程師	Researches on mechanical engineering problems and product analysis. Designs and advises on mechanical plant, equipment and machinery. Plans and supervises their development, parts manufacture, installation, operation and maintenance. Usually specialises in one or more of the followings: 4. product analysis, design and development; and quality assurance of products; 5. sales and technical service; 6. plant engineering (installation and maintenance); 7. tooling design and manufacture. 研究機械或產品工程問題及產品分析。擔任廠房、設施與機器等的設計工作，並就這方面提供意見。策劃及管理這些器材的發展、零部件製造、安裝、操作與保養。通常專門處理下列一種或多種工作： 1. 產品分析，設計與發展，以及品質測試等工作； 2. 推銷及技術方面的服務； 3. 廠房裝置工程（安裝與保養）； 4. 工具工模設計與製造。

Job Code 編號	Principal Job 主要職稱	Job Description 工作說明
153	Engineering Manager (optical products) 工程經理(眼鏡產品)	Plans, directs and controls the engineering activities of the company including product development, procurement, installation, maintenance and servicing the company's mechanical, electrical, electronic equipment and systems. 策劃、督導及掌管公司內各項與工程有關的工作，包括產品發展、採購，以及公司內的機械、電氣、電子裝備和系統的安裝和維修。
138	Technical Services Engineer 技術支援工程師	Provides expertise and technical services relating to a specific machinery/equipment/apparatus in one of the following aspects: 1. application of the software/hardware, and related customer training 2. installation, commissioning, testing, repair and maintenance. 為有關機器／設備／儀器提供以下一項或多項技術支援服務： 1. 使用軟件／硬件的說明及客戶培訓； 2. 安裝、啟動、測試及維修服務。
154	Merchandising Manager 採購經理	Keeps abreast of the up-to-date design, feature and quality requirements of eyewear' parts and component market. Leads a team of merchandisers in the co-ordination and presentation of sample and quotation and to negotiate with buyers/clients. Oversees and follow up buyers'/clients' orders, liaise with appropriate departments to ensure prompt shipment of these orders. 留意市場對眼鏡產品配件的設計、特色及品質上最新要求。領導一組採購員，配合樣辦及報價過程與客戶／買家商談。統籌及跟進客戶／買家的訂單，與有關部門協作確保準時付運。
140	Sales/Marketing Manager (timepieces/optical products) 營銷／市場經理(時計／眼鏡產品)	Plans, organises, directs and controls sales, marketing and promotional activities of timepieces/optical products. Co-ordinates with research and development, production control and shipping departments in anticipating, identifying and satisfying customer needs. Reviews performance analysis for forecasting future market situation. 策劃、籌辦、指導及監督時計／眼鏡產品的市務推廣、營業及宣傳工作。協調機構內的研究開發、生產控制、貨運等部門，作出預測、確定及滿足客戶需求。檢討業績分析，預測未來產品市場狀況。
141	QA (ISO) Manager 質量保證(ISO)經理	Enforces fire, safety and other government regulations, relevant national and/or international standards, requirements and rules (e.g International Organization for Standardization (ISO) including Corporate Social Responsibility (CSR)). 執行防火、安全及其他有關的政府法規，相關國家和/或國際標準，要求和規則（例如國際標準化組織（ISO）包括企業社會責任 CSR）。
142	Quality Assurance Manager 質量保證經理	Plans, supervises and co-ordinates the quality assurance activities of all technical aspects to ensure the materials and processes comply with standards, specifications and regulations. 計劃，監督和協調所有技術方面的質量保證活動，以確保材料和過程符合標準，規範及法規。

Job Code 編號	Principal Job 主要職稱	Job Description 工作說明
143	Quality Control Manager 品質控制經理	Plans, directs, and supervises the quality control of incoming watch/eyewear parts and components, work-in-progress, and finished products of the company. 策劃、督導及管理公司內交來的鐘錶／眼鏡產品配件、以及在生產程序中的半製成品及製成品的品質。
TECHNICIAN / SUPERVISORY LEVEL 技術員／督導級		
251	Designer (optical products) 設計師(眼鏡產品)	Originates the design of optical products by taking into account materials and manufacture processes, cost and customers' requirements. Prepares basic artwork and working drawing of optical products using software (i.e. Illustrator/photoshop). 利用軟件(如 Illustrator/photoshop)繪畫產品的基本美術稿及工作圖，因應材料、製造程序、成本及顧客要求設計眼鏡產品。
207	Logistics Executive/ Supervisor 物流主任	Assists in following up the operation of the supply chain management. Coordinates the material procurement and flow of goods activities with suppliers, shipping companies, production control and shipping departments and customer's receiving department as to ensure that schedules are met on time. 協助跟進供應鏈管理上各項事宜。協調供應商、貨運商、生產控制及船務部門，及客戶的收貨部門，保持材料採購至產品付運的流程暢順，以確保工作依期完成。
239	Sales / Marketing Executive (timepieces/optical products) 營銷／市場主任(時計／眼鏡產品)	Assists in soliciting business, preparing marketing plans and other sales and promotional activities for timepieces/optical products. Monitors market conditions and reflect customer changing requirements to management. 就時計／眼鏡產品協助招攬生意，製訂市務、推廣、營銷計劃及活動；監察市場動態，及時反映客戶需求的變化。
240	Quality Control Supervisor/Officer 品質控制主任	Works independently or under the direction of the Quality Control Manager to ensure that incoming watch/eyewear parts and components, work-in-progress, and finished timepieces/optical products are in compliance with standards and specifications 獨立工作或在品質控制經理督導下，確保交來的鐘錶／眼鏡產品配件、在生產程序中的時計／眼鏡產品半製成品及製成品的品質能符合標準及規格。
241	Quality Assurance Supervisor/Officer 質素保證主任	Supervise a team to perform tasks in relation to quality assurance of incoming materials and parts/components, assembly process, and finished timepieces/optical products to ensure compliance with standards and specifications 監督組員執行與材料、零件、組裝過程和時計／眼鏡產品成品有關的質量保證工作，以確保符合標準和規範。

Job Code 編號	Principal Job 主要職稱	Job Description 工作說明
CRAFTSMAN/SALES STAFF LEVEL 技工／銷售員級		
351	Mould Maker 製模技工	Makes, maintains and repairs moulds and dies for plastics processing machines and die-casting machines according to drawings and specifications. 按照圖則及規格，製造塑膠處理機及壓鑄機所用工模，並負責維修工模。
OPERATIVE/CLERICAL LEVEL 操作工／文職級		
451	Machine Operator 機器操作工	Operates one or more of the following machines: drilling machine, capstan (turret) lathe, sawing machine, shearing machine, punching machine, rolling machine, grinding machine, or automatic machine which have been set up by other persons. 操作下列已由他人校妥的一種或多種機床：鑽床、六角車床、鋸床、剪床、打孔機、轉輾機、磨床或自動機床。
452	Polishing Worker 磨光工	Buffers and polishes metal. 磨光金屬製品。
453	Press Operator 啤機操作工	Operates a power press to produce metal articles. 操作五金啤機以生產金屬品。
454	Quality Control Operator 品質控制操作工	Assists in the routine examination of components or finished products according to predetermined standards. 協助日常的檢查工作，以確定配件或製成品符合既定標準。
455	Assembler 裝配工	Assembles components into finished products in accordance with specific job instructions. 按照既定的工作指示裝配配件使成製成品。

質素控制措施

實地調查前的準備工作

- 向受訪問公司收集其聯絡資料
- 將相同業務的受訪問公司分組在一起

實地調查員的培訓工作坊

- 就調查目的、問卷內容、操作程序和行業知識為調查人員提供簡介及工作坊

監察實地調查的執行工作

- 委派訓練有素及有經驗的調查人員進行實地調查訪問
- 調查主管緊貼監察實地調查訪問的進度
- 定期為調查人員舉行匯報會議，以確保調查訪問順利進行
- VTC 進行實地考察，確保調查訪問的質素運作能順利進行

提高回覆率的措施

- VTC 定期分析及通知調查人員有關其調查訪問的重點及有效的調查回覆方法
- 尋求訓練委員會及業界商會的協助，鼓勵受訪問公司積極參與人力調查

核對已回覆的調查問卷

- 質素保證獨立小組將抽查已回覆的調查問卷
- VTC 就已回覆的調查問卷進行 100% 審查

雙重數據輸入及檢測收集所得的數據

- 採用雙重數據輸入系統，減少錯誤輸入數據的機會
- 透過電腦計程序和系統去確認所有收集的數據

VTC 進行數據分析

- 參考相關人力數據及／或與上一屆的人力數據進行比較，分析所收集的人力數據

Quality Control Measures

Prior to fieldwork preparation

- Collect contact information of the sampled establishments
- Group sampled establishments of the same business nature

Thorough training of fieldwork staff

- Provide briefing and training sessions to enumerators regarding the objectives of the survey, content of the questionnaire, operating procedures and basic industry knowledge.

Monitoring of the fieldwork execution

- Arrange well-trained and experienced enumerators to conduct the fieldwork
- Closely monitor fieldwork progress and work of enumerators by supervisors
- Conduct debriefing sessions regularly to ensure that the fieldwork is carried out smoothly
- Joint field visits by VTC to ensure that the quality assurance mechanism is in place

Measures to increase the response rate

- Strategic directions and advice on effective means in collecting responses offered by VTC based on regular analysis of the response profile
- Assistance from the Training Boards and trade associations to encourage the sampled establishments to participate in the survey

Checking of the completed questionnaires

- Sample check of completed questionnaires by an independent team of QC checkers
- 100% vetting of the completed questionnaires by VTC

Double data entry and data validation

- Double data entry is employed to reduce the chances of wrong data input
- Validation of collected data via computer programming and systems

Data analysis by VTC

- Benchmarking with relevant manpower information/comparison of survey findings with last round

2020 年珠寶及鐘錶業人力調查
回覆問卷調查的機構概況

行業及其門類	(a) 有效抽樣 機構數目 [#]	(b) 成功蒐集資料 的機構數目	(b) / (a) 有效 回覆率
珠寶業 製造、批發及出入口、修理、 寶石鑑定、檢測及認證*	182	159	87.4%
鐘錶業 製造、批發及出入口、修理	115	94	81.7%
眼鏡業* 製造、零售	22	14	63.6%
培訓機構*	4	4	100.0%
總計	323	271	83.9%

備註： #已扣除一些停止營運或結業、轉營其他業務等等的機構均視作無效。

*補充機構樣本。

**Response Profile of the 2020 Manpower Survey
of the Jewellery, Watch and Clock Industries**

Industries and Branches	(a) No. of Valid Cases[#]	(b) No. of Establishments Successfully Enumerated	(b) / (a) Effective Response Rate
<u>Jewellery Industry</u> Manufacturing; Wholesale, Import & Export Trading; Repair; Gemstones Identification, Testing & Certification*	182	159	87.4%
<u>Watch Industry</u> Manufacturing; Wholesale, Import & Export Trading; Repair	115	94	81.7%
<u>Optical Industry</u>* Manufacturing; Retail Sale	22	14	63.6%
Training/Education Institutions and Related Organisations *	4	4	100.0%
Overall	323	271	83.9%

Remarks: # Excluding invalid cases such as those which had been ceased operation, closed or changed business nature.

* Supplementary samples

Table 1. Manpower Statistics by industry
表1. 按行業劃分的人力統計

1a. Jewellery Industry

1a. 珠寶業

Job Code 職務編號	Principal Job 主要職稱	No. of Full-time Employees as at Survey Reference Date (Excl. trainees) 在統計日期的全職僱 員人數 (受訓者除外)	No. of Trainees as at Survey Reference Date 在統計日期的 受訓者人數	No. of Freelancers as at Survey Reference Date 在統計日期的 自由工作者人數	No. of Vacancies as at Survey Reference Date (Excl. trainees) 在統計日期的空缺額 (受訓者除外)	Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees) 預計在2021年6月的 全職僱員人數 (受訓 者除外)
Technologist / Managerial Level 技師／經理級						
101	Product Development Manager (Jewellery) 產品發展經理(珠寶)	127	0	0	0	127
102	Design Manager (Jewellery) 珠寶設計經理	67	0	0	0	67
103	Logistics Manager 物流經理	118	0	0	0	118
104	Factory Manager 工廠經理	31	0	0	0	31
105	Production Manager 生產部經理	152	0	0	0	152
106	Merchandising Manager 採購經理	264	0	0	0	264
107	Stone Buyer (precious and semi-precious stones) 寶石買手 (貴重寶石及半寶石)	67	0	0	5	72
108	Brand Development Manager 品牌發展經理	40	0	0	0	40
109	Jewellery Sales / Marketing Manager 珠寶營銷／市場經理	2504	0	0	0	2504
110	Chief Gemmologist 首席寶石鑑定師	26	0	0	0	26
112	Training Manager 培訓經理	6	0	0	0	6
121	Laboratory Director/ Manager 實驗室主管	10	0	0	0	10
122	Technical Manager 技術經理	9	0	0	0	9
123	Quality Manager 質量經理	6	0	0	0	6
181	Department Head, Deputy Department Head, Senior Lecturer, Lecturer, Training Centre Manager, etc. 學系主任、學系副主任、高級講師、講師、訓練中心經理等等	6	0	0	0	4
Sub-Total 小計		3433	0	0	5	3436
Technician / Supervisory Level 技術員／督導級						
201	Jewellery Designer (Hand Sketch) 珠寶設計員(手繪)	226	0	1	40	266
202	Digital Goldsmith 電子打金員	18	0	0	0	18
203	Technician (CAD/CAM/3D Printing) 技術員(電腦軟件輔助設計／生產／立體打印)	78	0	3	0	78
204	Merchandiser 採購員	729	0	0	29	758
205	Gemmologist 寶石鑑定師	51	0	0	0	51
206	Diamond Grader 鑽石評級員	105	0	0	1	106
207	Logistics Executive/Supervisor 物流主任	640	0	0	0	640
208	Coordinator 協理員／聯絡員	261	0	1	0	261
209	Foreman/Supervisor 工場主管	15	0	0	0	15
210	Quality Controller 品質管制員	191	0	0	0	191

Table 1. Manpower Statistics by industry

表1. 按行業劃分的人力統計

1a. Jewellery Industry

1a. 珠寶業

Job Code 職務編號	Principal Job 主要職稱	No. of Full-time Employees as at Survey Reference Date (Excl. trainees) 在統計日期的全職僱 員人數 (受訓者除外)	No. of Trainees as at Survey Reference Date 在統計日期的 受訓者人數	No. of Freelancers as at Survey Reference Date 在統計日期的 自由工作者人數	No. of Vacancies as at Survey Reference Date (Excl. trainees) 在統計日期的空缺額 (受訓者除外)	Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees) 預計在2021年6月的 全職僱員人數 (受訓 者除外)
211	Jewellery Sales/Marketing Executive 珠寶營銷／市場主任	5768	0	2	43	5818
212	E-commerce Supervisor 電子商務主任	3	0	0	0	3
213	Photographer 攝影師	26	0	4	0	23
221	Document Controller 文件管理員	10	0	0	0	10
281	Chief Instructor, Senior Instructor, Instructor, Teaching Associate, Technician, Trainer, Technical Assistant, etc. 總教導員、高級教導員、教導員、教學助理、技 術員、訓練員、技術助理等等	11	0	1	0	11
Sub-Total 小計		8132	0	12	113	8249
Craftsman / Sales Staff Level 技工／銷售員級						
301	Gemstone Cutter/Polisher 寶石割切／打磨工	232	5	0	0	232
302	Diamond Cutter/Polisher 鑽石割切／打磨工	222	0	0	0	222
303	Rapid Prototyping (RP) Craftsman 快速原型製造技工	78	0	0	0	78
321	Technician 技術員	3	0	0	0	3
322	Laboratory Assistant 實驗室助理	48	0	0	3	51
Sub-Total 小計		583	5	0	3	586
Operative / Clerical Level 操作工／文職級						
401	Quality Control Operator 品質控制操作工	125	0	1	0	125
402	Stone Selector/Sorter 配石工	184	0	0	20	204
Sub-Total 小計		309	0	1	20	329
GRAND TOTAL 總計		12457	5	13	141	12600

Table 1. Manpower Statistics by industry

表1. 按行業劃分的人力統計

1b. Watch and Clock Industry

1b. 鐘錶業

Job Code 職務編號	Principal Job 主要職稱	No. of Full-time Employees as at Survey Reference Date (Excl. trainees) 在統計日期的全職僱 員人數 (受訓者除外)	No. of Trainees as at Survey Reference Date 在統計日期的 受訓者人數	No. of Freelancers as at Survey Reference Date 在統計日期的 自由工作者人數	No. of Vacancies as at Survey Reference Date (Excl. trainees) 在統計日期的空缺額 (受訓者除外)	Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees) 預計在2021年6月的 全職僱員人數 (受訓 者除外)
Technologist / Managerial Level 技師／經理級						
103	Logistics Manager 物流經理	51	0	0	0	51
104	Factory Manager 工廠經理	1	1	0	0	1
112	Training Manager 培訓經理	6	0	0	0	6
131	Product Development Manager (watch/optical products) 產品開發經理	185	0	0	0	183
132	Design Manager (watch/optical products) 設計經理	147	1	0	0	147
133	Testing Engineer 測試工程師	28	0	0	0	28
134	Production Manager 生產部經理	52	1	0	0	52
135	Industrial Engineer 工業工程師	3	0	0	0	3
136	Mechanical Engineer 機械工程師	3	0	0	0	3
137	Electrical/Electronic Engineer 電機／電子工程師	15	0	0	0	15
138	Technical Services Engineer 技術支援工程師	32	0	0	0	32
139	Merchandising Manager 採購經理	121	0	0	0	120
140	Sales/Marketing Manager (timepieces/optical products) 營銷／市場經理(時計／眼鏡產品)	1133	0	0	1	1134
141	Quality Assurance (ISO) Manager 質量保證(ISO)經理	13	0	0	1	14
142	Quality Assurance Manager 質量保證經理	17	0	0	0	17
143	Quality Control Manager 品質控制經理	22	0	0	0	22
181	Department Head, Deputy Department Head, Senior Lecturer, Lecturer, Training Centre Manager, etc. 學系主任、學系副主任、高級講師、講師、訓練中心經 理等等	5	0	0	0	5
Sub-Total 小計		1834	3	0	2	1833
Technician / Supervisory Level 技術員／督導級						
207	Logistics Executive/Supervisor 物流主任	400	0	0	0	398
214	Training Officer 訓練主任	6	0	0	0	9
231	Research and Development Technician 研究及發展技術員	7	0	0	0	7
232	Technical Service Technician 支援技術員	79	0	0	0	79
233	Timepiece Designer 計時／鐘錶設計師	53	0	22	1	53
234	Industrial Technician 工業工程技術員	10	0	0	0	9
235	Mechanical Engineering Technician 機械工程技術員	23	0	0	0	23
236	Electrical/ Electronic Engineering Technician 電機／電子工程技術員	6	0	0	0	6
237	Mechanical Draftsman 機械繪圖員	15	0	0	0	15

Table 1. Manpower Statistics by industry

表1. 按行業劃分的人力統計

1b. Watch and Clock Industry

1b. 鐘錶業

Job Code 職務編號	Principal Job 主要職稱	No. of Full-time Employees as at Survey Reference Date (Excl. trainees) 在統計日期的全職僱 員人數 (受訓者除外)	No. of Trainees as at Survey Reference Date 在統計日期的 受訓者人數	No. of Freelancers as at Survey Reference Date 在統計日期的 自由工作者人數	No. of Vacancies as at Survey Reference Date (Excl. trainees) 在統計日期的空缺額 (受訓者除外)	Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees) 預計在2021年6月的 全職僱員人數 (受訓 者除外)
238	Test Engineering Technician 測試工程技術員	39	0	0	0	39
239	Sales / Marketing Executive (timepieces/optical products) 營銷／市場主任(時計／眼鏡產品)	3646	58	0	0	3726
240	Quality Control Supervisor/Officer 品質控制主任	91	0	0	0	90
241	Quality Assurance Supervisor/Officer 質素保證主任	28	0	0	0	28
242	Repairing Supervisor 維修主管	57	0	0	0	57
281	Chief Instructor, Senior Instructor, Instructor, Teaching Associate, Technician, Trainer, Technical Assistant, etc. 總教導員、高級教導員、教導員、教學助理、技術員、 訓練員、技術助理等等	10	0	1	0	10
Sub-Total 小計		4470	58	23	1	4549
Craftsman / Sales Staff Level 技工／銷售員級						
331	Repairer (Watch and Clock)/Watch Technician 鐘錶維修技術員	746	58	26	0	745
Sub-Total 小計		746	58	26	0	745
GRAND TOTAL 總計		7050	119	49	3	7127

Table 1. Manpower Statistics by industry

表1. 按行業劃分的人力統計

1c. Optical Industry

1c. 眼鏡業

Job Code 職務編號	Principal Job 主要職稱	No. of Full-time Employees as at Survey Reference Date (Excl. trainees) 在統計日期的全職僱 員人數 (受訓者除外)	No. of Trainees as at Survey Reference Date 在統計日期的 受訓者人數	No. of Freelancers as at Survey Reference Date 在統計日期的 自由工作者人數	No. of Vacancies as at Survey Reference Date (Excl. trainees) 在統計日期的空缺額 (受訓者除外)	Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees) 預計在2021年6月的 全職僱員人數 (受訓 者除外)
Technologist / Managerial Level 技師／經理級						
103	Logistics Manager 物流經理	4	0	0	0	4
104	Factory Manager 工廠經理	4	0	0	0	4
131	Product Development Manager (watch/optical products) 產品開發經理	8	0	0	0	8
140	Sales/Marketing Manager (timepieces/optical products) 營銷／市場經理(時計／眼鏡產品)	13	0	0	0	13
151	Design and Development Manager 設計及發展經理	13	0	0	0	13
153	Engineering Manager (optical products) 工程經理(眼鏡產品)	3	0	0	0	3
154	Merchandising Manager 採購經理	5	0	0	0	5
171	Operation/Retail Manager 營運／零售經理	28	0	0	0	28
176	Optometrists (optical eyewear products) 視光師(眼鏡)	189	0	0	12	201
181	Department Head, Deputy Department Head, Senior Lecturer, Lecturer, Training Centre Manager, etc. 學系主任、學系副主任、高級講師、講師、訓練中心經理 等等	1	0	0	0	1
Sub-Total 小計		268	0	0	12	280
Technician / Supervisory Level 技術員／督導級						
207	Logistics Executive/Supervisor 物流主任	20	0	0	0	20
239	Sales / Marketing Executive (timepieces/optical products) 營銷／市場主任(時計／眼鏡產品)	30	0	0	0	30
240	Quality Control Supervisor/Officer 品質控制主任	2	0	0	0	2
251	Designer (optical products) 設計師(眼鏡產品)	11	0	0	0	11
271	Shop Supervisor 店鋪／分區主任	193	0	0	0	193
281	Chief Instructor, Senior Instructor, Instructor, Teaching Associate, Technician, Trainer, Technical Assistant, etc. 總教導員、高級教導員、教導員、教學助理、技術員、訓 練員、技術助理等等	3	0	0	0	3
Sub-Total 小計		259	0	0	0	259
Craftsman / Sales Staff Level 技工／銷售員級						
371	Senior Sales 高級售貨員	120	0	0	0	120
372	Sales / Sales Trainee 售貨員／見習售貨員	168	0	0	0	168
Sub-Total 小計		288	0	0	0	288
GRAND TOTAL 總計		815	0	0	12	827

Table 2. Manpower Statistics by branch

表2. 按行業門類劃分的人力統計

2a. Manufacturing of jewellery, bijouterie and related articles

2a. 珠寶首飾及有關物品製造

Job Code 職務編號	Principal Job 主要職稱	No. of Full-time Employees as at Survey Reference Date (Excl. trainees) 在統計日期的全職僱員人數 (受訓者除外)	No. of Trainees as at Survey Reference Date 在統計日期的受訓者人數	No. of Freelancers as at Survey Reference Date 在統計日期的自由工作者人數	No. of Vacancies as at Survey Reference Date (Excl. trainees) 在統計日期的空缺額 (受訓者除外)	Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees) 預計在2021年6月的全職僱員人數 (受訓者除外)
Technologist / Managerial Level 技師／經理級						
101	Product Development Manager (Jewellery) 產品發展經理(珠寶)	31	0	0	0	31
102	Design Manager (Jewellery) 珠寶設計經理	21	0	0	0	21
103	Logistics Manager 物流經理	15	0	0	0	15
104	Factory Manager 工廠經理	17	0	0	0	17
105	Production Manager 生產部經理	48	0	0	0	48
106	Merchandising Manager 採購經理	25	0	0	0	25
107	Stone Buyer (precious and semi-precious stones) 寶石買手 (貴重寶石及半寶石)	19	0	0	0	19
108	Brand Development Manager 品牌發展經理	3	0	0	0	3
109	Jewellery Sales / Marketing Manager 珠寶營銷／市場經理	129	0	0	0	129
110	Chief Gemmologist 首席寶石鑒定師	17	0	0	0	17
Sub-Total 小計		325	0	0	0	325
Technician / Supervisory Level 技術員／督導級						
201	Jewellery Designer (Hand Sketch) 珠寶設計員(手繪)	10	0	0	0	10
202	Digital Goldsmith 電子打金員	18	0	0	0	18
203	Technician (CAD/CAM/3D Printing) 技術員(電腦軟件輔助設計／生產／立體打印)	54	0	3	0	54
204	Merchandiser 採購員	6	0	0	0	6
207	Logistics Executive/Supervisor 物流主任	71	0	0	0	71
208	Coordinator 協理員／聯絡員	49	0	0	0	49
209	Foreman/Supervisor 工場主管	11	0	0	0	11
210	Quality Controller 品質管制員	34	0	0	0	34
211	Jewellery Sales/Marketing Executive 珠寶營銷／市場主任	188	0	0	0	195
212	E-commerce Supervisor 電子商務主任	3	0	0	0	3
213	Photographer 攝影師	3	0	0	0	3
Sub-Total 小計		447	0	3	0	454
Craftsman / Sales Staff Level 技工／銷售員級						
301	Gemstone Cutter/Polisher 寶石割切／打磨工	184	5	0	0	184
302	Diamond Cutter/Polisher 鑽石割切／打磨工	174	0	0	0	174
303	Rapid Prototyping (RP) Craftsman 快速原型製造技工	78	0	0	0	78
Sub-Total 小計		436	5	0	0	436

Table 2. Manpower Statistics by branch

表2. 按行業門類劃分的人力統計

2a. Manufacturing of jewellery, bijouterie and related articles

2a. 珠寶首飾及有關物品製造

Job Code 職務編號	Principal Job 主要職稱	No. of Full-time Employees as at Survey Reference Date (Excl. trainees) 在統計日期的全職僱員人數 (受訓者除外)	No. of Trainees as at Survey Reference Date 在統計日期的受訓者人數	No. of Freelancers as at Survey Reference Date 在統計日期的自由工作者人數	No. of Vacancies as at Survey Reference Date (Excl. trainees) 在統計日期的空缺額 (受訓者除外)	Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees) 預計在2021年6月的全職僱員人數 (受訓者除外)
Operative / Clerical Level 操作工／文職級						
401	Quality Control Operator 品質控制操作工	28	0	1	0	28
402	Stone Selector/Sorter 配石工	27	0	0	0	27
Sub-Total 小計		55	0	1	0	55
GRAND TOTAL 總計		1263	5	4	0	1270

Table 2. Manpower Statistics by branch

表2. 按行業門類劃分的人力統計

2b. Wholesale, import / export trading of jewellery, bijouterie and related products

2b. 珠寶首飾及有關物品批發及出入口貿易

Job Code 職務編號	Principal Job 主要職稱	No. of Full-time Employees as at Survey Reference Date (Excl. trainees) 在統計日期的全職僱員人數 (受訓者除外)	No. of Trainees as at Survey Reference Date 在統計日期的受訓者人數	No. of Freelancers as at Survey Reference Date 在統計日期的自由工作者人數	No. of Vacancies as at Survey Reference Date (Excl. trainees) 在統計日期的空缺額 (受訓者除外)	Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees) 預計在2021年6月的全職僱員人數 (受訓者除外)
Technologist / Managerial Level 技師／經理級						
101	Product Development Manager (Jewellery) 產品發展經理(珠寶)	96	0	0	0	96
102	Design Manager (Jewellery) 珠寶設計經理	45	0	0	0	45
103	Logistics Manager 物流經理	103	0	0	0	103
104	Factory Manager 工廠經理	14	0	0	0	14
105	Production Manager 生產部經理	104	0	0	0	104
106	Merchandising Manager 採購經理	239	0	0	0	239
107	Stone Buyer (precious and semi-precious stones) 寶石買手 (貴重寶石及半寶石)	48	0	0	5	53
108	Brand Development Manager 品牌發展經理	37	0	0	0	37
109	Jewellery Sales / Marketing Manager 珠寶營銷／市場經理	2374	0	0	0	2374
112	Training Manager 培訓經理	6	0	0	0	6
Sub-Total 小計		3066	0	0	5	3071
Technician / Supervisory Level 技術員／督導級						
201	Jewellery Designer (Hand Sketch) 珠寶設計員(手繪)	216	0	1	40	256
203	Technician (CAD/CAM/3D Printing) 技術員(電腦軟件輔助設計／生產／立體打印)	24	0	0	0	24
204	Merchandiser 採購員	723	0	0	29	752
205	Gemmologist 寶石鑒定師	9	0	0	0	9
207	Logistics Executive/Supervisor 物流主任	569	0	0	0	569
208	Coordinator 協理員／聯絡員	212	0	1	0	212
209	Foreman/Supervisor 工場主管	3	0	0	0	3
210	Quality Controller 品質管制員	157	0	0	0	157
211	Jewellery Sales/Marketing Executive 珠寶營銷／市場主任	5580	0	2	43	5623
213	Photographer 攝影師	23	0	4	0	20
Sub-Total 小計		7516	0	8	112	7625

Table 2. Manpower Statistics by branch

表2. 按行業門類劃分的人力統計

2b. Wholesale, import / export trading of jewellery, bijouterie and related products

2b. 珠寶首飾及有關物品批發及出入口貿易

Job Code 職務編號	Principal Job 主要職稱	No. of Full-time Employees as at Survey Reference Date (Excl. trainees) 在統計日期的全職僱員人數 (受訓者除外)	No. of Trainees as at Survey Reference Date 在統計日期的受訓者人數	No. of Freelancers as at Survey Reference Date 在統計日期的自由工作者人數	No. of Vacancies as at Survey Reference Date (Excl. trainees) 在統計日期的空缺額 (受訓者除外)	Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees) 預計在2021年6月的全職僱員人數 (受訓者除外)
Craftsman / Sales Staff Level 技工／銷售員級						
301	Gemstone Cutter/Polisher 寶石割切／打磨工	40	0	0	0	40
302	Diamond Cutter/Polisher 鑽石割切／打磨工	44	0	0	0	44
Sub-Total 小計		84	0	0	0	84
Operative / Clerical Level 操作工／文職級						
401	Quality Control Operator 品質控制操作工	97	0	0	0	97
402	Stone Selector/Sorter 配石工	157	0	0	20	177
Sub-Total 小計		254	0	0	20	274
GRAND TOTAL 總計		10920	0	8	137	11054

Table 2. Manpower Statistics by branch
表2. 按行業門類劃分的人力統計

2c. Repair of jewellery

2c. 珠寶修理

Job Code 職務編號	Principal Job 主要職稱	No. of Full-time Employees as at Survey Reference Date (Excl. trainees) 在統計日期的全職僱員人數 (受訓者除外)	No. of Trainees as at Survey Reference Date 在統計日期的受訓者人數	No. of Freelancers as at Survey Reference Date 在統計日期的自由工作者人數	No. of Vacancies as at Survey Reference Date (Excl. trainees) 在統計日期的空缺額 (受訓者除外)	Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees) 預計在2021年6月的全職僱員人數 (受訓者除外)
Technologist / Managerial Level 技師／經理級						
102	Design Manager (Jewellery) 珠寶設計經理	1	0	0	0	1
109	Jewellery Sales / Marketing Manager 珠寶營銷／市場經理	1	0	0	0	1
Sub-Total 小計		2	0	0	0	2
Technician / Supervisory Level 技術員／督導級						
209	Foreman/Supervisor 工場主管	1	0	0	0	1
Sub-Total 小計		1	0	0	0	1
Craftsman / Sales Staff Level 技工／銷售員級						
301	Gemstone Cutter/Polisher 寶石割切／打磨工	8	0	0	0	8
302	Diamond Cutter/Polisher 鑽石割切／打磨工	4	0	0	0	4
Sub-Total 小計		12	0	0	0	12
GRAND TOTAL 總計		15	0	0	0	15

Table 2. Manpower Statistics by branch

表2. 按行業門類劃分的人力統計

2d. Gemmological laboratory and Testing & Certification

2d. 寶石鑑定、檢測及認證

Job Code 職務編號	Principal Job 主要職稱	No. of Full-time Employees as at Survey Reference Date (Excl. trainees) 在統計日期的全職僱員人數 (受訓者除外)	No. of Trainees as at Survey Reference Date 在統計日期的受訓者人數	No. of Freelancers as at Survey Reference Date 在統計日期的自由工作者人數	No. of Vacancies as at Survey Reference Date (Excl. trainees) 在統計日期的空缺額 (受訓者除外)	Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees) 預計在2021年6月的全職僱員人數 (受訓者除外)
Technologist / Managerial Level 技師／經理級						
110	Chief Gemmologist 首席寶石鑑定師	9	0	0	0	9
121	Laboratory Director/ Manager 實驗室主管	10	0	0	0	10
122	Technical Manager 技術經理	9	0	0	0	9
123	Quality Manager 質量經理	6	0	0	0	6
Sub-Total 小計		34	0	0	0	34
Technician / Supervisory Level 技術員／督導級						
205	Gemmologist 寶石鑑定師	42	0	0	0	42
206	Diamond Grader 鑽石評級員	105	0	0	1	106
221	Document Controller 文件管理員	10	0	0	0	10
Sub-Total 小計		157	0	0	1	158
Craftsman / Sales Staff Level 技工／銷售員級						
321	Technician 技術員	3	0	0	0	3
322	Laboratory Assistant 實驗室助理	48	0	0	3	51
Sub-Total 小計		51	0	0	3	54
GRAND TOTAL 總計		242	0	0	4	246

Table 2. Manpower Statistics by branch

表2. 按行業門類劃分的人力統計

2e. Manufacturing of watch and clock

2e. 鐘錶製造

Job Code 職務編號	Principal Job 主要職稱	No. of Full-time Employees as at Survey Reference Date (Excl. trainees) 在統計日期的全職僱員人數 (受訓者除外)	No. of Trainees as at Survey Reference Date 在統計日期的受訓者人數	No. of Freelancers as at Survey Reference Date 在統計日期的自由工作者人數	No. of Vacancies as at Survey Reference Date (Excl. trainees) 在統計日期的空缺額 (受訓者除外)	Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees) 預計在2021年6月的全職僱員人數 (受訓者除外)
Technologist / Managerial Level 技師／經理級						
104	Factory Manager 工廠經理	1	1	0	0	1
131	Product Development Manager (watch/optical products) 產品開發經理	9	0	0	0	9
132	Design Manager (watch/optical products) 設計經理	6	1	0	0	6
134	Production Manager 生產部經理	7	1	0	0	7
139	Merchandising Manager 採購經理	8	0	0	0	8
140	Sales/Marketing Manager (timepieces/optical products) 營銷／市場經理(時計／眼鏡產品)	14	0	0	1	15
141	Quality Assurance (ISO) Manager 質量保證(ISO)經理	8	0	0	1	9
143	Quality Control Manager 品質控制經理	8	0	0	0	8
Sub-Total 小計		61	3	0	2	63
Technician / Supervisory Level 技術員／督導級						
207	Logistics Executive/Supervisor 物流主任	6	0	0	0	6
232	Technical Service Technician 支援技術員	37	0	0	0	37
233	Timepiece Designer 計時／鐘錶設計師	2	0	0	0	2
234	Industrial Technician 工業工程技術員	8	0	0	0	8
235	Mechanical Engineering Technician 機械工程技術員	8	0	0	0	8
238	Test Engineering Technician 測試工程技術員	1	0	0	0	1
239	Sales / Marketing Executive (timepieces/optical products) 營銷／市場主任(時計／眼鏡產品)	29	0	0	0	29
240	Quality Control Supervisor/Officer 品質控制主任	33	0	0	0	33
241	Quality Assurance Supervisor/Officer 質量保證主任	2	0	0	0	2
242	Repairing Supervisor 維修主管	5	0	0	0	5
Sub-Total 小計		131	0	0	0	131
Craftsman / Sales Staff Level 技工／銷售員級						
331	Repairer (Watch and Clock)/Watch Technician 鐘錶維修技術員	31	36	21	0	31
Sub-Total 小計		31	36	21	0	31
GRAND TOTAL 總計		223	39	21	2	225

Table 2. Manpower Statistics by branch

表2. 按行業門類劃分的人力統計

2f. Wholesale, import / export trading of watch and clock

2f. 鐘錶批發及出入口貿易

Job Code 職務編號	Principal Job 主要職稱	No. of Full-time Employees as at Survey Reference Date (Excl. trainees) 在統計日期的全職僱員人數 (受訓者除外)	No. of Trainees as at Survey Reference Date 在統計日期的受訓者人數	No. of Freelancers as at Survey Reference Date 在統計日期的自由工作者人數	No. of Vacancies as at Survey Reference Date (Excl. trainees) 在統計日期的空缺額 (受訓者除外)	Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees) 預計在2021年6月的全職僱員人數 (受訓者除外)
Technologist / Managerial Level 技師／經理級						
103	Logistics Manager 物流經理	51	0	0	0	51
112	Training Manager 培訓經理	6	0	0	0	6
131	Product Development Manager (watch/optical products) 產品開發經理	176	0	0	0	174
132	Design Manager (watch/optical products) 設計經理	141	0	0	0	141
133	Testing Engineer 測試工程師	28	0	0	0	28
134	Production Manager 生產部經理	45	0	0	0	45
135	Industrial Engineer 工業工程師	3	0	0	0	3
136	Mechanical Engineer 機械工程師	3	0	0	0	3
137	Electrical/Electronic Engineer 電機／電子工程師	15	0	0	0	15
138	Technical Services Engineer 技術支援工程師	32	0	0	0	32
139	Merchandising Manager 採購經理	113	0	0	0	112
140	Sales/Marketing Manager (timepieces/optical products) 營銷／市場經理(時計／眼鏡產品)	1115	0	0	0	1115
141	Quality Assurance (ISO) Manager 質量保證(ISO)經理	5	0	0	0	5
142	Quality Assurance Manager 質量保證經理	17	0	0	0	17
143	Quality Control Manager 品質控制經理	14	0	0	0	14
Sub-Total 小計		1764	0	0	0	1761

Table 2. Manpower Statistics by branch

表2. 按行業門類劃分的人力統計

2f. Wholesale, import / export trading of watch and clock

2f. 鐘錶批發及出入口貿易

Job Code 職務編號	Principal Job 主要職稱	No. of Full-time Employees as at Survey Reference Date (Excl. trainees) 在統計日期的全職僱員人數 (受訓者除外)	No. of Trainees as at Survey Reference Date 在統計日期的受訓者人數	No. of Freelancers as at Survey Reference Date 在統計日期的自由工作者人數	No. of Vacancies as at Survey Reference Date (Excl. trainees) 在統計日期的空缺額 (受訓者除外)	Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees) 預計在2021年6月的全職僱員人數 (受訓者除外)
Technician / Supervisory Level 技術員／督導級						
207	Logistics Executive/Supervisor 物流主任	394	0	0	0	392
214	Training Officer 訓練主任	6	0	0	0	9
231	Research and Development Technician 研究及發展技術員	7	0	0	0	7
232	Technical Service Technician 支援技術員	42	0	0	0	42
233	Timepiece Designer 計時／鐘錶設計師	51	0	22	1	51
234	Industrial Technician 工業工程技術員	2	0	0	0	1
235	Mechanical Engineering Technician 機械工程技術員	15	0	0	0	15
236	Electrical/ Electronic Engineering Technician 電機／電子工程技術員	6	0	0	0	6
237	Mechanical Draftsman 機械繪圖員	15	0	0	0	15
238	Test Engineering Technician 測試工程技術員	38	0	0	0	38
239	Sales / Marketing Executive (timepieces/optical products) 營銷／市場主任(時計／眼鏡產品)	3605	58	0	0	3685
240	Quality Control Supervisor/Officer 品質控制主任	58	0	0	0	57
241	Quality Assurance Supervisor/Officer 質素保證主任	26	0	0	0	26
242	Repairing Supervisor 維修主管	48	0	0	0	48
Sub-Total 小計		4313	58	22	1	4392
Craftsman / Sales Staff Level 技工／銷售員級						
331	Repairer (Watch and Clock)/Watch Technician 鐘錶維修技術員	655	22	5	0	654
Sub-Total 小計		655	22	5	0	654
GRAND TOTAL 總計		6732	80	27	1	6807

Table 2. Manpower Statistics by branch

表2. 按行業門類劃分的人力統計

2g. Repair of watch and clock

2g. 鐘錶修理

Job Code 職務編號	Principal Job 主要職稱	No. of Full-time Employees as at Survey Reference Date (Excl. trainees) 在統計日期的全職僱員人數 (受訓者除外)	No. of Trainees as at Survey Reference Date 在統計日期的受訓者人數	No. of Freelancers as at Survey Reference Date 在統計日期的自由工作者人數	No. of Vacancies as at Survey Reference Date (Excl. trainees) 在統計日期的空缺額 (受訓者除外)	Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees) 預計在2021年6月的全職僱員人數 (受訓者除外)
Technologist / Managerial Level 技師／經理級						
140	Sales/Marketing Manager (timepieces/optical products) 營銷／市場經理(時計／眼鏡產品)	4	0	0	0	4
Sub-Total 小計		4	0	0	0	4
Technician / Supervisory Level 技術員／督導級						
239	Sales / Marketing Executive (timepieces/optical products) 營銷／市場主任(時計／眼鏡產品)	12	0	0	0	12
242	Repairing Supervisor 維修主管	4	0	0	0	4
Sub-Total 小計		16	0	0	0	16
Craftsman / Sales Staff Level 技工／銷售員級						
331	Repairer (Watch and Clock)/Watch Technician 鐘錶維修技術員	60	0	0	0	60
Sub-Total 小計		60	0	0	0	60
GRAND TOTAL 總計		80	0	0	0	80

Table 2. Manpower Statistics by branch

表2. 按行業門類劃分的人力統計

2h. Manufacturing of optical products

2h. 眼鏡及有關物品製造

Job Code 職務編號	Principal Job 主要職稱	No. of Full-time Employees as at Survey Reference Date (Excl. trainees) 在統計日期的全職僱員人數 (受訓者除外)	No. of Trainees as at Survey Reference Date 在統計日期的受訓者人數	No. of Freelancers as at Survey Reference Date 在統計日期的自由工作者人數	No. of Vacancies as at Survey Reference Date (Excl. trainees) 在統計日期的空缺額 (受訓者除外)	Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees) 預計在2021年6月的全職僱員人數 (受訓者除外)
Technologist / Managerial Level 技師／經理級						
103	Logistics Manager 物流經理	4	0	0	0	4
104	Factory Manager 工廠經理	4	0	0	0	4
131	Product Development Manager (watch/optical products) 產品開發經理	8	0	0	0	8
140	Sales/Marketing Manager (timepieces/optical products) 營銷／市場經理(時計／眼鏡產品)	13	0	0	0	13
151	Design and Development Manager 設計及發展經理	13	0	0	0	13
153	Engineering Manager (optical products) 工程經理(眼鏡產品)	3	0	0	0	3
154	Merchandising Manager 採購經理	5	0	0	0	5
Sub-Total 小計		50	0	0	0	50
Technician / Supervisory Level 技術員／督導級						
207	Logistics Executive/Supervisor 物流主任	20	0	0	0	20
239	Sales / Marketing Executive (timepieces/optical products) 營銷／市場主任(時計／眼鏡產品)	30	0	0	0	30
240	Quality Control Supervisor/Officer 品質控制主任	2	0	0	0	2
251	Designer (optical products) 設計師(眼鏡產品)	11	0	0	0	11
Sub-Total 小計		63	0	0	0	63
GRAND TOTAL 總計		113	0	0	0	113

Table 2. Manpower Statistics by branch
表2. 按行業門類劃分的人力統計

2i. Retail sale of optical products

2i. 眼鏡零售

Job Code 職務編號	Principal Job 主要職稱	No. of Full-time Employees as at Survey Reference Date (Excl. trainees) 在統計日期的全職僱員人數 (受訓者除外)	No. of Trainees as at Survey Reference Date 在統計日期的受訓者人數	No. of Freelancers as at Survey Reference Date 在統計日期的自由工作者人數	No. of Vacancies as at Survey Reference Date (Excl. trainees) 在統計日期的空缺額 (受訓者除外)	Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees) 預計在2021年6月的全職僱員人數 (受訓者除外)
Technologist / Managerial Level 技師／經理級						
171	Operation/Retail Manager 營運／零售經理	28	0	0	0	28
176	Optometrists (optical eyewear products) 視光師 (眼鏡)	189	0	0	12	201
Sub-Total 小計		217	0	0	12	229
Technician / Supervisory Level 技術員／督導級						
271	Shop Supervisor 店鋪／分區主任	193	0	0	0	193
Sub-Total 小計		193	0	0	0	193
Craftsman / Sales Staff Level 技工／銷售員級						
371	Senior Sales 高級售貨員	120	0	0	0	120
372	Sales / Sales Trainee 售貨員／見習售貨員	168	0	0	0	168
Sub-Total 小計		288	0	0	0	288
GRAND TOTAL 總計		698	0	0	12	710

Table 2. Manpower Statistics by branch

表2. 按行業門類劃分的人力統計

2j. Training providers for Jewellery Industry

2j. 培訓機構 (珠寶業)

Job Code 職務編號	Principal Job 主要職稱	No. of Full-time Employees as at Survey Reference Date (Excl. trainees) 在統計日期的全職僱員人數 (受訓者除外)	No. of Trainees as at Survey Reference Date 在統計日期的受訓者人數	No. of Freelancers as at Survey Reference Date 在統計日期的自由工作者人數	No. of Vacancies as at Survey Reference Date (Excl. trainees) 在統計日期的空缺額 (受訓者除外)	Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees) 預計在2021年6月的全職僱員人數 (受訓者除外)
Technologist / Managerial Level 技師／經理級						
181	Department Head, Deputy Department Head, Senior Lecturer, Lecturer, Training Centre Manger, etc. 學系主任、學系副主任、高級講師、講師、訓練中心經理等等	6	0	0	0	4
Sub-Total 小計		6	0	0	0	4
Technician / Supervisory Level 技術員／督導級						
281	Chief Instructor, Senior Instructor, Instructor, Teaching Associate, Technician, Trainer, Technical Assistant, etc. 總教導員、高級教導員、教導員、教學助理、技術員、訓練員、技術助理等等	11	0	1	0	11
Sub-Total 小計		11	0	1	0	11
GRAND TOTAL 總計		17	0	1	0	15

Table 2. Manpower Statistics by branch

表2. 按行業門類劃分的人力統計

2k. Training providers for Watch & Clock Industry

2k. 培訓機構 (鐘錶業)

Job Code 職務編號	Principal Job 主要職稱	No. of Full-time Employees as at Survey Reference Date (Excl. trainees) 在統計日期的全職僱員人數 (受訓者除外)	No. of Trainees as at Survey Reference Date 在統計日期的受訓者人數	No. of Freelancers as at Survey Reference Date 在統計日期的自由工作者人數	No. of Vacancies as at Survey Reference Date (Excl. trainees) 在統計日期的空缺額 (受訓者除外)	Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees) 預計在2021年6月的全職僱員人數 (受訓者除外)
Technologist / Managerial Level 技師／經理級						
181	Department Head, Deputy Department Head, Senior Lecturer, Lecturer, Training Centre Manager, etc. 學系主任、學系副主任、高級講師、講師、訓練中心經理等等	5	0	0	0	5
Sub-Total 小計		5	0	0	0	5
Technician / Supervisory Level 技術員／督導級						
281	Chief Instructor, Senior Instructor, Instructor, Teaching Associate, Technician, Trainer, Technical Assistant, etc. 總教導員、高級教導員、教導員、教學助理、技術員、訓練員、技術助理等等	10	0	1	0	10
Sub-Total 小計		10	0	1	0	10
GRAND TOTAL 總計		15	0	1	0	15

Table 2. Manpower Statistics by branch
表2. 按行業門類劃分的人力統計

2I. Training providers for Optical Industry
2I. 培訓機構(眼鏡業)

Job Code 職務編號	Principal Job 主要職稱	No. of Full-time Employees as at Survey Reference Date (Excl. trainees) 在統計日期的全職僱員人數(受訓者除外)	No. of Trainees as at Survey Reference Date 在統計日期的受訓者人數	No. of Freelancers as at Survey Reference Date 在統計日期的自由工作者人數	No. of Vacancies as at Survey Reference Date (Excl. trainees) 在統計日期的空缺額(受訓者除外)	Forecasted No. of Full-time Employees as at June 2021 (Excl. trainees) 預計在2021年6月的全職僱員人數(受訓者除外)
Technologist / Managerial Level 技師／經理級						
181	Department Head, Deputy Department Head, Senior Lecturer, Lecturer, Training Centre Manger, etc. 學系主任、學系副主任、高級講師、講師、訓練中心經理等等	1	0	0	0	1
Sub-Total 小計		1	0	0	0	1
Technician / Supervisory Level 技術員／督導級						
281	Chief Instructor, Senior Instructor, Instructor, Teaching Associate, Technician, Trainer, Technical Assistant, etc. 總教導員、高級教導員、教導員、教學助理、技術員、訓練員、技術助理等等	3	0	0	0	3
Sub-Total 小計		3	0	0	0	3
GRAND TOTAL 總計		4	0	0	0	4

Table 3a. Percentage distribution of average monthly remuneration package of full-time employees by industry

表3a. 按行業劃分全職僱員之每月平均薪酬的百分比

Branch 門類	\$10,000 or below 或以下	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$40,000	Over \$40,000 以上
Manufacturing of jewellery, bijouterie and related articles 珠寶首飾及有關物品製造	1.7%	23.3%	27.6%	26.6%	13.1%	5.8%	2.0%
Wholesale, import / export trading of jewellery, bijouterie and related products 珠寶首飾及有關物品批發及出入口貿易	0.0%	14.7%	37.5%	22.0%	15.2%	6.6%	3.9%
Repair of jewellery 珠寶修理	0.0%	53.3%	33.3%	6.7%	6.7%	0.0%	0.0%
Gemmological laboratory and Testing & Certification 寶石鑑定、檢測及認證	0.0%	16.5%	47.9%	11.6%	4.1%	16.1%	3.7%
Training Providers (jewellery industry) 培訓機構 (珠寶業)	0.0%	0.0%	0.0%	0.0%	64.7%	0.0%	35.3%
Jewellery Industry 珠寶業	0.2%	15.6%	36.7%	22.2%	14.8%	6.7%	3.8%
Manufacturing of watch and clock 鐘錶製造	0.0%	24.7%	35.0%	25.1%	12.6%	2.7%	0.0%
Wholesale, import / export trading of watch and clock 鐘錶批發及出入口貿易	0.0%	4.6%	41.9%	35.6%	10.6%	3.6%	3.7%
Repair of watch and clock 鐘錶修理	0.0%	75.0%	20.0%	0.0%	0.0%	5.0%	0.0%
Training Providers (watch and clock industry) 培訓機構 (鐘錶業)	0.0%	0.0%	0.0%	0.0%	66.7%	0.0%	33.3%
Watch and Clock Industry 鐘錶業	0.0%	6.1%	41.3%	34.7%	10.7%	3.6%	3.6%
Manufacturing of optical products 眼鏡及有關物品製造	0.0%	0.0%	7.1%	50.4%	23.0%	15.9%	3.5%
Retail sale of optical products 眼鏡零售	0.0%	0.1%	41.1%	28.5%	4.0%	0.4%	25.8%
Training Providers (optical industry) 培訓機構 (眼鏡業)	0.0%	0.0%	0.0%	0.0%	75.0%	0.0%	25.0%
Optical Industry 眼鏡業	0.0%	0.1%	36.2%	31.4%	7.0%	2.6%	22.7%
GRAND TOTAL 總計	0.1%	11.7%	38.3%	26.9%	13.1%	5.5%	4.5%

* As a percentage of total number of employees by Job Level.

* 佔該行業等級僱員總數百分率。

Table 3b. Percentage distribution of average monthly remuneration package of full-time employees by branch by job level
表3b. 按行業門類和技能等級劃分全職僱員之每月平均薪酬的百分比

Branch 門類	\$10,000 or below 或以下	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$40,000	Over \$40,000 以 上
Technologist / Managerial Level 技師／經理級							
Manufacturing of jewellery, bijouterie and related articles 珠寶首飾及有關物品製造	0.0%	0.0%	0.6%	28.3%	43.7%	19.7%	7.7%
Wholesale, import / export trading of jewellery, bijouterie and related products 珠寶首飾及有關物品批發及出入口貿易	0.0%	0.0%	3.7%	27.5%	33.0%	21.8%	14.0%
Repair of jewellery 珠寶修理	0.0%	0.0%	50.0%	0.0%	50.0%	0.0%	0.0%
Gemmological laboratory and Testing & Certification 寶石鑑定、檢測及認證	0.0%	0.0%	0.0%	5.9%	8.8%	58.8%	26.5%
Training Providers (jewellery industry) 培訓機構 (珠寶業)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Jewellery Industry 珠寶業	0.0%	0.0%	3.4%	27.3%	33.7%	21.9%	13.7%
Manufacturing of watch and clock 鐘錶製造	0.0%	0.0%	11.5%	36.1%	42.6%	9.8%	0.0%
Wholesale, import / export trading of watch and clock 鐘錶批發及出入口貿易	0.0%	0.0%	5.4%	34.6%	33.4%	12.6%	14.1%
Repair of watch and clock 鐘錶修理	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%
Training Providers (watch and clock industry) 培訓機構 (鐘錶業)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Watch and Clock Industry 鐘錶業	0.0%	0.0%	5.6%	34.4%	33.5%	12.7%	13.8%
Manufacturing of optical products 眼鏡及有關物品製造	0.0%	0.0%	0.0%	50.0%	6.0%	36.0%	8.0%
Retail sale of optical products 眼鏡零售	0.0%	0.0%	0.0%	2.8%	12.9%	1.4%	82.9%
Training Providers (optical industry) 培訓機構 (眼鏡業)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Optical Industry 眼鏡業	0.0%	0.0%	0.0%	11.6%	11.6%	7.8%	69.0%
Sub-Total 小計	0.0%	0.0%	4.0%	28.9%	32.6%	18.2%	16.4%

Table 3b. Percentage distribution of average monthly remuneration package of full-time employees by branch by job level

表3b. 按行業門類和技能等級劃分全職僱員之每月平均薪酬的百分比

Branch 門類	\$10,000 or below 或以下	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$40,000	Over \$40,000 以 上
Technician / Supervisory Level 技術員／督導級							
Manufacturing of jewellery, bijouterie and related articles 珠寶首飾及有關物品製造	0.0%	28.0%	23.3%	41.4%	5.4%	2.0%	0.0%
Wholesale, import / export trading of jewellery, bijouterie and related products 珠寶首飾及有關物品批發及出入口貿易	0.0%	20.1%	51.3%	19.1%	8.6%	0.8%	0.0%
Repair of jewellery 珠寶修理	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%
Gemmological laboratory and Testing & Certification 寶石鑑定、檢測及認證	0.0%	0.0%	71.3%	12.1%	4.5%	12.1%	0.0%
Training Providers (jewellery industry) 培訓機構 (珠寶業)	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%
Jewellery Industry 珠寶業	0.0%	20.1%	50.1%	20.2%	8.5%	1.1%	0.0%
Manufacturing of watch and clock 鐘錶的製造	0.0%	18.3%	54.2%	26.0%	1.5%	0.0%	0.0%
Wholesale, import / export trading of watch and clock 鐘錶批發及出入口貿易	0.0%	4.2%	52.3%	39.9%	3.1%	0.6%	0.0%
Repair of watch and clock 鐘錶修理	0.0%	50.0%	50.0%	0.0%	0.0%	0.0%	0.0%
Training Providers (watch and clock industry) 培訓機構 (鐘錶業)	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%
Watch and Clock Industry 鐘錶業	0.0%	4.8%	52.2%	39.2%	3.2%	0.5%	0.0%
Manufacturing of optical products 眼鏡及有關物品製造	0.0%	0.0%	12.7%	50.8%	36.5%	0.0%	0.0%
Retail sale of optical products 眼鏡零售	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%
Training Providers (optical industry) 培訓機構 (眼鏡業)	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%
Optical Industry 眼鏡業	0.0%	0.0%	3.1%	86.9%	10.0%	0.0%	0.0%
Sub-Total 小計	0.0%	14.4%	49.9%	28.2%	6.7%	0.9%	0.0%

Table 3b. Percentage distribution of average monthly remuneration package of full-time employees by branch by job level
表3b. 按行業門類和技能等級劃分全職僱員之每月平均薪酬的百分比

Branch 門類	\$10,000 or below 或以下	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$40,000	Over \$40,000 以 上
Craftsman / Sales Staff Level 技工／銷售員級							
Manufacturing of jewellery, bijouterie and related articles 珠寶首飾及有關物品製造	0.0%	37.4%	50.7%	11.9%	0.0%	0.0%	0.0%
Wholesale, import / export trading of jewellery, bijouterie and related products 珠寶首飾及有關物品批發及出入口貿易	0.0%	34.5%	31.0%	34.5%	0.0%	0.0%	0.0%
Repair of jewellery 珠寶修理	0.0%	66.7%	33.3%	0.0%	0.0%	0.0%	0.0%
Gemmological laboratory and Testing & Certification 寶石鑑定、檢測及認證	0.0%	78.4%	7.8%	13.7%	0.0%	0.0%	0.0%
Jewellery Industry 珠寶業	0.0%	41.2%	43.7%	15.1%	0.0%	0.0%	0.0%
Manufacturing of watch and clock 鐘錶製造	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Wholesale, import / export trading of watch and clock 鐘錶批發及出入口貿易	0.0%	19.5%	70.5%	9.9%	0.0%	0.0%	0.0%
Repair of watch and clock 鐘錶修理	0.0%	86.7%	13.3%	0.0%	0.0%	0.0%	0.0%
Watch and Clock Industry 鐘錶業	0.0%	28.3%	63.0%	8.7%	0.0%	0.0%	0.0%
Manufacturing of optical products 眼鏡及有關物品製造	-	-	-	-	-	-	-
Retail sale of optical products 眼鏡零售	0.0%	0.3%	99.7%	0.0%	0.0%	0.0%	0.0%
Optical Industry 眼鏡業	0.0%	0.3%	99.7%	0.0%	0.0%	0.0%	0.0%
Sub-Total 小計	0.0%	28.0%	62.6%	9.5%	0.0%	0.0%	0.0%
Operative / Clerical Level 操作工／文職級							
Manufacturing of jewellery, bijouterie and related articles 珠寶首飾及有關物品製造	38.2%	10.9%	38.2%	12.7%	0.0%	0.0%	0.0%
Wholesale, import / export trading of jewellery, bijouterie and related products 珠寶首飾及有關物品批發及出入口貿易	0.0%	24.4%	39.8%	35.8%	0.0%	0.0%	0.0%
Repair of jewellery 珠寶修理	-	-	-	-	-	-	-
Gemmological laboratory and Testing & Certification 寶石鑑定、檢測及認證	-	-	-	-	-	-	-
Jewellery Industry 珠寶業	6.8%	22.0%	39.5%	31.7%	0.0%	0.0%	0.0%
Manufacturing of optical products 眼鏡及有關物品製造	-	-	-	-	-	-	-
Retail sale of optical products 眼鏡零售	-	-	-	-	-	-	-

Table 3b. Percentage distribution of average monthly remuneration package of full-time employees by branch by job level

表3b. 按行業門類和技能等級劃分全職僱員之每月平均薪酬的百分比

Branch 門類	\$10,000 or below 或以下	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$40,000	Over \$40,000 以 上
Optical Industry 眼鏡業	-	-	-	-	-	-	-
Sub-Total 小計	6.8%	22.0%	39.5%	31.7%	0.0%	0.0%	0.0%
GRAND TOTAL 總計	0.1%	11.7%	38.3%	26.9%	13.1%	5.5%	4.5%

* As a percentage of total number of employees by Job Level.

* 佔該行業等級僱員總數百分率。

Table 4a. Percentage distribution of preferred education level of full-time employees by industry

表4a. 按行業劃分全職僱員之宜有教育程度的百分比

Branch 門類	Postgraduate Degree 研究生學位	First Degree 學士學位	Sub-degree 副學位	Diploma/ Certificate 文憑／證書	Secondary 4 to 7 中四至中七	Secondary 3 or below 中三或以下
Manufacturing of jewellery, bijouterie and related articles 珠寶首飾及有關物品製造	0.0%	22.4%	9.7%	5.5%	42.7%	19.6%
Wholesale, import / export trading of jewellery, bijouterie and related products 珠寶首飾及有關物品批發及出入口貿易	0.2%	24.5%	13.0%	17.0%	45.3%	0.0%
Repair of jewellery 珠寶修理	0.0%	0.0%	6.7%	6.7%	86.7%	0.0%
Gemmological laboratory and Testing & Certification 寶石鑑定、檢測及認證	1.2%	27.7%	40.5%	29.3%	1.2%	0.0%
Training Providers (jewellery industry) 培訓機構 (珠寶業)	23.5%	29.4%	47.1%	0.0%	0.0%	0.0%
Jewellery Industry 珠寶業	0.2%	24.3%	13.3%	16.0%	44.2%	2.0%
Manufacturing of watch and clock 鐘錶製造	0.0%	23.3%	1.3%	12.6%	57.4%	5.4%
Wholesale, import / export trading of watch and clock 鐘錶批發及出入口貿易	0.3%	23.8%	7.1%	41.1%	27.6%	0.2%
Repair of watch and clock 鐘錶修理	0.0%	5.0%	0.0%	5.0%	65.0%	25.0%
Training Providers (watch and clock industry) 培訓機構 (鐘錶業)	26.7%	26.7%	46.7%	0.0%	0.0%	0.0%
Watch and Clock Industry 鐘錶業	0.3%	23.5%	7.0%	39.7%	28.9%	0.6%
Manufacturing of optical products 眼鏡及有關物品製造	0.0%	30.1%	52.2%	8.8%	8.8%	0.0%
Retail sale of optical products 眼鏡零售	0.0%	30.5%	0.0%	27.5%	42.0%	0.0%
Training Providers (optical industry) 培訓機構 (眼鏡業)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Optical Industry 眼鏡業	0.0%	30.6%	7.3%	24.8%	37.3%	0.0%
GRAND TOTAL 總計	0.2%	24.3%	10.8%	24.7%	38.5%	1.4%

* As a percentage of total number of employees by Job Level.

* 佔該行業等級僱員總數百分率。

Table 4b. Percentage distribution of preferred education level of full-time employees by branch by job level
表4b. 按行業門類和技能等級劃分全職僱員之宜有的教育程度的百分比

Branch 門類	Postgraduate Degree 研究生學位	First Degree 學士學位	Sub-degree 副學位	Diploma/ Certificate 文憑／證書	Secondary 4 to 7 中四至中七	Secondary 3 or below 中三或以下
Technologist / Managerial Level 技師／經理級						
Manufacturing of jewellery, bijouterie and related articles 珠寶首飾及有關物品製造	0.0%	72.6%	4.3%	6.5%	16.6%	0.0%
Wholesale, import / export trading of jewellery, bijouterie and related products 珠寶首飾及有關物品批發及出入口貿易	0.7%	43.6%	12.3%	13.8%	29.5%	0.0%
Repair of jewellery 珠寶修理	0.0%	0.0%	50.0%	50.0%	0.0%	0.0%
Gemmological laboratory and Testing & Certification 寶石鑑定、檢測及認證	8.8%	76.5%	5.9%	8.8%	0.0%	0.0%
Training Providers (jewellery industry) 培訓機構 (珠寶業)	66.7%	33.3%	0.0%	0.0%	0.0%	0.0%
Jewellery Industry 珠寶業	0.8%	46.6%	11.5%	13.1%	28.0%	0.0%
Manufacturing of watch and clock 鐘錶製造	0.0%	55.7%	4.9%	16.4%	23.0%	0.0%
Wholesale, import / export trading of watch and clock 鐘錶批發及出入口貿易	1.0%	53.5%	2.6%	18.3%	24.7%	0.0%
Repair of watch and clock 鐘錶修理	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Training Providers (watch and clock industry) 培訓機構 (鐘錶業)	80.0%	20.0%	0.0%	0.0%	0.0%	0.0%
Watch and Clock Industry 鐘錶業	1.2%	53.5%	2.6%	18.2%	24.5%	0.0%
Manufacturing of optical products 眼鏡及有關物品製造	0.0%	68.0%	26.0%	2.0%	4.0%	0.0%
Retail sale of optical products 眼鏡零售	0.0%	98.2%	0.0%	0.0%	1.8%	0.0%
Training Providers (optical industry) 培訓機構 (眼鏡業)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Optical Industry 眼鏡業	0.0%	92.5%	4.9%	0.4%	2.2%	0.0%
Sub-Total 小計	0.9%	51.1%	8.2%	14.1%	25.6%	0.0%

Table 4b. Percentage distribution of preferred education level of full-time employees by branch by job level
表4b. 按行業門類和技能等級劃分全職僱員之宜有的教育程度的百分比

Branch 門類	Postgraduate Degree 研究生學位	First Degree 學士學位	Sub-degree 副學位	Diploma/ Certificate 文憑／證書	Secondary 4 to 7 中四至中七	Secondary 3 or below 中三或以下
Technician / Supervisory Level 技術員／督導級						
Manufacturing of jewellery, bijouterie and related articles 珠寶首飾及有關物品製造	0.0%	7.8%	23.0%	9.8%	57.9%	1.3%
Wholesale, import / export trading of jewellery, bijouterie and related products 珠寶首飾及有關物品批發及出入口貿易	0.0%	17.0%	13.4%	18.4%	51.2%	0.0%
Repair of jewellery 珠寶修理	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%
Gemmological laboratory and Testing & Certification 寶石鑑定、檢測及認證	0.0%	26.1%	61.1%	12.7%	0.0%	0.0%
Training Providers (jewellery industry) 培訓機構 (珠寶業)	0.0%	27.3%	72.7%	0.0%	0.0%	0.0%
Jewellery Industry 珠寶業	0.0%	16.7%	15.0%	17.8%	50.5%	0.1%
Manufacturing of watch and clock 鐘錶製造	0.0%	13.7%	0.0%	13.7%	72.5%	0.0%
Wholesale, import / export trading of watch and clock 鐘錶批發及出入口貿易	0.0%	15.2%	10.1%	55.7%	19.0%	0.0%
Repair of watch and clock 鐘錶修理	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%
Training Providers (watch and clock industry) 培訓機構 (鐘錶業)	0.0%	30.0%	70.0%	0.0%	0.0%	0.0%
Watch and Clock Industry 鐘錶業	0.0%	15.2%	9.9%	54.2%	20.8%	0.0%
Manufacturing of optical products 眼鏡及有關物品製造	0.0%	0.0%	73.0%	14.3%	12.7%	0.0%
Retail sale of optical products 眼鏡零售	0.0%	0.0%	0.0%	99.5%	0.5%	0.0%
Training Providers (optical industry) 培訓機構 (眼鏡業)	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Optical Industry 眼鏡業	0.0%	0.8%	17.8%	77.9%	3.5%	0.0%
Sub-Total 小計	0.0%	15.8%	13.3%	31.6%	39.2%	0.0%

Table 4b. Percentage distribution of preferred education level of full-time employees by branch by job level

表4b. 按行業門類和技能等級劃分全職僱員之宜有的教育程度的百分比

Branch 門類	Postgraduate Degree 研究生學位	First Degree 學士學位	Sub-degree 副學位	Diploma/ Certificate 文憑／證書	Secondary 4 to 7 中四至中七	Secondary 3 or below 中三或以下
Craftsman / Sales Staff Level 技工／銷售員級						
Manufacturing of jewellery, bijouterie and related articles 珠寶首飾及有關物品製造	0.0%	0.0%	0.0%	0.5%	46.6%	53.0%
Wholesale, import / export trading of jewellery, bijouterie and related products 珠寶首飾及有關物品批發及出入口貿易	0.0%	0.0%	0.0%	7.1%	92.9%	0.0%
Repair of jewellery 珠寶修理	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%
Gemmological laboratory and Testing & Certification 寶石鑑定、檢測及認證	0.0%	0.0%	0.0%	94.1%	5.9%	0.0%
Jewellery Industry 珠寶業	0.0%	0.0%	0.0%	9.6%	50.8%	39.6%
Manufacturing of watch and clock 鐘錶製造	0.0%	0.0%	0.0%	0.0%	61.3%	38.7%
Wholesale, import / export trading of watch and clock 鐘錶批發及出入口貿易	0.0%	0.0%	0.0%	6.4%	91.9%	1.7%
Repair of watch and clock 鐘錶修理	0.0%	0.0%	0.0%	6.7%	60.0%	33.3%
Watch and Clock Industry 鐘錶業	0.0%	0.0%	0.0%	6.2%	88.1%	5.8%
Manufacturing of optical products 眼鏡及有關物品製造	-	-	-	-	-	-
Retail sale of optical products 眼鏡零售	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%
Optical Industry 眼鏡業	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%
Sub-Total 小計	0.0%	0.0%	0.0%	6.3%	76.7%	16.9%
GRAND TOTAL 總計	0.2%	24.3%	10.8%	24.7%	38.5%	1.4%

* As a percentage of total number of employees by Job Level.

* 佔該行業等級僱員總數百分率。

**2020 年珠寶及鐘錶業人力調查
抽樣計劃**

行業	門類 (香港標準行業分類)	僱員人數	分層	抽樣數目
珠寶業	1. 珠寶首飾及有關物品的製造 (321101, 321102, 321103)	1-9	1	42
		10-19	2	8
		20-49	3	6
		50-99	4	4
		100-199	5	-
		200 & over	6	1
		小計		61
	2. 珠寶首飾及有關物品的批發 及出入口貿易 (451432, 452432, 460432)	1-9	1	136
		10-19	2	28
		20-49	3	19
鐘錶業		50-99	4	4
		小計		187
	3. 珠寶修理 (953700)	1-9	1	12
	4. 寶石鑑定、檢測及認證*	-	-	16
	5. 鐘錶的製造 (2652)	1-9	1	14
		10-19	2	5
		20-49	3	6
		小計		25
	6. 鐘錶的批發及出入口貿易 (451446, 451635, 452446, 452635, 460446, 460635)	1-9	1	108
		10-19	2	25
眼鏡業		20-49	3	17
		50-99	4	11
		100-199	5	3
		200 & over	6	3
		小計		167
	7. 鐘錶修理 (953600)	1-9	1	19
		10-19	2	1
		小計		20
	8. 眼鏡及有關物品的製造*	-	-	16
	9. 眼鏡零售*	-	-	15
培訓機構及相關組織				
	10. 培訓及其他機構*	-	-	6
	總計			525

註：* 補充樣本；數據以公司級別收集

**Sampling Plan of the 2020 Manpower Survey
of the Jewellery, Watch and Clock Industries**

Industry	Branch (HSIC)	Employment Size	Stratum	Sample Size
Jewellery	1. Manufacturing of jewellery, bijouterie and related articles (321101, 321102, 321103)	1-9	1	42
		10-19	2	8
		20-49	3	6
		50-99	4	4
		100-199	5	-
		200 & over	6	1
		Sub-total		61
	2. Wholesale, import / export trading of jewellery, bijouterie and related products (451432, 452432, 460432)	1-9	1	136
		10-19	2	28
		20-49	3	19
		50-99	4	4
		Sub-total		187
	3. Repair of jewellery (953700)	1-9	1	12
	4. Testing & Certification and Gemmological laboratory*	-	-	16
Watch & Clock	5. Manufacturing of watches and clocks (2652)	1-9	1	14
		10-19	2	5
		20-49	3	6
		Sub-total		25
	6. Wholesale, import / export trading of watches and clocks (451446, 451635, 452446, 452635, 460446, 460635)	1-9	1	108
		10-19	2	25
		20-49	3	17
		50-99	4	11
		100-199	5	3
		200 & over	6	3
		Sub-total		167
	7. Repair of watches and Clocks (953600)	1-9	1	19
		10-19	2	1
		Sub-total		20
Optical	8. Manufacturing of optical products*	-	-	16
	9. Retail sale of optical products*	-	-	15
Training/education institutions and related organisations				
	10. Relevant division/department in training/education institutions*	-	-	6
	Overall			525

* Supplementary samples; data collected at company level