

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

出入口及批發業  
2020 年人力調查報告書

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

職業訓練局  
出入口及批發業訓練委員會

# CONTENTS

|  |           |
|--|-----------|
| <b>Acknowledgement</b>   | Page<br>1 |
| <b>I. Executive Summary</b>  | 3         |
| <b>II. Introduction</b>  | 11        |
| <b>III. Methodology</b>  | 12        |
| <b>IV. Findings</b>  | 14        |
| Manpower Situation   | 14        |
| i. Number of Establishments Engaged in the Industry  | 14        |
| ii. Number of Employees  | 16        |
| iii. Average Monthly Income Range  | 18        |
| Vacancies, Turnover and Recruitment  | 19        |
| iv. Number of Vacancies  | 19        |
| v. Employees Turnover in the Past 12 Months  | 21        |
| vi. Employees' Whereabouts After Leaving   | 22        |
| vii. Recruitment Difficulties in the Past 12 Months  | 24        |
| Anticipated Manpower Situation and Future Development  | 26        |
| viii. Employers' Forecasted Manpower Demand in 2021  | 26        |
| ix. Issues for Posing the Biggest Challenges in the Next 6 Months<br>(Import / Export Trades)        | 27        |
| x. Future Plans to Mitigate the Effect Arising from the Challenges<br>(Import / Export Trades)       | 28        |
| xi. Wholesale Trade-related Functions / Activities Involved<br>(Wholesale Trade)                     | 29        |
| Requirements and Training Needs of Employees   | 30        |
| xii. Preferred Level of Education  | 30        |
| xiii. Preferred Years of Experience  | 32        |
| xiv. Training Areas Required for Future Development  | 33        |
| <b>V. Manpower Analysis</b>  | 35        |
| i. Manpower Changes  | 35        |
| ii. Business Outlook   | 46        |
| iii. Manpower Projection and Annual Additional Manpower<br>Requirement                               | 49        |
| <b>VI. Recommendations</b>   | 51        |
| <b>VII. Appendices</b>   |           |
| 1. Membership of the Import / Export / Wholesale Trades Training Board                               | 99        |
| 2. Terms of Reference of the Import / Export / Wholesale Trades Training<br>Board                    | 101       |
| 3. Membership of the Working Party on Manpower Survey, Import / Export<br>Wholesales Trades Industry | 104       |
| 4. Definition of Terms   | 106       |

|  |     |
|--|-----|
| 5. Survey Documents                                  | 109 |
| Import / Export Trades                               | 109 |
| A. Questionnaire                                     | 111 |
| B. Explanatory Notes to the Questionnaire            | 118 |
| C. Descriptions for Principal Jobs                   | 120 |
| Wholesale Trade                                      | 133 |
| D. Questionnaire                                     | 135 |
| E. Explanatory Notes to the Questionnaire            | 142 |
| F. Descriptions for Principal Jobs                   | 144 |
| 6. Lists of Participants for the In-depth Interviews | 157 |
| 7. Quality Control Measures                          | 159 |
| 8. Response Profile                                  | 162 |
| 9. Statistical Tables                                | 164 |

# 目錄

|                        | 頁數  |
|------------------------|-----|
| 鳴謝                     | 2   |
| I. 報告摘要                | 53  |
| II. 緒論                 | 60  |
| III. 調查方法              | 61  |
| IV. 調查結果               | 63  |
| 人力情況                   | 63  |
| i. 業內公司數目              | 63  |
| ii. 僱員人數               | 65  |
| iii. 每月平均收入幅度          | 67  |
| 空缺、離職及招聘               | 68  |
| iv. 空缺數目               | 68  |
| v. 過去 12 個月僱員離職人數      | 70  |
| vi. 離職僱員去向             | 71  |
| vii. 過去 12 個月的招聘困難     | 73  |
| 人力情況預測及未來發展            | 75  |
| viii. 僱主預測 2021 年的人力需求 | 75  |
| ix. 未來六個月面對最大的挑戰（出入口業） | 76  |
| x. 應對未來挑戰的計劃（出入口業）     | 77  |
| xi. 批發業相關工作／業務（批發業）    | 78  |
| 僱員宜有資歷及培訓需要            | 79  |
| xii. 僱員宜有教育程度          | 79  |
| xiii. 僱員宜有相關年資         | 80  |
| xiv. 未來發展所需培訓範疇        | 81  |
| V. 人力分析                | 82  |
| i. 人力變化                | 82  |
| ii. 業務展望               | 92  |
| iii. 人力推算及每年額外人力需求     | 95  |
| VI. 建議                 | 97  |
| VII. 附錄                |     |
| 1. 出入口及批發業訓練委員會委員名單    | 100 |
| 2. 出入口及批發業職權範圍         | 103 |
| 3. 出入口及批發業人力調查工作小組委員名單 | 105 |
| 4. 詞彙釋義                | 108 |
| 5. 調查文件                | 110 |
| 出入口業                   | 110 |
| A. 問卷                  | 111 |



|    |            |     |
|----|------------|-----|
| B. | 問卷附註       | 118 |
| C. | 主要職務工作說明   | 120 |
|    | 批發業        | 134 |
| D. | 問卷         | 135 |
| E. | 問卷附註       | 142 |
| F. | 主要職務工作說明   | 144 |
| 6. | 深入訪談行業專家名單 | 158 |
| 7. | 質素保證措施     | 161 |
| 8. | 填覆機構概要     | 163 |
| 9. | 統計表        | 164 |

## **Acknowledgement**

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

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

## 鳴謝

出入口及批發業訓練委員會鳴謝所有參與是次人力調查的公司，提供人力調查所需的資料；以及米嘉道資訊策略有限公司協助蒐集相關數據。

訓練委員會亦感謝人力調查工作小組委員及行業專家就行業發展及建議提供真知灼見，協助業界面對業務環境的轉變。

# **I. Executive Summary**

---

## **Background**

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

## **Survey Coverage & Methodology**

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

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

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

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

## Findings

### *Number of Companies*

#### Import / Export Trades

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

#### Wholesale Trade

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

### *Number of Employees*

#### Import / Export Trades

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

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

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

#### Wholesale Trade

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

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

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

### ***Number of Vacancies***

#### **Import / Export Trades**

1.14 The number of vacancies of the technical manpower was 1 659, decreased by 2 918 (-63.8%) when compared with 4 577 in 2016.

#### **Wholesale Trade**

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

### ***Manpower Demand***

#### **Import / Export Trades**

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

#### **Wholesale Trade**

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

### ***Average Monthly Income Range***

#### **Import / Export Trades**

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

## Wholesale Trade

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

### ***Preferred Level of Education***

#### Import / Export Trades

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

## Wholesale Trade

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

### ***Preferred Relevant Years of Experience***

#### Import / Export Trades

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

## Wholesale Trade

1.23 Similar to the trend in 2016, requirements on employees' years of experience generally rose with the job level. The survey found that the major preferred ranges for different job levels were: 6-10 years for the managerial level (41.2%), 3-6 years for the supervisory level (77.2%) and 1-3 years for the clerical/operative level (69.7%).

## ***Training***

### Import / Export Trades

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

## Wholesale Trade

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

## ***Recruitment Difficulties***

### Import / Export Trades

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



## Wholesale Trade

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

## ***Wastage***

### Import / Export Trades

1.28 Wastage rate refers to those leaving the Import / Export Trades because of changes of jobs to non-import/export trades, emigration, retirement, further studies and other reasons. The survey found that the number of wastage was 7 661 in the past 12 months. The wastage rate of the staff at clerical/operative support level was the highest (3.2%), while for that of the supervisory level was the lowest (1.3%).

### Wholesale Trade

1.29 Wastage rate refers to those leaving the Wholesale Trade because of changes of jobs to non-wholesale trade, emigration, retirement, further studies and other reasons. The survey found that the number of wastage was 1 785 in the past 12 months. The wastage rate of the staff at clerical/operative support level was the highest (7.1%), while for that of the supervisory level was the lowest (0.8%).

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

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

## ***Wholesale Trade – Related Functions/Activities Involved***

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

## ***Employers' Forecast of Manpower Demand in 2021***

### Import / Export Trades

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

### Wholesale Trade

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

## **Manpower Projection**

### Import / Export Trades

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

### Wholesale Trade

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

## **Business Outlook**

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

## **Recommendations**

### ***Government***

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

### ***Training Providers***

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

### ***Employers***

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

### ***Employees***

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

## II. Introduction

---

### Background

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

### Objectives

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

### Survey Coverage

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

#### Import / Export Trades

Establishments which were engaged in:

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

#### Wholesale Trade

Establishments which were engaged in:

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

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

### III. Methodology

---

#### Sample Design

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

#### Questionnaire Design

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

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

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

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

#### Data Collection

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

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

## Data Analysis

3.7 Among the 644 valid sampled establishments<sup>Note 1</sup>, 580 were successfully enumerated, giving an effective response rate of 90.1%. Taking into account the satisfactory response rate of individual branches and the fact that the majority of prominent and sizeable establishments had responded to the survey, it could be concluded that the survey findings, after grossing-up of sample results based on the statistically-grounded method, presented in this report contributed to a significant level of representativeness of the IEW Trades. The response profile is shown in *Appendix 8*.

## Limitation

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

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

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

## Manpower Projection Methodology

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

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

---

<sup>Note 1</sup> Sampled establishments with cease of operation, moved, not engaged in IEW Trades, etc. were considered as invalid.

## IV. Findings

---

### Manpower Situation

#### Number of Establishments Engaged in the Industry

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

#### Import / Export Trades

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

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

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

#### Wholesale Trade

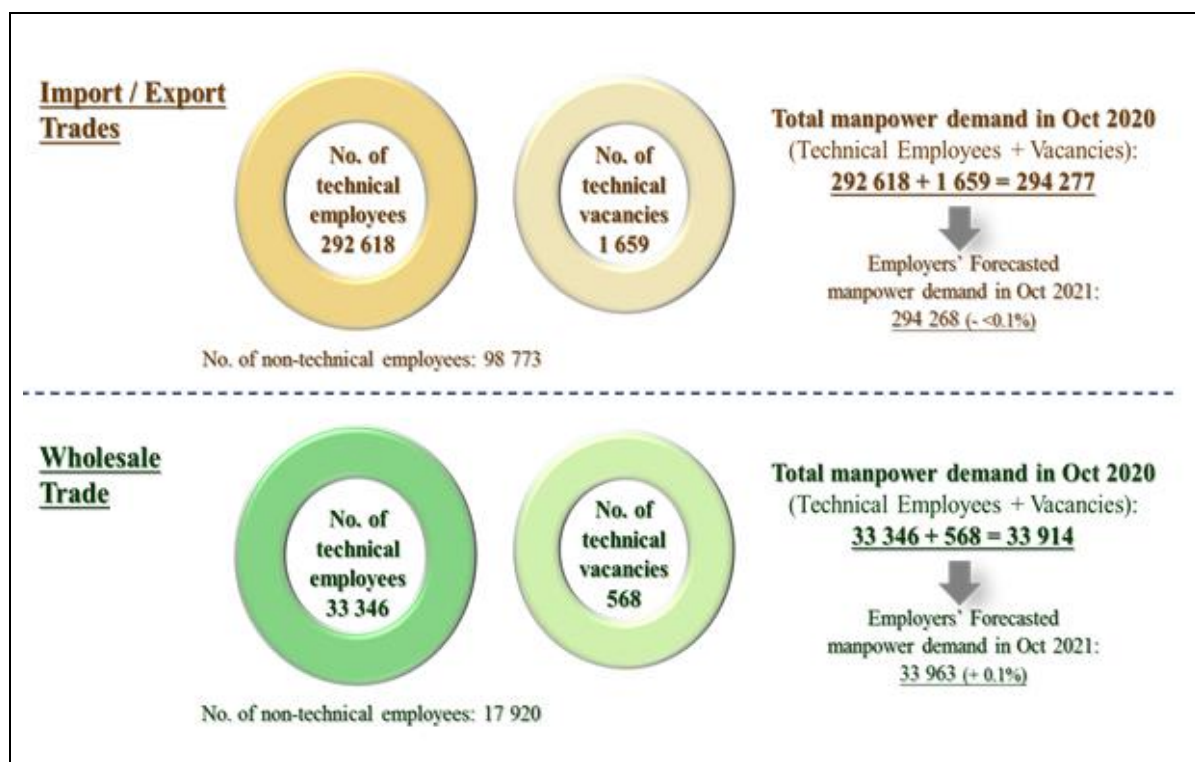
4.5 As at 1 October 2020, a total of 51 266 persons were engaged in Wholesale Trade, in which 33 346 were technical employees and 17 920 were non-technical employees.

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

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

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

**Chart 4.1 Overview of Manpower Situation**





## Number of Employees

### Import / Export Trades

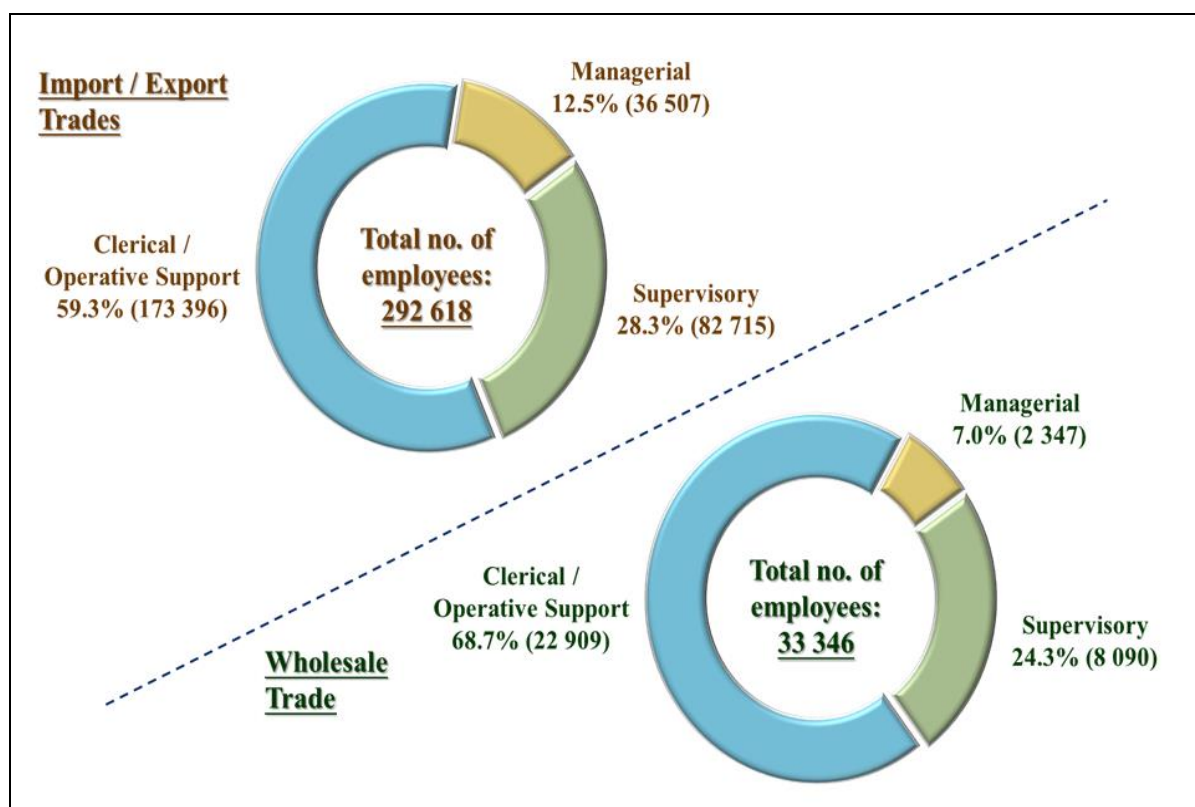
4.9 Among the 292 618 technical employees in Import / Export Trades, the largest proportion (59.3%; 173 396 persons) were working in the clerical/operative support level, followed by supervisory level (28.3%; 82 715 persons) and managerial level (12.5%; 36 507 persons).

### Wholesale Trade

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

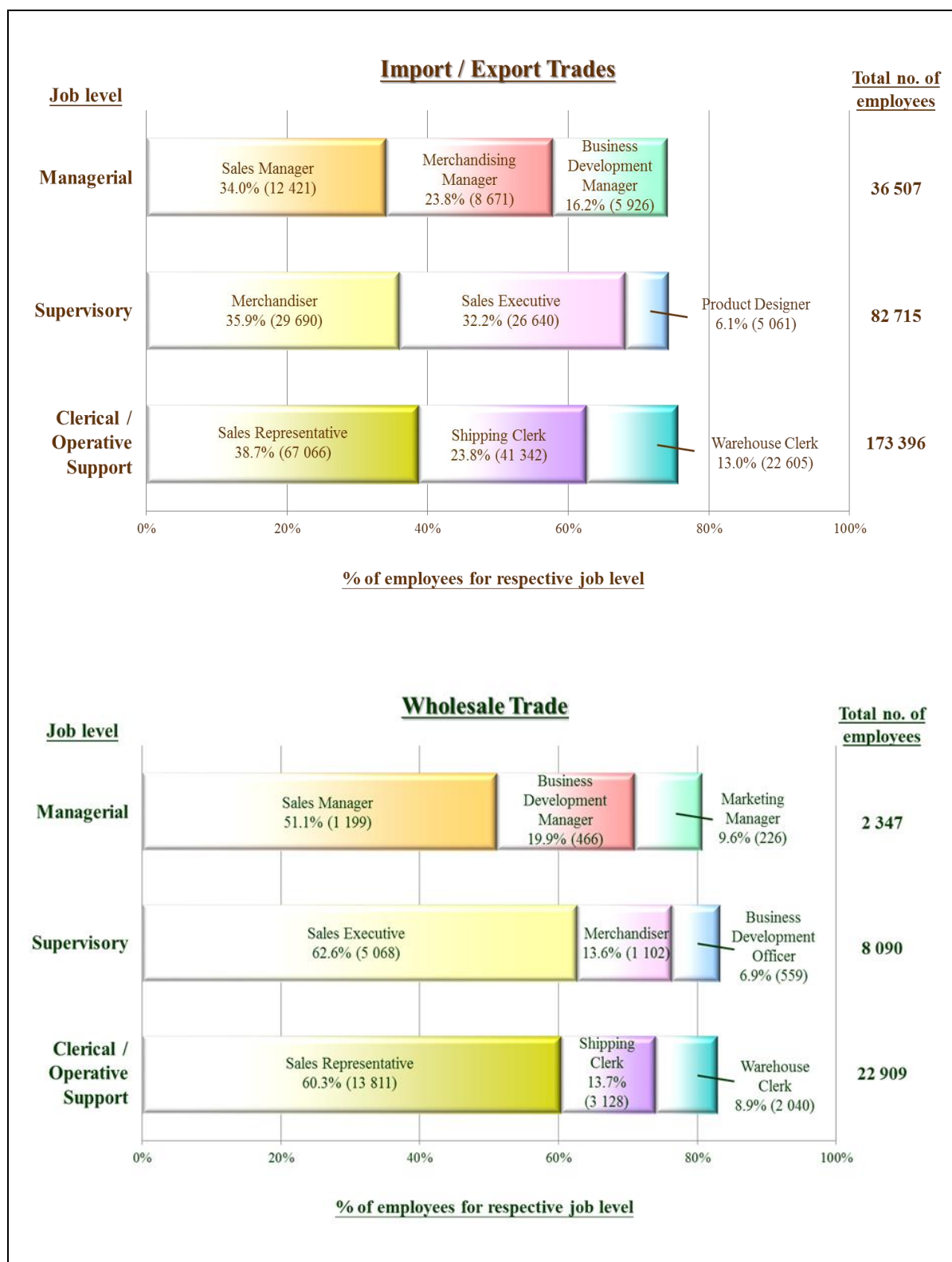
4.11 The employee distribution by job level for both trades is shown in **Chart 4.2**.

**Chart 4.2** Number of Employees – by Job Level



4.12 The prominent principal jobs in each job level were shown in **Chart 4.3**.

**Chart 4.3 Prominent Principal Jobs – Top 3 by Job Level**



## Average Monthly Income Range

### Import / Export Trades

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

### Wholesale Trade

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

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

**Table 4.1 Average Monthly Income Range – by Job Level**

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

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

 denotes relatively higher percentages by job level of respective trade.

## **Vacancies, Turnover and Recruitment**

### **Number of Vacancies**

#### Import / Export Trades

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

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

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

#### Wholesale Trade

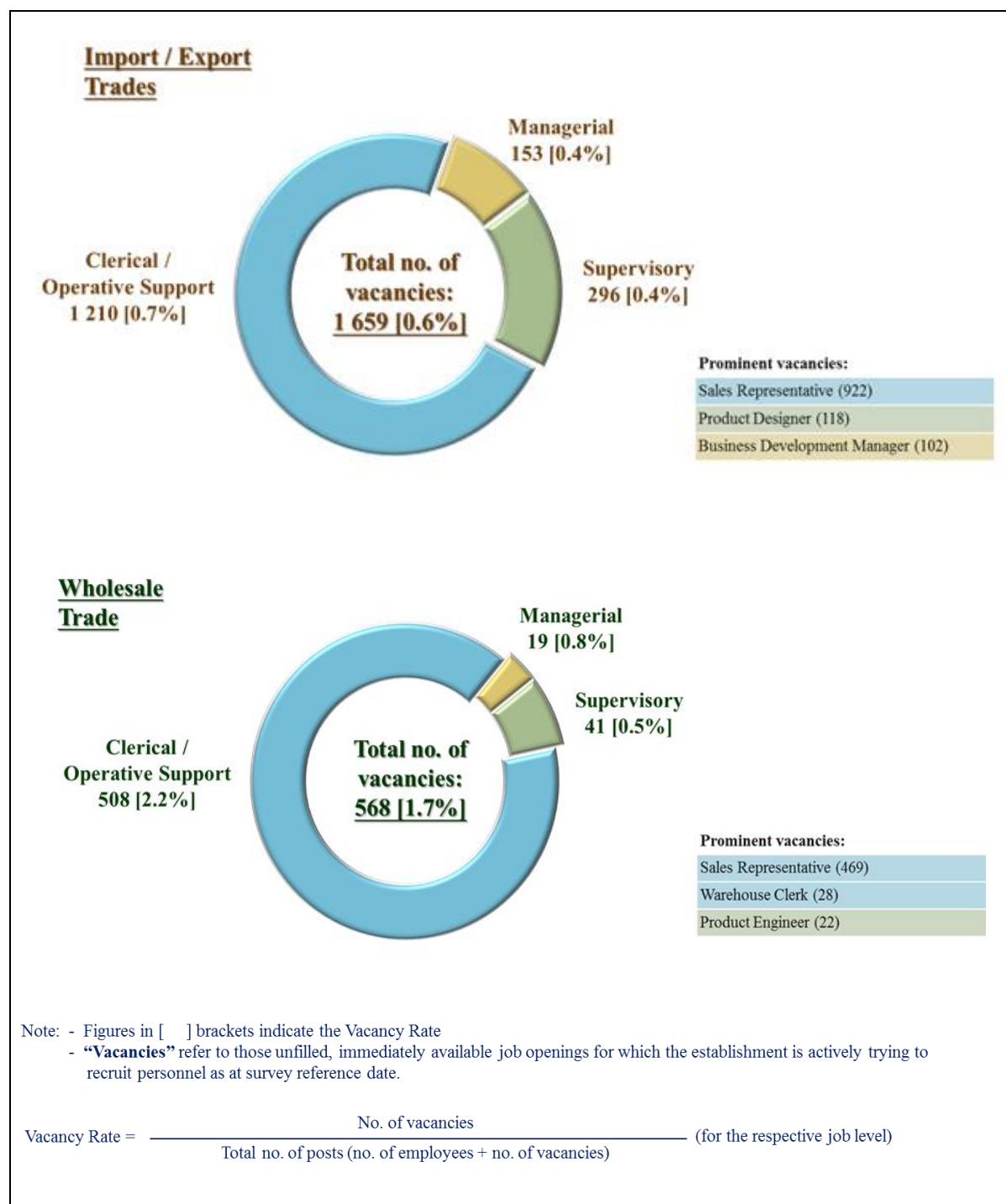
4.19 As at 1 October 2020, the total number of vacancies in the Wholesale Trade was 568, representing 1.7% of the total manpower demand of technical manpower (i.e. the total number of employees plus vacancies).

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

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

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

**Chart 4.4 Number of Vacancies – by Job Level**



## Employees Turnover in the Past 12 Months

### Import / Export Trades

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

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

### Wholesale Trade

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

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

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

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

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

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

## **Employees' Whereabouts After Leaving**

### Import / Export Trades

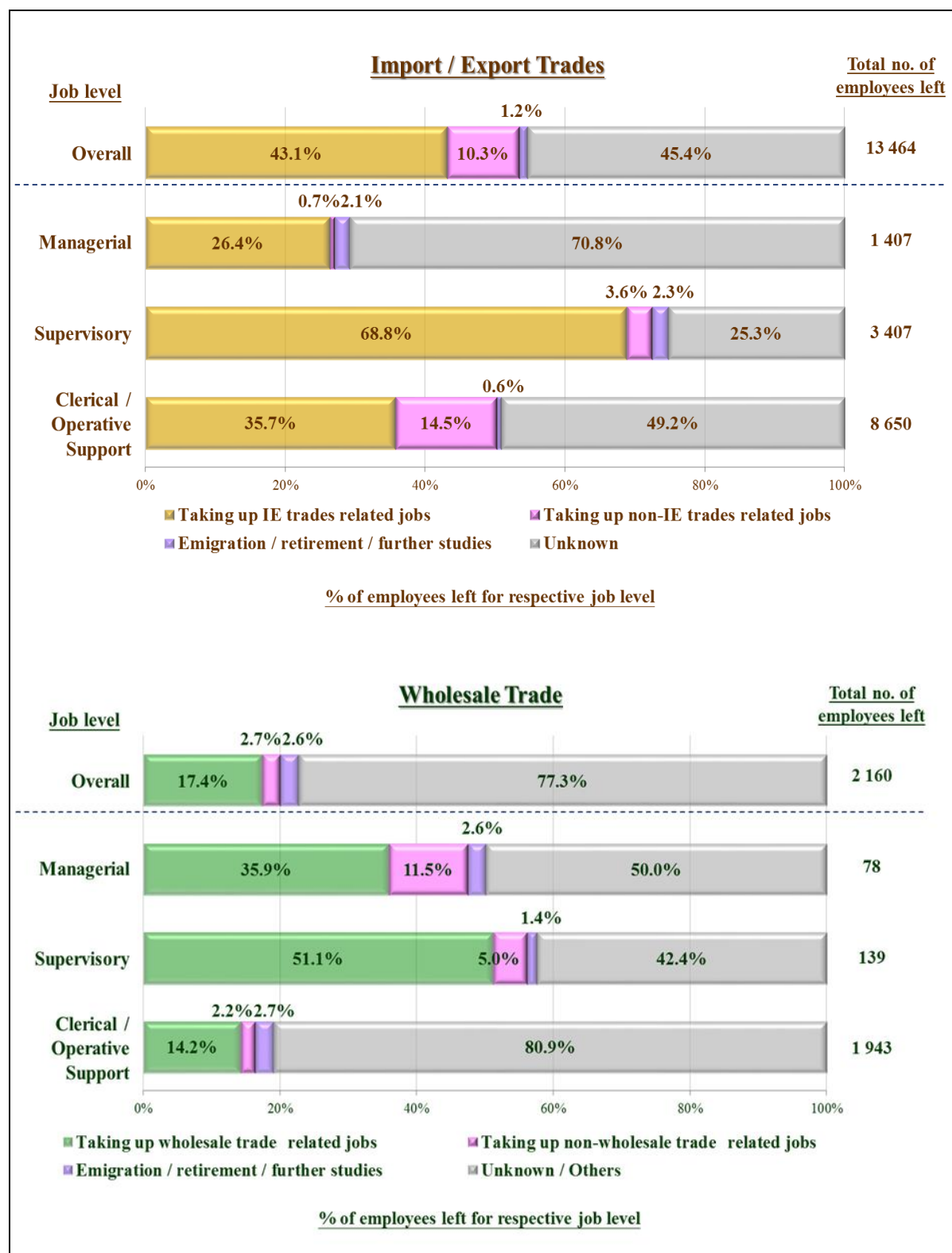
4.28            Among the 13 464 employees in Import / Export Trades who left their establishments, employers reported that 5 803 (43.1%) were staying in Import / Export Trades related jobs after leaving, represents 4.6% of the total manpower demand.

### Wholesale Trade

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

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

**Chart 4.5 Employees' Whereabouts after Leaving – by Job Level**





## **Recruitment Difficulties in the Past 12 Months**

### Import / Export Trades

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

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

### Wholesale Trade

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

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

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

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

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

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

## Anticipated Manpower Situation and Future Development

### Employers' Forecasted Manpower Demand in 2021

#### Import / Export Trades

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

#### Wholesale Trade

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

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

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

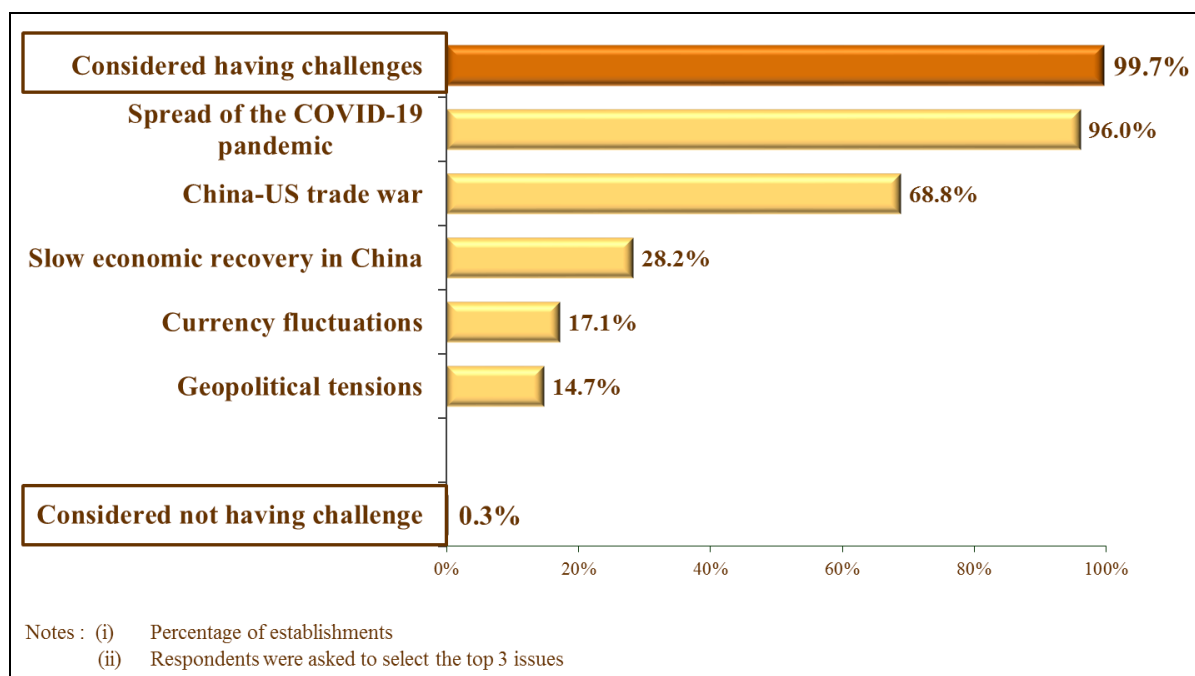
| Job Level                     | Total Manpower Demand in Oct 2020 | Employers' Forecasted Manpower Demand in Oct 2021 | No. of Increase / Decrease | % Change over 2020 |
|-------------------------------|-----------------------------------|---|----------------------------|--------------------|
| <b>Import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

## Issues for Posing the Biggest Challenges in the Next 6 Months

(for Import / Export Trades only)

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

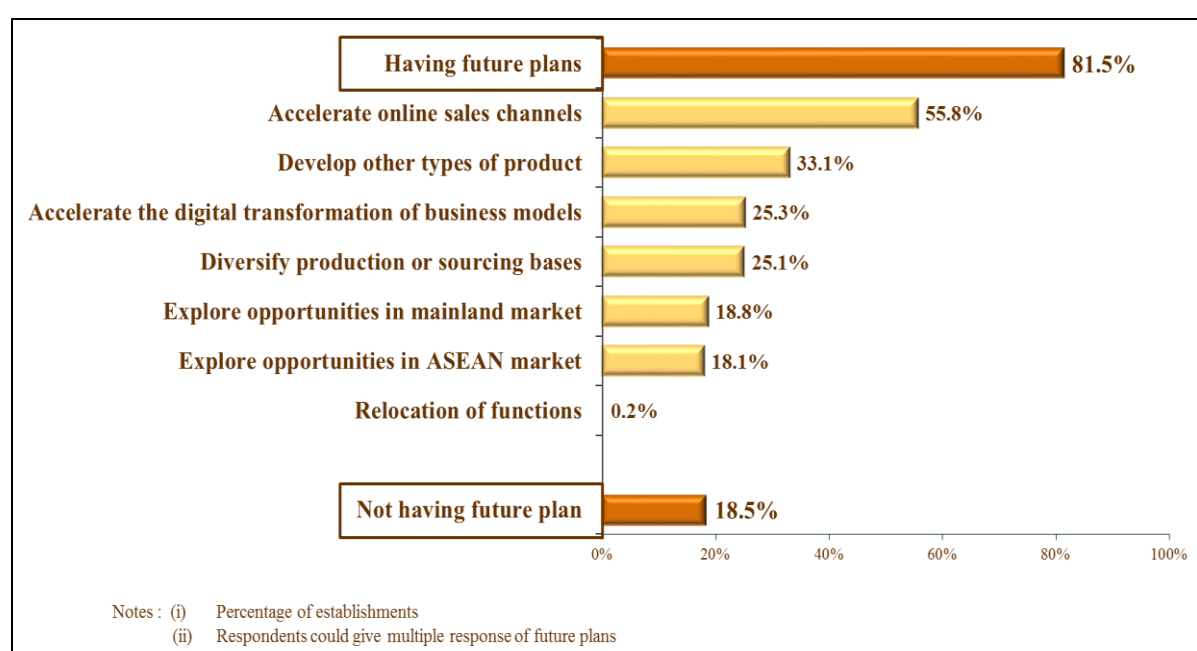
**Chart 4.6 Issues for Posing the Biggest Challenges in the Next 6 Months**  
(for Import / Export Trades only)



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

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

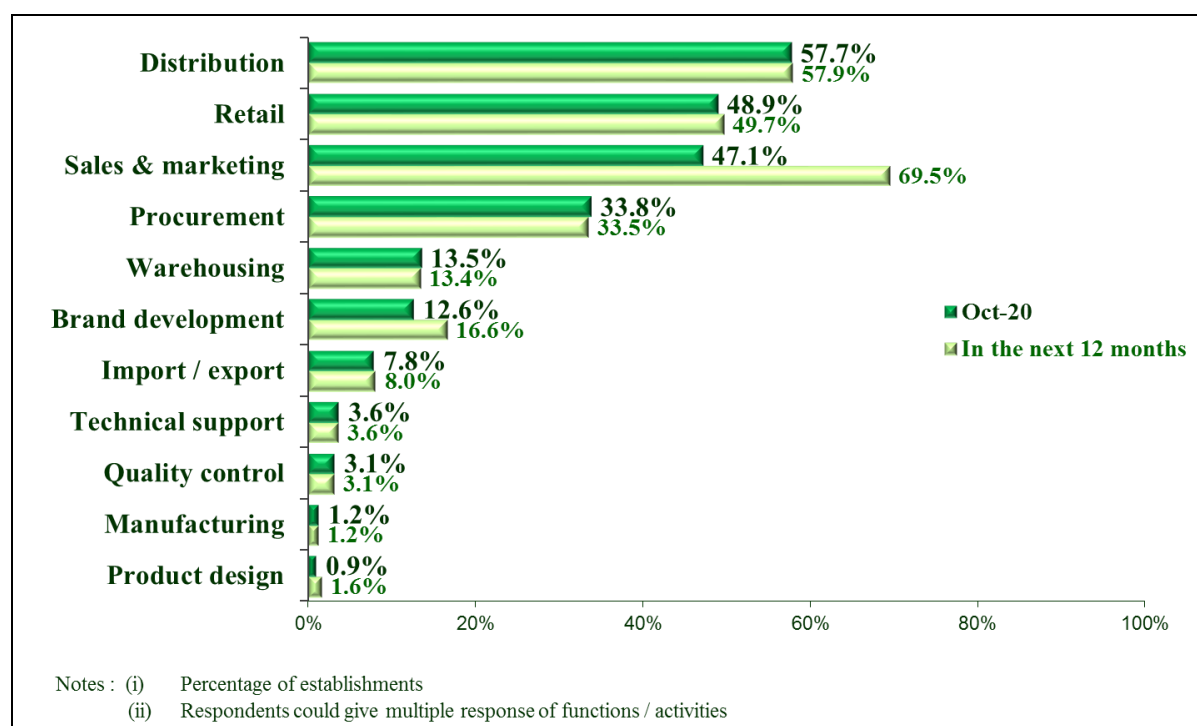
**Chart 4.7 Future Plans to Mitigate the Effect Arising from the Challenges in the Next 6 Months (for Import / Export Trades)**



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

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

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



## **Requirements and Training Needs of Employees**

### **Preferred Level of Education**

#### Import / Export Trades

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

#### Wholesale Trade


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

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

**Table 4.5 Preferred Level of Education – by Job Level**

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

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

 denotes relatively higher percentages by job level of respective trade.



## Preferred Years of Experience

### Import / Export Trades

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

### Wholesale Trade

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

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

**Table 4.6 Preferred Years of Experience – by Job Level**

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

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

denotes relatively higher percentages by job level of respective trade.

## **Training Areas Required for Future Development**

### Import / Export Trades

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

### Wholesale Trade

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

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

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

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

Notes: (i) Percentages of establishments by job level of the respective trade.

(ii) Respondents could give multiple response of training areas.

## **V. Manpower Analysis**

---

### **Manpower Changes**

#### **Change in Number of Employees**

##### Import / Export Trades

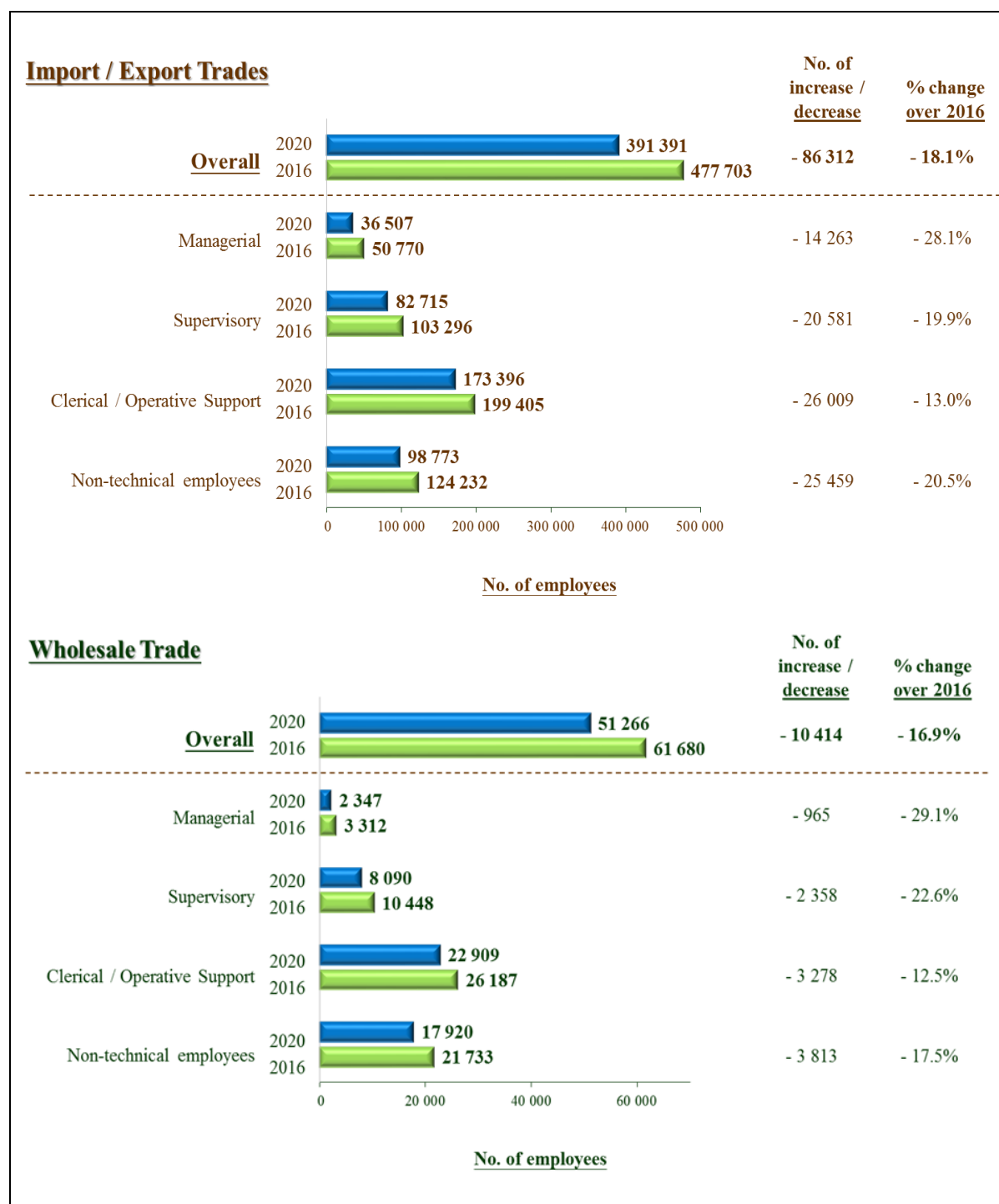
5.1 The number of employees in Import / Export Trades decreased comparing to that in the 2016 Survey, from 477 703 in 2016 to 391 391 in 2020, with a decrement of 18.1%. Both technical employees and non-technical employees were recorded with decreases. When analyzing by job level of technical employees,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

##### Wholesale Trade

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

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

**Chart 5.1 Change in Number of Employees – by Job Level**



## **Change in Number of Vacancies and Manpower Demand**

### Import / Export Trades

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

### Wholesale Trade

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

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

**Table 5.1 Change in Number of Vacancies – by Job Level**

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

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

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

## **Change in Average Monthly Income Range**

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

### Import / Export Trades

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

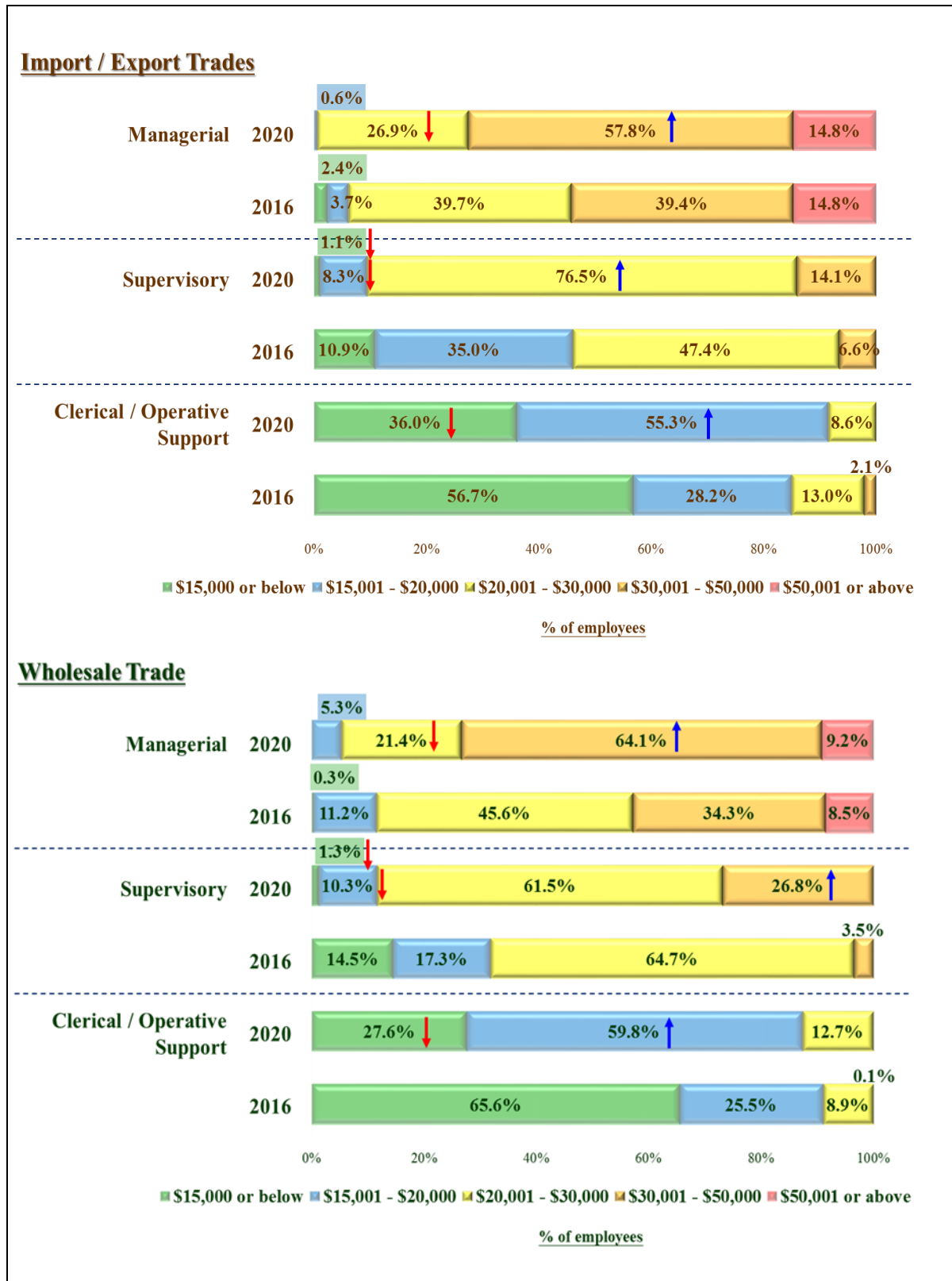
### Wholesale Trade

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



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

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



## **Change in Preferred Level of Education**

### Import / Export Trades

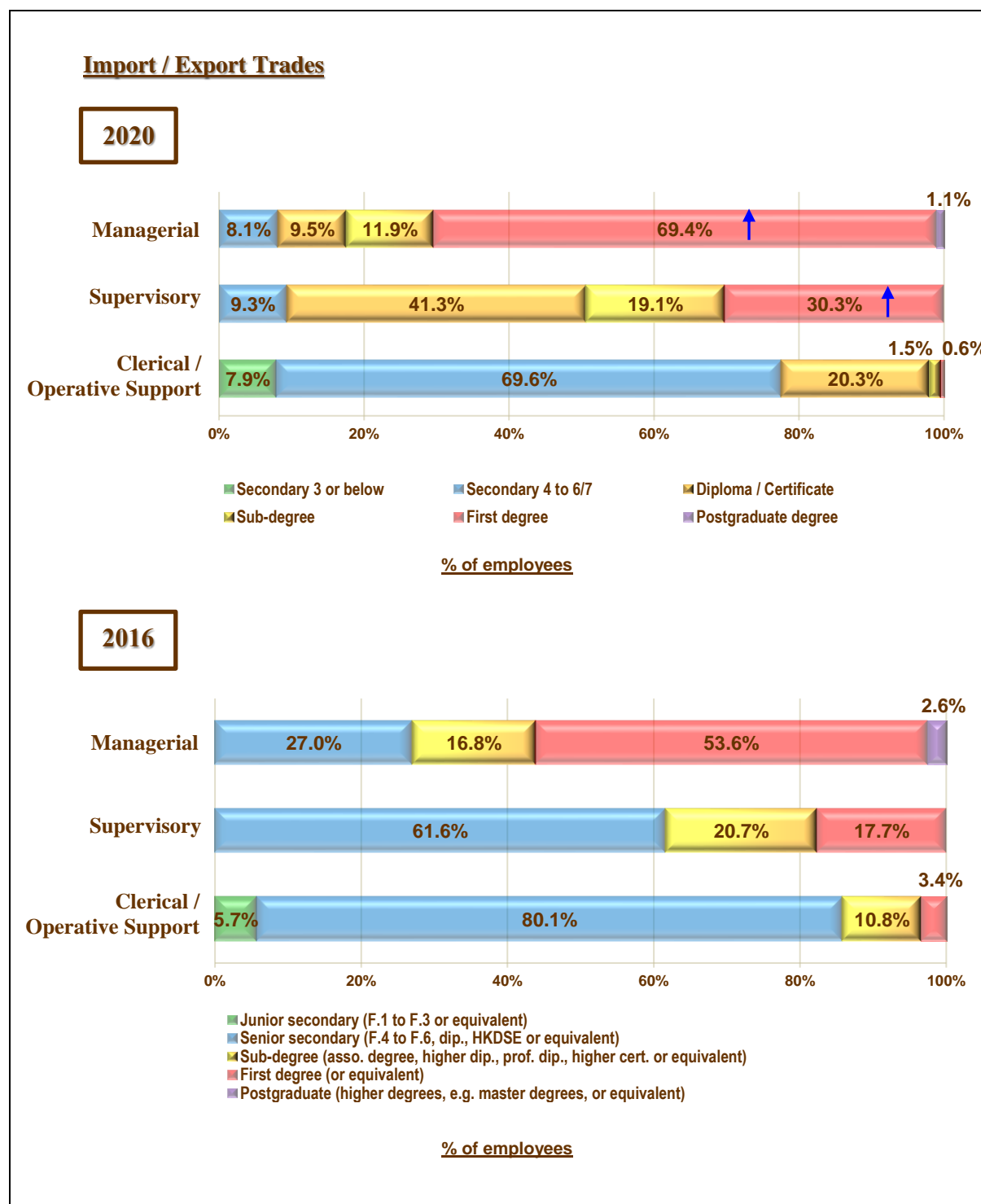
5.11 For Import / Export Trades, most of the employers preferred their employees to have first degree at managerial level, increasing from 53.6% in 2016 to 69.4% in 2020. The technical and vocational education programmes at diploma / certificate level (41.3%), the new category introduced in the 2020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

### Wholesale Trade

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

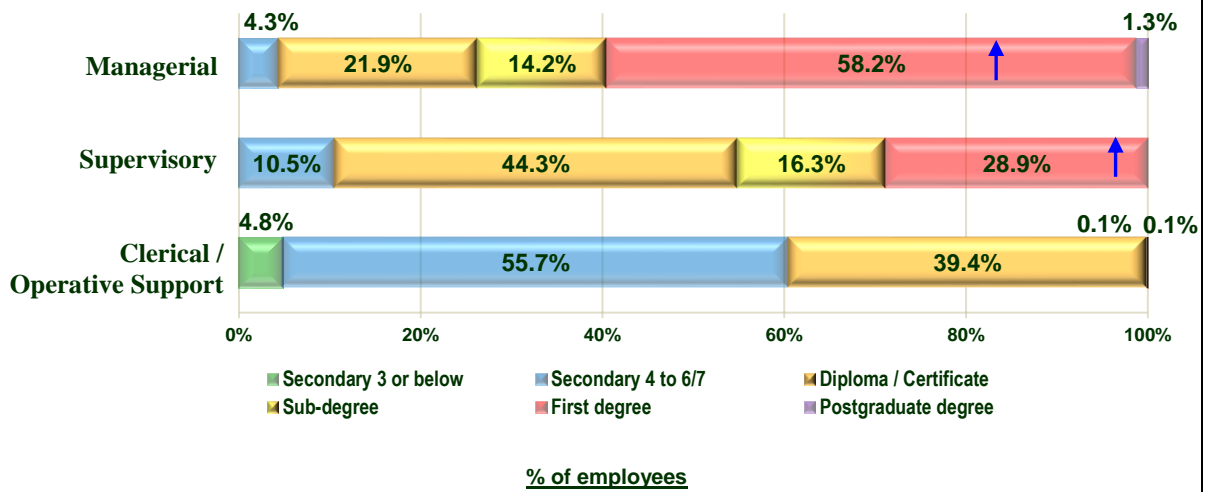
5.13 The change in the preferred level of education by job level between 2016 and 2020 is shown in **Chart 5.3**.

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

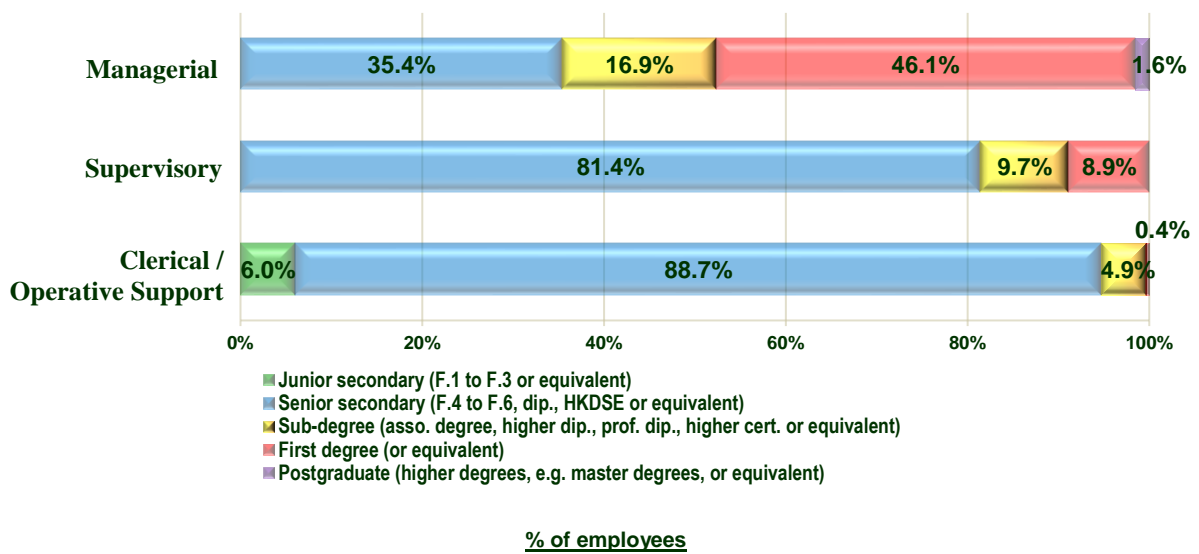


## Wholesale Trade

2020



2016



## **Change in Preferred Years of Experience**

### Import / Export Trades

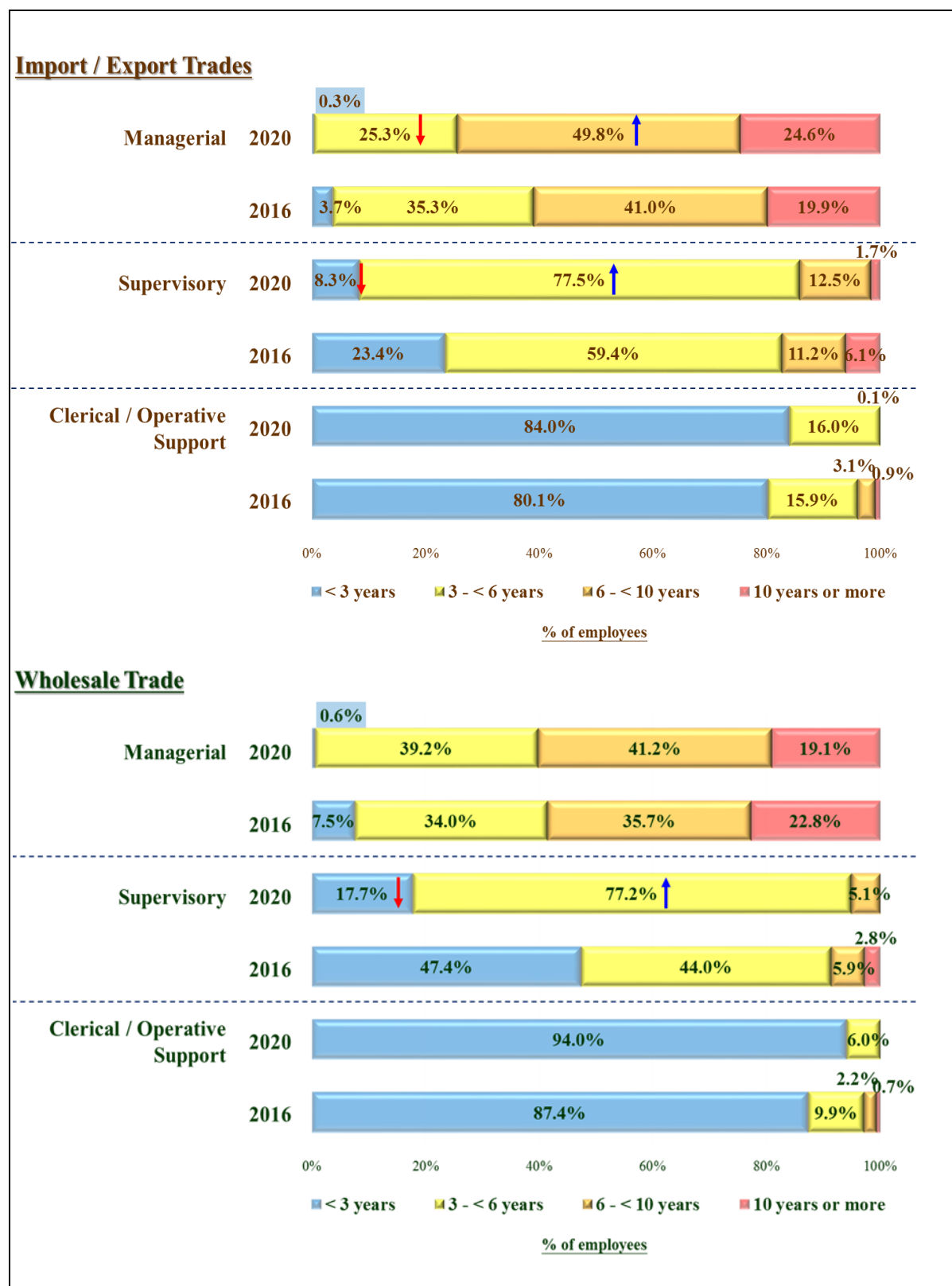
5.14           The preferred years of experience for employees at managerial level were 6 years to less than 10 years, increased from 41.0% in 2016 to 49.8% in 2020. For supervisory level, the preferred years of experience were 3 years to less than 6 years, increased from 59.4% in 2016 to 77.5% in 2020. Employees at clerical/operative support level were preferred to have less than 3 years of experience, slightly increased from 80.1% in 2016 to 84.0% in 2020.

### Wholesale Trade

5.15           The preferred years of experience for employees at managerial level were 6 years to less than 10 years, increased from 35.7% in 2016 to 41.2% in 2020. For supervisory level, the preferred years of experience were 3 years to less than 6 years, increased from 44.0% in 2016 to 77.2% in 2020. Employees at clerical/operative support level were preferred to have less than 3 years of experience, increased from 87.4% in 2016 to 94.0% in 2020.

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

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



## **Business Outlook**

### ***Economic Situation in 2020***

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

### ***Impact of the Pandemic***

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

### ***Global Economic Outlook***

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

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

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

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

### ***Government Support***

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

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

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

### ***Greater Bay Area***

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



### ***Belt and Road Initiative***

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

### ***Regional Comprehensive Economic Partnership Agreement***

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

### ***Conclusion***

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

---

#### **Sources:**

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

## Manpower Projection and Annual Additional Manpower Requirement

### Manpower Projection

#### Import / Export Trades

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

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

Note: i) Percentage in brackets refers to the annual change of manpower over the preceding year.  
ii) Readers are alerted to interpret the manpower projection data with caution due to the global economic uncertainties caused by the pandemic.

#### Wholesale Trade

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

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

Note: i) Percentage in brackets refers to the annual change of manpower over the preceding year.  
ii) Readers are alerted to interpret the manpower projection data with caution due to the global economic uncertainties caused by the pandemic.

## Wastage

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

### Import / Export Trades

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

### Wholesale Trade

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

## Annual Additional Manpower Requirement

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

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

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

## **VI. Recommendations**

---

### **Government**

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

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

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

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

### **Training Providers**

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

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

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

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

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

## **Employers**

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

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

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

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

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

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

## **Employees**

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

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

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

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

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

# I. 報告摘要

---

## 背景

1.1 職業訓練局轄下出入口及批發業訓練委員會（下稱「訓練委員會」），委任米嘉道資訊策略有限公司，於 2020 年 10 月至 12 月，協助進行本港出入口及批發業人力調查，參考日期定為 2020 年 10 月 1 日。本報告載列業內最新人力情況調查結果，並就人力及培訓需求提供建議。是次調查並輔以行業專家的深入訪談，以便加深了解出入口及批發業的人力及培訓需求。

## 調查範圍及方法

1.2 調查涵蓋出入口及批發業，採用分層隨機抽樣方法，從政府統計處的機構單位記錄庫選取 1 014 間作為調查對象；其中 680 間屬出入口業，334 間屬批發業。

1.3 調查問卷分為兩部分：第一部分按主要職務及職級蒐集定量人力資料；第二部分則蒐集與人力情況相關的補充資料。

1.4 訓練委員會向選定公司發送調查文件，邀請公司提供人力資料。實地調查工作進行期間，調查人員透過電話或親身造訪，協助獲邀的公司完成問卷填寫工作。數據蒐集和點算程序均經嚴密監察核實，確保資料穩妥。經點算後，有效回應率為 90.1%。

1.5 本委員會訂明業內各項主要職務，並詳述每個職務的工作說明。各參與公司需要按主要職務表提供相關的人力資料。相關的主要職務按責任程度、工作複雜性及所需技術知識訓練，分為三級：(a) 經理級；(b) 主任級；以及 (c) 文員／輔助人員級。

## 調查結果

### 公司數目

#### 出入口業

1.6 調查顯示，從事出入口業公司共有 61 231 間，比 2016 年的 97 476 間減少 36 245 間 (-37.2%)。

#### 批發業

1.7 調查顯示，從事批發業公司共有 8 158 間，比 2016 年的 12 766 間減少 4 608 間 (-36.1%)。

## 僱員人數

### 出入口業

1.8 截至 2020 年 10 月 1 日（調查參考日），出入口業共有 391 391 名僱員；292 618 人 (74.8%) 屬技術僱員（擔任主要職務），98 773 人 (25.2%) 屬非技術僱員（擔任一般職務工作，如財務及會計、人力資源、資訊科技、行政及其他支援職務）。

1.9 出入口業僱員總數（包括技術和非技術職位），比 2016 年的 477 703 人減少 86 312 人；技術僱員比 2016 年的 353 471 人減少 60 853 人 (-17.2%)，非技術僱員比 2016 年的 124 232 人減少 25 459 (-20.5%)。

1.10 首三位僱員人數最多的主要職務是：營業代表 (67 066 人，38.7%)、採購主任 (29 690 人，35.9%)、銷售經理 (12 421 人，34.0%)。鑑於可持續發展的重要性，調查亦顯示各職級對相關人才均有新興的需求，包括經理級 (23 人，0.06%)、主任級 (14 人，0.02%)、文員／輔助人員級 (67 人，0.04%)。

### 批發業

1.11 截至 2020 年 10 月 1 日（調查參考日），批發業共有 51 266 名僱員；33 346 人 (65.0%) 屬技術僱員（擔任主要職務），17 920 人 (35.0%) 屬非技術僱員（擔任一般職務工作，如財務及會計、人力資源、資訊科技、行政及其他支援職務）。

1.12 整體僱員總數，比 2016 年的 61 680 人減少 10 414 人；技術僱員比 2016 年的 39 947 人減少 6 601 人 (-16.5%)，非技術僱員比 2016 年的 21 733 人減少 3 813 人 (-17.5%)。

1.13 首三位僱員人數最多的主要職務是：銷售主任 (5 068 人，62.6%)、營業代表 (13 811 人，60.3%)、銷售經理 (1 199 人，51.1%)。調查亦顯示，經理級對可持續發展的人才有新興的需求 (2 人，0.09%)。

## 空缺數目

### 出入口業

1.14 技術僱員空缺總數為 1 659 個，比 2016 年的 4 577 個減少 2 918 個 (-63.8%)。

### 批發業

1.15 技術僱員空缺總數為 568 個，比 2016 年的 1 321 個減少 753 個 (-57%)。

## 人力需求

### 出入口業

1.16 2020 年的技術僱員人力需求為 294 277 人(現有人力加空缺數目的總和)，比 2016 年的 358 048 人減少 63 771 人。最多空缺的職務為營業代表 (922 人，55.6%)、產品設計師 (118 人，7.1%)、業務發展經理 (102 人，6.1%)。

### 批發業

1.17 2020 年的技術僱員人力需求為 33 914 人(現有人力加空缺數目的總和)，比 2016 年的 41 268 人減少 7 354 人。最多空缺的職務為營業代表 (469 人，82.6%)、貨倉文員 (28 人，4.9%)、產品工程師 (22 人，3.9%)。

## 每月平均收入幅度

### 出入口業

1.18 相比 2016 年調查，2020 年各職級的每月平均收入幅度均錄得升幅。調查結果顯示，大部分經理級僱員的月入幅度介乎\$30,001 至\$50,000 (57.8%)，與 2016 年的 39.4%相比，升幅為 18.4%。大部分主任級僱員的月入幅度介乎\$20,001 至\$30,000 (76.5%)，與 2016 年的 47.4%相比，升幅為 29.1%。大部分文員／輔助人員級僱員的月入幅度介乎\$15,001 至\$20,000 (55.3%)，與 2016 年的 28.2%相比，升幅為 27.1%。

### 批發業

1.19 相比 2016 年調查，2020 年各職級的每月平均收入幅度均錄得升幅。調查期間，大部分經理級僱員的月入介乎\$30,001 至\$50,000 (64.1%)，與 2016 年的 34.3%相比，升幅為 29.8%。大部分主任級僱員的月入介乎\$20,001 至\$30,000 (61.5%)，但有 26.8%主任級僱員的月入介乎\$30,001 至\$50,000，與 2016 年的 3.5%相比，升幅為 23.3%。大部分文員／輔助人員級僱員的月入介乎\$15,001 至\$20,000 (59.8%)，與 2016 年的 25.5%相比，升幅為 34.3%。

## 僱員宜有教育程度

### 出入口業

1.20 調查顯示，僱主認為，大部分經理級僱員宜有學士學位 (69.4%)，大部分文員／輔助人員級僱員宜達中四至中六／七資歷 (69.6%)。然而，僱主屬意大部分主任級僱員宜持有技術及職業教育相關的文憑／證書 (41.3%)。



## 批發業

1.21 與出入口業相若，調查顯示，僱主認為大部分經理級僱員宜有學士學位程度 (58.2%)，大部分文員／輔助人員級僱員宜達中四至中七程度 (55.7%)。然而，僱主屬意大部分主任級僱員宜持有技術及職業教育相關的文憑／證書 (44.3%)。

## **僱員宜有相關年資**

### 出入口業

1.22 與 2016 年的趨勢相若，僱員宜有的相關年資隨職級提高。大部分經理級僱員宜有六至十年年資 (49.8%)，主任級僱員宜有三至六年年資 (77.5%)，文員／輔助人員級僱員宜有一至三年年資 (66.9%)。

### 批發業

1.23 與 2016 年的趨勢相若，僱員宜有的相關年資隨職級提高。大部分經理級僱員宜有六至十年年資 (41.2%)，主任級僱員宜有三至六年年資 (77.2%)，文員／輔助人員級僱員宜有一至三年年資 (69.7%)。

## **培訓**

### 出入口業

1.24 各職級首五個訓練範疇，以「獲取和保留客戶／客戶關係管理」、「多種語言」最為普遍。此外，「產品諮詢／產品演示」和「採購」兩項訓練範疇對主任及文員／輔助人員級僱員亦較為重要。其他常見的範疇包括「風險管理」、「商業道德」、「數碼營銷」、「電子商貿」、「數碼應用能力」等。

### 批發業

1.25 各職級首五個訓練範疇，以「獲取和保留客戶／客戶關係管理」、「產品諮詢／產品演示」最為普遍。此外，「大數據分析」訓練範疇對經理及主任級僱員亦較為重要；「採購」範疇則為主任及文員／輔助人員級僱員所需求。其他常見的範疇包括「風險管理」、「多種語言」、「電子商貿」、「數碼應用能力」、「存貨管理／供應鏈及物流管理」等。

## **招聘困難**

### 出入口業

1.26 招聘主任及文員／輔助人員級僱員方面，首兩個困難是「應徵者缺乏相關經驗」(分別佔 32.6%及 23.7%)，以及「應徵者缺乏相關技能／知識」(分別佔 25.6% 及 22.3%)。至於經理級僱員方面，首兩個困難是「應徵者缺乏相關經驗」(15.6%)，以及「應徵者缺乏相關學歷」(12.5%)。

### 批發業

1.27 招聘經理及主任級僱員方面，最常見困難是「應徵者缺乏相關經驗」(分別佔 24.4%及 26.3%)、「應徵者缺乏相關技能／知識」(分別佔 22.0% 及 25.3%)，以及「應徵者在市場上有很多選擇」(分別佔 19.5% 及 29.3%)。至於文員／輔助人員級僱員方面，最常見困難依次為「應徵者在市場上有很多選擇」(15.2%)、「應徵者認為薪酬及附帶福利欠吸引」(10.0%)，以及「應徵者缺乏相關經驗」(9.7%)。

## **流失人數**

### 出入口業

1.28 流失人數指因轉行、移民、退休、進修及其他原因而離開出入口業的僱員人數。調查錄得過去 12 個月共有 7 661 人離開出入口業，其中以文員／輔助人員級流失率最高 (3.2%)，主任級流失率最低 (1.3%)。

### 批發業

1.29 流失人數指因轉行、移民、退休、進修及其他原因而離職批發業的僱員人數。調查錄得過去 12 個月共有 1 785 人離開批發業，其中以文員／輔助人員級流失率最高 (7.1%)，主任級流失率最低 (0.8%)。

## **出入口業 – 應對未來挑戰的計劃**

1.30 接近全數從事出入口業公司 (99.7%) 預料未來六個月會面對挑戰，主要是「新型肺炎疫情擴散」(96.0%) 及「中美貿易戰」(68.8%)。超過半數公司的應對方案是「加速網上銷售渠道」(55.8%)，其次是「計劃開發其他產品類別」(33.1%)、「加速數碼轉型運作模式」(25.3%)、以及「分散生產及採購基地」(25.1%)。

## 批發業 – 相關工作及業務

1.31 從事批發業相關工作及業務種類，依次為「分銷」(57.7%)、「零售」(48.9%)、「銷售及市場推廣」(47.1%)、「採購」(33.8%)。在未來 12 個月，預料「銷售及市場推廣」工作由 2020 年的 47.1%大增至 2021 年的 69.5%。此外，較多公司亦會參與「品牌發展」工作，由 2020 年的 12.6%增至 2021 年的 16.6%。

## 僱主預測 2021 年的人力需求

### 出入口業

1.32 僱主預測，2021 年 10 月，業內人力需求維持穩定，相對 2020 年微減 0.003%。

### 批發業

1.33 僱主預測，2021 年 10 月，業內人力需求維持穩定，相對 2020 年微增 0.1%。

## 人力預測

### 出入口業

1.34 人力推算在 2021、2022、2023、2024 年均錄得負增長，分別為 -9.0%、-4.5%、-3.1%及-2.2%。

### 批發業

1.35 人力推算在 2021、2022、2023、2024 年均錄得負增長，分別為 -4.2%、-3.7%、-3.2%及-2.8%。

## 業務展望

1.36 全球經濟反彈的關鍵將取決於新冠疫情的發展。中美關係、地緣政治緊張等其他風險因素也值得關注。隨著大規模疫苗接種運動的開展，疫情危機得以逐漸緩和，企業和消費者信心有望在今年後期更廣泛改善。預期全球經濟狀況改善，特別是內地作為全球增長的主要動力，長遠而言應會繼續支持香港的對外業務。此外，粵港澳大灣區的發展、“一帶一路”倡議和“區域全面經濟夥伴協定”亦為香港企業提供寶貴的商機。

## 建議

### 政府

1.37 向教育機構及學生分別提供更多資助及工作實習機會，提升工作人口的技能。向中小企提供更多資助，探討一帶一路及大灣區地區的寶貴業務機遇。向已獲評審的職業專才教育機構提供資源，達致優質教與學設施的水平，推動智慧學習。制定適當政策，招攬及挽留優質退休人士。

### 培訓機構

1.38 開發適時的培訓課程，提供靈活學習模式；並與大灣區夥伴合作，透過在職培訓及學生／僱員交流，培訓人才。為學生安排參觀更多行業展覽，擴闊視野。與僱主攜手，向年少學生推廣行業的專業形象及良好前途。採用職場學習及評核結合的方式，提升學生的實務技能。

### 僱主

1.39 提升應變能力，制定良好策略，分階段推行數碼化計劃，取代沉悶重複的工序。提供具競爭力的薪酬福利以外，僱主須締造關懷及具滿足感的工作環境，提倡多代共融，並提供有序的事業發展階梯，以改善工作與生活的平衡及激勵士氣。向學生提供更多工作實習機會。提供誘因，鼓勵員工學習。考慮再聘用有能力的退休人士。

### 僱員

1.40 培養國際視野，明白終身學習的重要，以便保持競爭力。善用持續進修基金，學習數碼技能和分析能力、掌握多語言技能，以便在多元文化的營商環境中，與客戶及同事建立關係。提升逆境智商、領導和解難能力、以及人際溝通技巧。

## II. 緒論

---

### 背景

2.1 出入口及批發業訓練委員會（下稱「訓練委員會」），隸屬職業訓練局，主要職責是評估出入口及批發業的人力需求，並就人力及培訓需求向職業訓練局提供建議。因此，訓練委員會於**2020年10月至12月**期間，進行本港出入口及批發業人力調查，蒐集人力及培訓需求資料，參考日期定為**2020年10月1日**。調查分析對象集中出入口及批發業的技術僱員，即擔任業內主要職務人員，並輔以行業專家的深入訪談，以便加深了解業內情況。訓練委員會委員名單、職權範圍、人力調查工作小組委員名單、以及參與深入訪談的行業專家名單詳見**附錄1、2、3及6**。

### 目的

2.2 是次調查旨在蒐集業內主要職務的最新人力資料，評估業內技術僱員及培訓需求，推算業內未來人力增長的情況，建議措施以支持行業的發展。

### 調查範圍

2.3 調查範圍如下：

#### 出入口業

包括從事：

- － 將進口貨品用作批發及／或將貨品出口的公司（郵購商行及經互聯網出售貨物的公司除外）；
- － 安排貨品進出口的購貨代理人或代辦商。

#### 批發業

向下列人士／公司轉賣（不經改造過程的銷售）新貨品和使用過貨品的公司：

- － 零售商；
- － 工業、商業、機構、專業使用者；
- － 其他批發商；
- － 在商品買賣過程中充當代理或經紀的公司。

## III. 調查方法

---

### 抽樣設計

3.1 調查採取分層隨機抽樣方法，從政府統計處機構單位記錄庫內，選取 1 014 間行業相關機構參與調查：680 間屬出入口業，334 間屬批發業。

### 問卷設計

3.2 問卷分兩部分，第一部分按職級和職務蒐集定量資料；第二部分蒐集人力情況補充資料。主要職務列表內，各職務均加以詳細工作說明，並按照工作的責任程度、複雜性、所需技能知識及培訓，分為以下三個職級：

- (a) 經理級
- (b) 主任級
- (c) 文員／輔助人員級

3.3 不同公司中相類職務可能職稱各異，填覆機構需要參考問卷內相若的主要職務的工作描述的職稱及技能等級，提供相應的人力資料。

3.4 詞彙釋義、調查文件（包括出入口及批發業公司所屬界別問卷、附註、以及主要職務說明），詳見**附錄 4 及 5**。

### 數據蒐集

3.5 資料蒐集於 2020 年 10 月至 12 月舉行。調查文件分送後，各選定公司受邀提供相關人力資料，參考日期為 2020 年 10 月 1 日。實地調查進行期間，調查人員透過電話、電郵及親身造訪，協助獲邀公司填妥問卷。

3.6 訓練委員會採取多項措施，確保收集數據蒐集過程穩妥。相關措施包括實地調查進行前，為調查人員提供全面培訓，監察實地調查工作進度，採取措施提高回應率，覆核填妥的問卷，檢查重複輸入的資料數據，以及核實所得的資料。相關的質素保證措施詳見**附錄 7**。

### 數據分析

3.7 644 間有效選定公司<sup>註 1</sup> 中，580 間經成功點算，有效回應率達 90.1%。由於各界別及具規模的公司回應率理想，故此本報告所載的調查結果具代表性，經統計學方法倍大後，反映出入口及批發業的人力情況，有關填覆機構概要詳見**附錄 8**。

---

註<sup>1</sup> 選定公司倘已結業、搬遷、或不再從事出入口及批發業務等，會視為無效個案。

## 調查局限

3.8 鑒於問卷的設計與以往有異，故此 2020 年的人力調查數據，並非全部可以與上次人力調查數據作直接比較。

3.9 進行人力調查與出版報告之間是相隔一段時間，期間香港經濟情況或有所轉變，受此影響，調查結果與報告發布時的實際情況或會有差異。

3.10 由於本調查採用科學抽樣方法從業內抽取樣本以收集數據，因此得出的統計數據也有可能受抽樣誤差所影響。

## 人力推算

3.11 出入口業採取「人力市場分析法」(Labour Market Analysis，簡稱 LMA)，檢視一系列從獨立而可靠的機構蒐集的主要經濟指標，以反映本地經濟、人口分布、勞動市場的重大改變，並建立統計模型，選取相關經濟指標，推算 2021 至 2024 年的技術僱員的人力需求。

3.12 批發業則採用「調節過濾法」(Adaptive Filtering Method，簡稱 AFM)，考慮過往人力數據而推算 2021 至 2024 年的技術僱員的人力需求。

## IV. 調查結果

---

### 人力情況

#### 業內公司數目

4.1 調查期間，出入口業共錄得 61 231 間公司，比 2016 年調查的 97 476 間減少 36 245 間 (-37.2%)；批發業共錄得 8 158 間公司，比 2016 年調查的 12 766 間減少 4 608 間 (-36.1%)。

#### 出入口業

4.2 調查顯示，截止 2020 年 10 月 1 日（即調查參考日期），出入口業共有 391 391 名僱員；當中 292 618 人屬技術僱員，98 773 人屬非技術僱員。

4.3 業內共有 1 659 個技術職位空缺。技術僱員總數加上空缺數目，估計 2020 年 10 月 1 日的總人力需求為 294 277 人。

4.4 僱主預測 2021 年 10 月業內人力需求維持穩定，相對 2020 年的 294 277 人，微跌少於 0.1%至 294 268 人。

#### 批發業

4.5 調查顯示，截止 2020 年 10 月 1 日，批發業共有 51 266 名僱員；當中 33 346 人屬技術僱員，17 920 人屬非技術僱員。

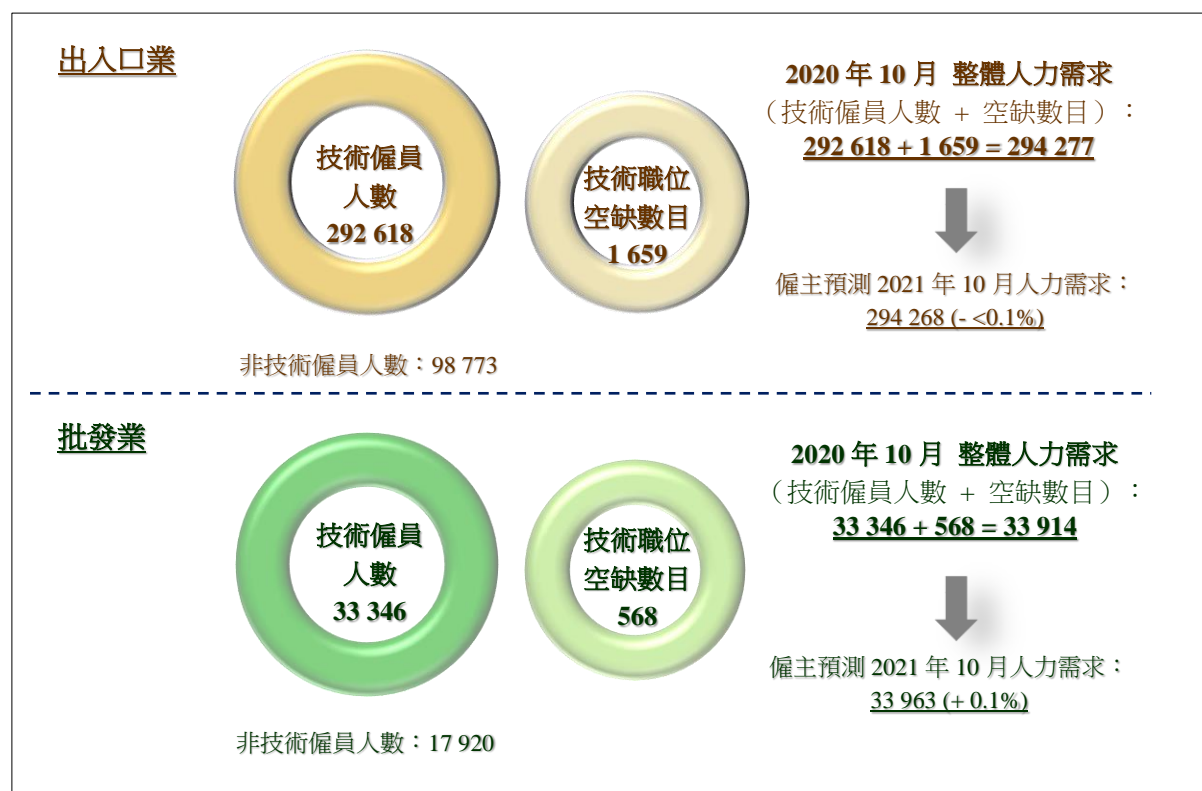
4.6 業內共有 568 個技術職位空缺。技術僱員總數加上空缺數目，估計 2020 年 10 月 1 日的總人力需求為 33 914 人。

4.7 僱主預測，2021 年 10 月業內人力需求維持穩定，相對 2020 年的 33 914 人，微升 0.1%至 33 963 人。



4.8 出入口及批發業僱員分布情況見圖 4.1。

圖 4.1 整體人力情況



## 僱員人數

### 出入口業

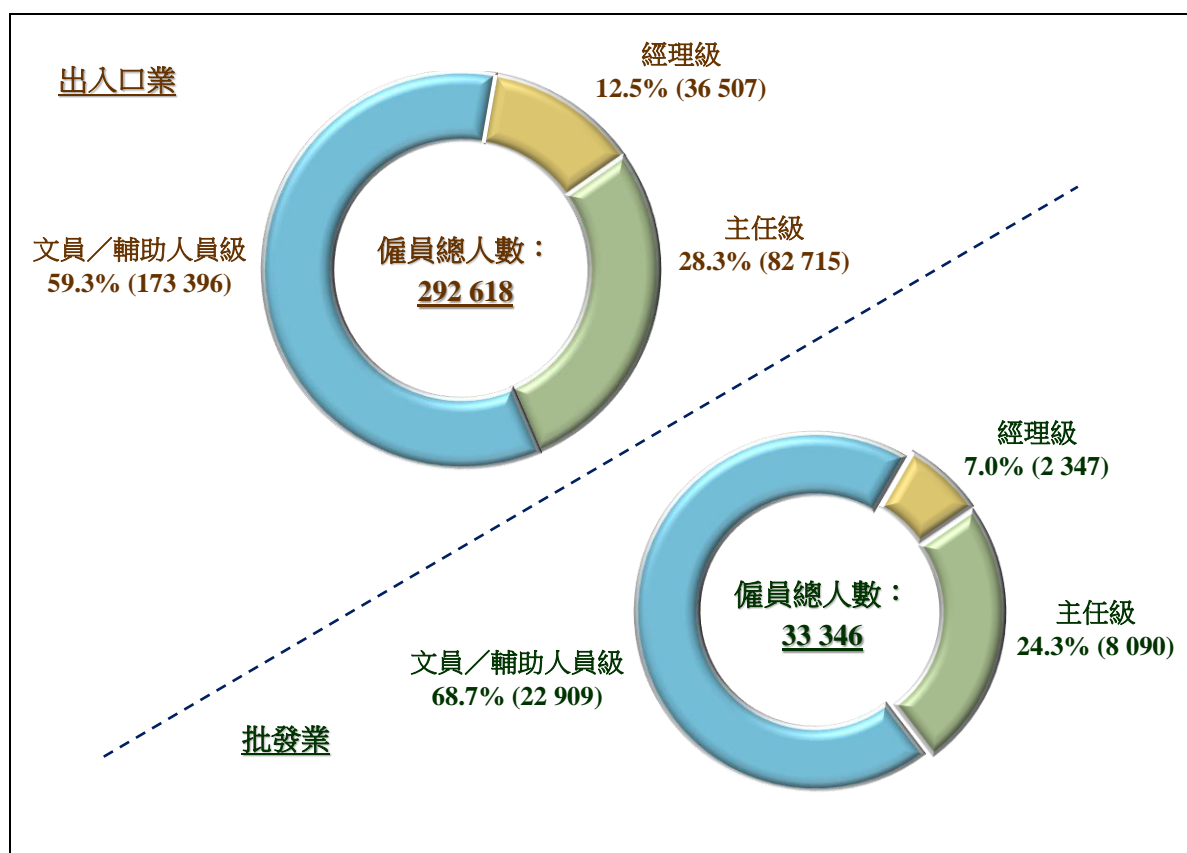
4.9 292 618 名技術僱員中，其中以文員／輔助人員級僱員人數最多 (59.3%，173 396 人)，其次為主任級 (28.3%，82 715 人)，以及經理級 (12.5%，36 507 人)。

### 批發業

4.10 33 346 名技術僱員中，其中以文員／輔助人員級僱員人數最多 (68.7%，22 909 人)，其次為主任級 (24.3%，8 090 人)，以及經理級 (7.0%，2 347 人)。

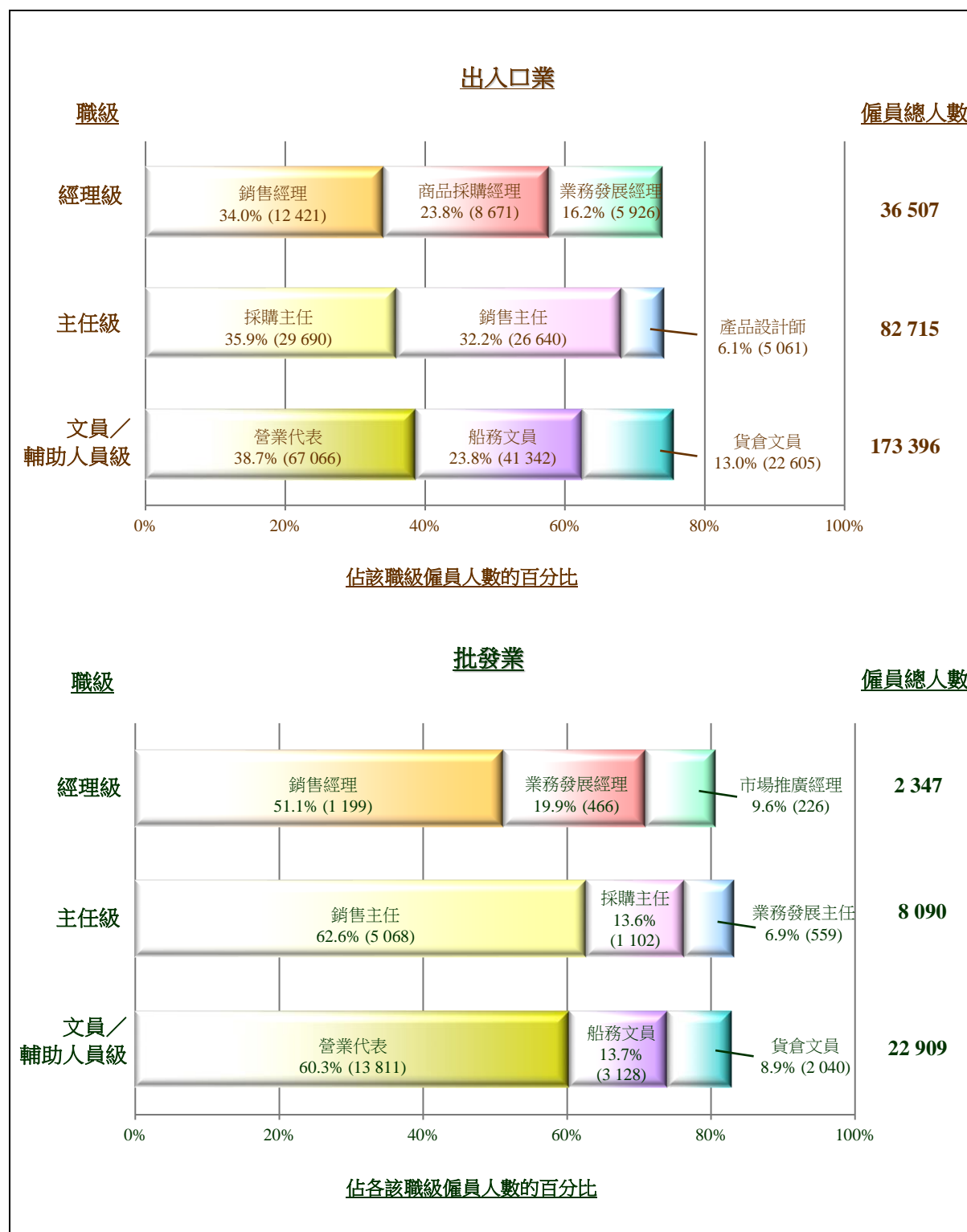
4.11 出入口及批發業各職級僱員的分布情況見圖 4.2。

圖 4.2 僱員分布情況（按職級劃分）



4.12 按職級劃分，出入口及批發業首三個最多僱員的職務見圖 4.3。

圖 4.3 首三個最多僱員主要職務（按職級劃分）



## 每月平均收入幅度

### 出入口業

4.13 調查顯示，大部分經理級僱員的月入介乎\$20,001 至\$50,000 (84.7%)，大部分主任級僱員的月入介乎\$20,001 至\$30,000 (76.5%)，大部分文員／輔助人員級僱員的月入介乎\$10,001 至\$20,000 (89.0%)。

### 批發業


4.14 調查顯示，大部分經理級 (85.5%) 及主任級 (88.3%) 僱員的月入介乎\$20,001 至\$50,000，大部分文員／輔助人員級僱員的月入介乎\$10,001 至\$20,000 (85.9%)。

4.15 出入口及批發業各職級僱員每月平均收入幅度的分布情況，見表4.1。

表 4.1 每月平均收入幅度分布情況（按職級劃分）

| 每月平均收入幅度            | 職級    |       |              |
|---------------------|-------|-------|--------------|
|                     | 經理級   | 主任級   | 文員／<br>輔助人員級 |
| <b>出入口業</b>         |       |       |              |
| \$10,000 或以下        | 0.0%  | 0.1%  | 2.3%         |
| \$10,001 - \$15,000 | 0.0%  | 1.0%  | 33.7%        |
| \$15,001 - \$20,000 | 0.6%  | 8.3%  | 55.3%        |
| \$20,001 - \$30,000 | 26.9% | 76.5% | 8.6%         |
| \$30,001 - \$50,000 | 57.8% | 14.1% | 0.0%         |
| \$50,001 或以上        | 14.8% | 0.0%  | 0.0%         |
| <b>批發業</b>          |       |       |              |
| \$10,000 或以下        | 0.0%  | 0.0%  | 1.5%         |
| \$10,001 - \$15,000 | 0.0%  | 1.3%  | 26.1%        |
| \$15,001 - \$20,000 | 5.3%  | 10.3% | 59.8%        |
| \$20,001 - \$30,000 | 21.4% | 61.5% | 12.7%        |
| \$30,001 - \$50,000 | 64.1% | 26.8% | 0.0%         |
| \$50,001 或以上        | 9.2%  | 0.0%  | 0.0%         |

備註：按行業職級劃分僱員人數的百分比

 指佔該行業職級僱員人數較高的百分比

## 空缺、離職及招聘

### 空缺數目

#### 出入口業

4.16 截至 2020 年 10 月 1 日，業內共有 1 659 個空缺，佔整體人力需求（僱員人數加空缺數目）0.6%。

4.17 大部分空缺來自文員／輔助人員級 (0.7%)，較經理級和主任級分別為 0.4%略高。

4.18 最多空缺的職務為營業代表 (922 個)，佔空缺總額 55.6%。

#### 批發業

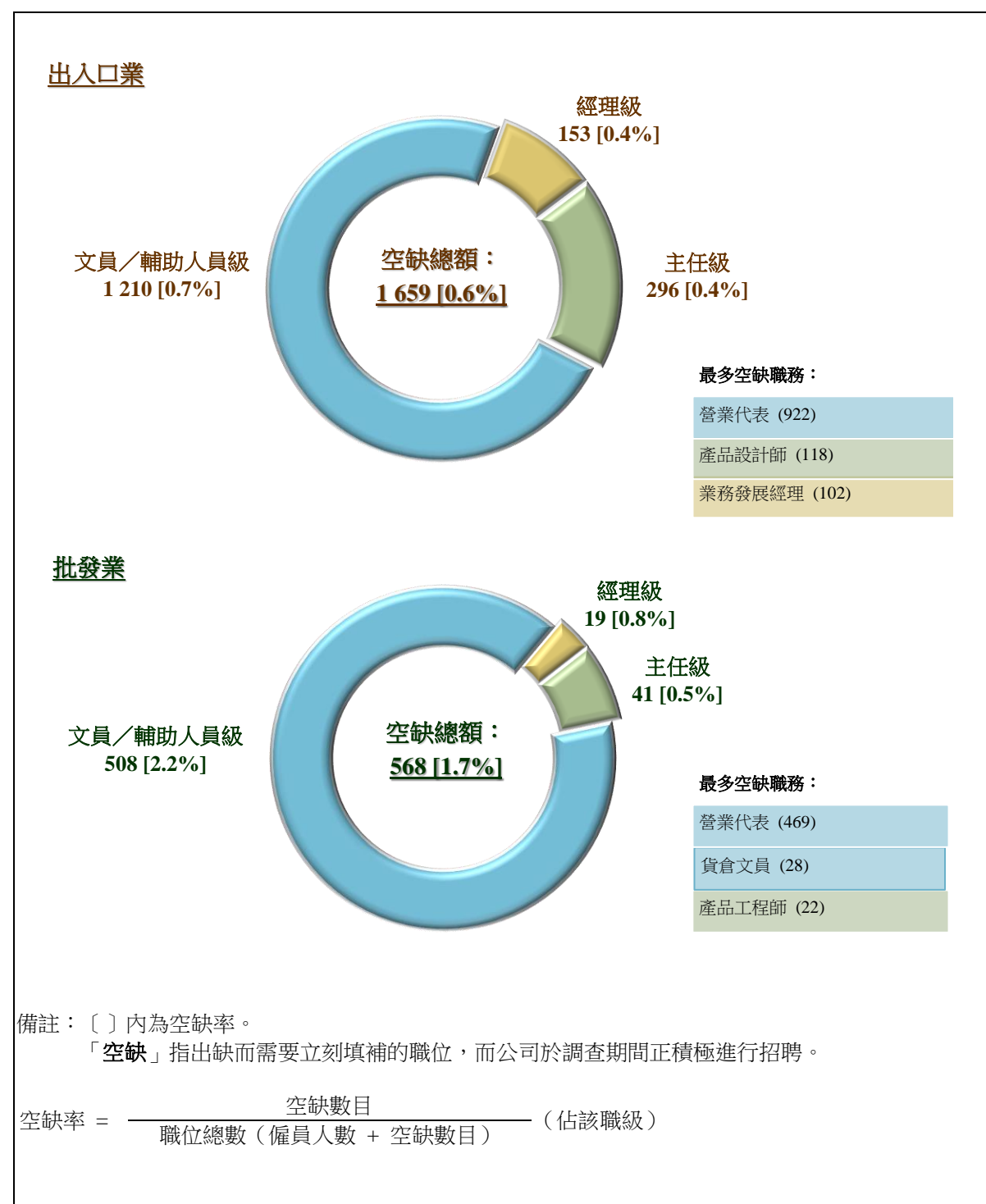
4.19 截至 2020 年 10 月 1 日，業內共有 568 個空缺，佔整體人力需求（僱員人數加空缺數目）1.7%。

4.20 大部分空缺來自文員／輔助人員級 (2.2%)，較經理級和主任級分別為 0.8%及 0.5%略高。

4.21 最多空缺的職務為營業代表 (469 個)，佔空缺總額 82.6%。

4.22 各職級空缺數目的分布，詳見圖 4.4。

圖 4.4 空缺數目分布情況（按職級劃分）



## 過去12個月僱員離職人數

### 出入口業

4.23 僱主報稱過去 12 個月共有 13 464 名僱員離職，其中以文員／輔助人員級僱員最多 (8 650 人)。

4.24 離職率（離職僱員佔整體人力需求的百分比）為 4.6%。按職級劃分，文員／輔助人員級的離職比率 (5.0%)，高於經理級 (3.8%) 及主任級 (4.1%)。

### 批發業

4.25 僱主報稱過去 12 個月共有 2 160 名僱員離職，其中以文員／輔助人員級僱員最多 (1 943 人)。

4.26 離職率（離職僱員佔整體人力需求的百分比）為 6.4%。按職級劃分，文員／輔助人員級的離職比率為最高 (8.3%)，其餘依次為經理級 (3.3%) 及主任級 (1.7%)。

4.27 出入口及批發業各職級的離職率見表 4.2。

表 4.2 過去 12 個月離職僱員分布情況（按職級劃分）

| 離職僱員        | 總數     | 職級    |       |              |
|-------------|--------|-------|-------|--------------|
|             |        | 經理級   | 主任級   | 文員／<br>輔助人員級 |
| <b>出入口業</b> |        |       |       |              |
| 離職僱員人數      | 13 464 | 1 407 | 3 407 | 8 650        |
| 離職率         | 4.6%   | 3.8%  | 4.1%  | 5.0%         |
| <b>批發業</b>  |        |       |       |              |
| 離職僱員人數      | 2 160  | 78    | 139   | 1 943        |
| 離職率         | 6.4%   | 3.3%  | 1.7%  | 8.3%         |

$$\text{離職率} = \frac{\text{離職僱員人數}}{\text{職位總數 (僱員人數 + 空缺數目)}} \quad (\text{佔該職級})$$

## 離職僱員去向

### 出入口業

4.28 僱主報稱，13 464 名離職僱員中，5 803 名 (43.1%) 繼續從事與出入口業相關工作，佔整體人力需求 4.6%。

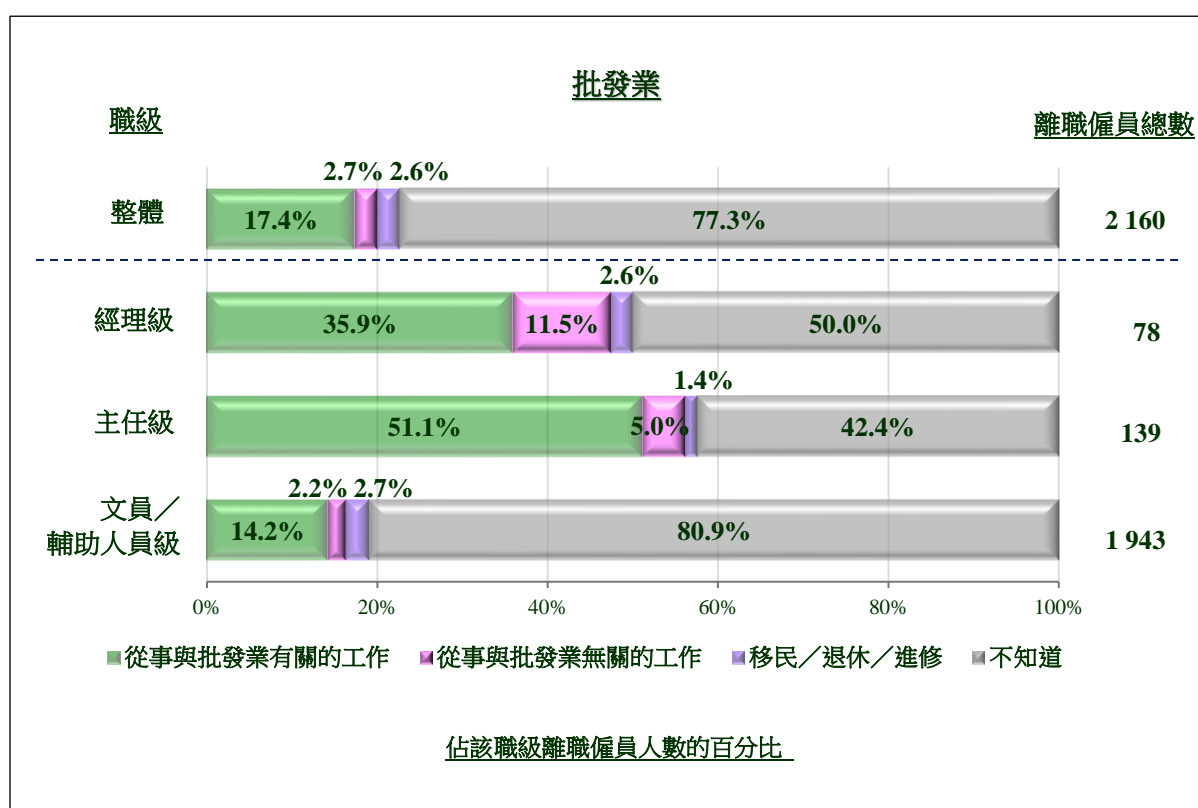
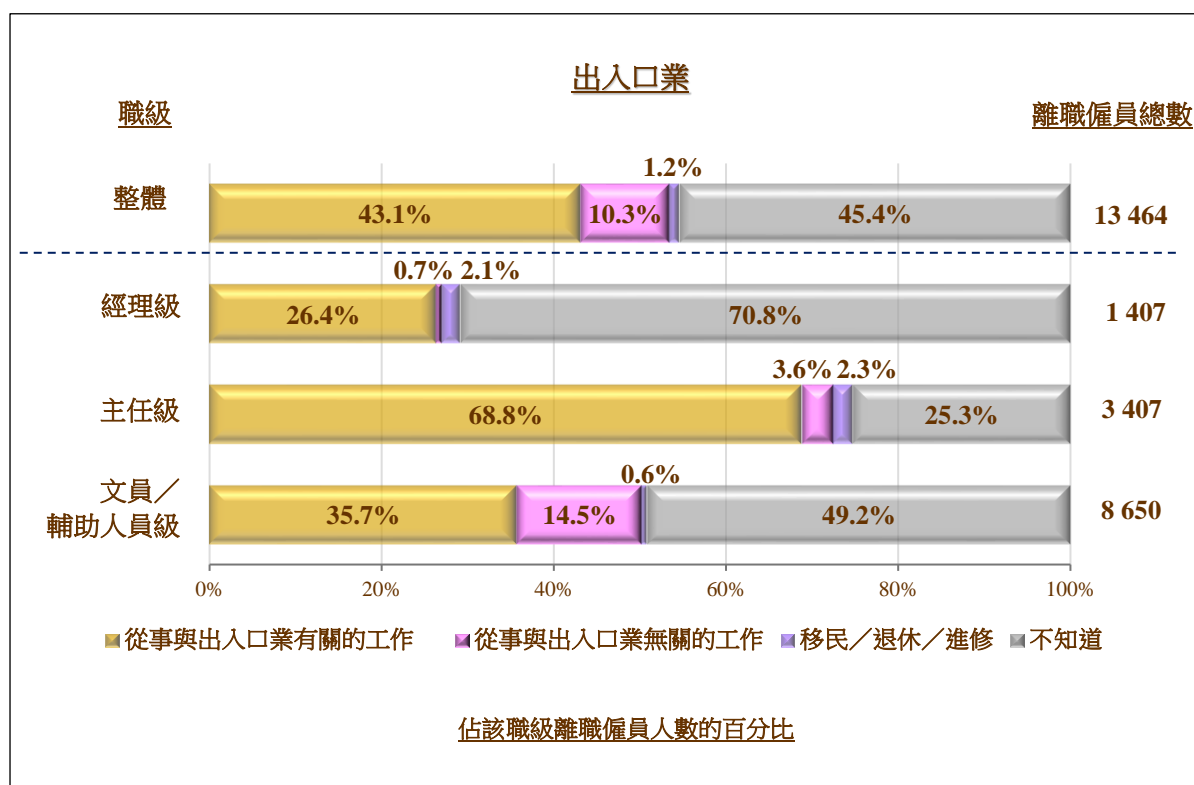
### 批發業

4.29 僱主報稱，2 160 名離職僱員中，375 名 (17.4%) 繼續從事與批發業相關工作，佔整體人力需求 6.4%。



4.30 過去 12 個月僱員離職後去向情況見圖 4.5。

圖 4.5 離職僱員去向（按職級劃分）



## 過去 12 個月的招聘困難

### 出入口業

4.31 過去 12 個月在招聘工作所遇到困難，以主任級 (33.4%) 和文員／輔助人員級 (31.0%) 較大，隨後為經理級 (23.3%)。

4.32 就主任級和文員／輔助人員級而言，首兩大招聘困難是「應徵者缺乏相關經驗」(分別佔 32.6%及 23.7%)，以及「應徵者並無相關技能／知識」(分別佔 25.6%及 22.3%)。至於經理級，首兩大招聘困難是「應徵者缺乏相關經驗」(15.6%)，以及「應徵者未具相關學歷」(12.5%)。

### 批發業

4.33 過去 12 個月在招聘工作所遇到困難，以主任級 (30.3%) 較大，其他依次為經理級 (24.4%) 及文員／輔助人員級 (23.4%)。

4.34 就經理級和主任級而言，常見的招聘困難是「應徵者缺乏相關經驗」(分別佔 24.4%及 26.3%)、「應徵者並無相關技能／知識」(分別佔 22.0%及 25.3%)，以及「應徵者在市場上有很多選擇」(分別佔 19.5%及 29.3%)。至於文員／輔助人員級，最常見的招聘困難是「應徵者在市場上有很多選擇」(15.2%)，其次為「應徵者認為薪酬及附帶福利欠吸引」(10.0%)、以及「應徵者缺乏相關經驗」(9.7%)。

4.35 過去 12 個月各職級在招聘工作所遇到困難的原因見表 4.3。

表 4.3 過去 12 個月招聘困難的原因（按職級劃分）

| 招聘困難                 | 職級    |       |              |
|----------------------|-------|-------|--------------|
|                      | 經理級   | 主任級   | 文員／<br>輔助人員級 |
| <b>出入口業</b>          |       |       |              |
| - 有招聘困難              | 23.3% | 33.4% | 31.0%        |
| 應徵者缺乏相關經驗            | 15.6% | 32.6% | 23.7%        |
| 應徵者並無相關技能／知識         | 0.7%  | 25.6% | 22.3%        |
| 應徵者未具相關學歷            | 12.5% | 11.1% | 15.9%        |
| 應徵者認為薪酬及附帶福利欠吸引      | 1.9%  | 20.4% | 11.3%        |
| 應徵者在市場上有很多選擇         | 9.0%  | 4.4%  | 6.8%         |
| 應徵者缺乏在出入口業就業機會及前景的意識 | 0.0%  | 0.5%  | 0.2%         |
| - 並沒有遇到招聘困難          | 76.7% | 66.6% | 69.0%        |
| <b>批發業</b>           |       |       |              |
| - 有招聘困難              | 24.4% | 30.3% | 23.4%        |
| 應徵者缺乏相關經驗            | 24.4% | 26.3% | 9.7%         |
| 應徵者並無相關技能／知識         | 22.0% | 25.3% | 3.8%         |
| 應徵者未具相關學歷            | 0.0%  | 1.0%  | 1.4%         |
| 應徵者認為薪酬及附帶福利欠吸引      | 0.0%  | 1.0%  | 10.0%        |
| 應徵者在市場上有很多選擇         | 19.5% | 29.3% | 15.2%        |
| 應徵者缺乏在批發業就業機會及前景的意識  | 0.0%  | 4.0%  | 2.4%         |
| - 並沒有遇到招聘困難          | 75.6% | 69.7% | 76.6%        |

備註：(i) 按職級劃分進行招聘工作公司的百分比  
(ii) 填覆機構可選擇多項困難

## 人力情況預測及未來發展

### 僱主預測2021年的人力需求

#### 出入口業

4.36 整體而言，僱主預測 2021 年 10 月業內的技術僱員需求微跌少於 0.1%，由 2020 年的 294 277 人（技術僱員人數加空缺數目），降至 2021 年的 294 268 人。按職級而言，經理級人力需求不變，主任級和文員／輔助人員級跌幅輕微。

#### 批發業

4.37 整體而言，僱主預測 2021 年 10 月業內的技術僱員需求有極為輕微 0.1% 增長，由 2020 年的 33 914 人，增至 2021 年的 33 963 人。按職級而言，經理級人力需求不變，主任級和文員／輔助人員級增減極為輕微。

4.38 僱主預測 2021 年 10 月各職級的人力需求詳見表 4.4。

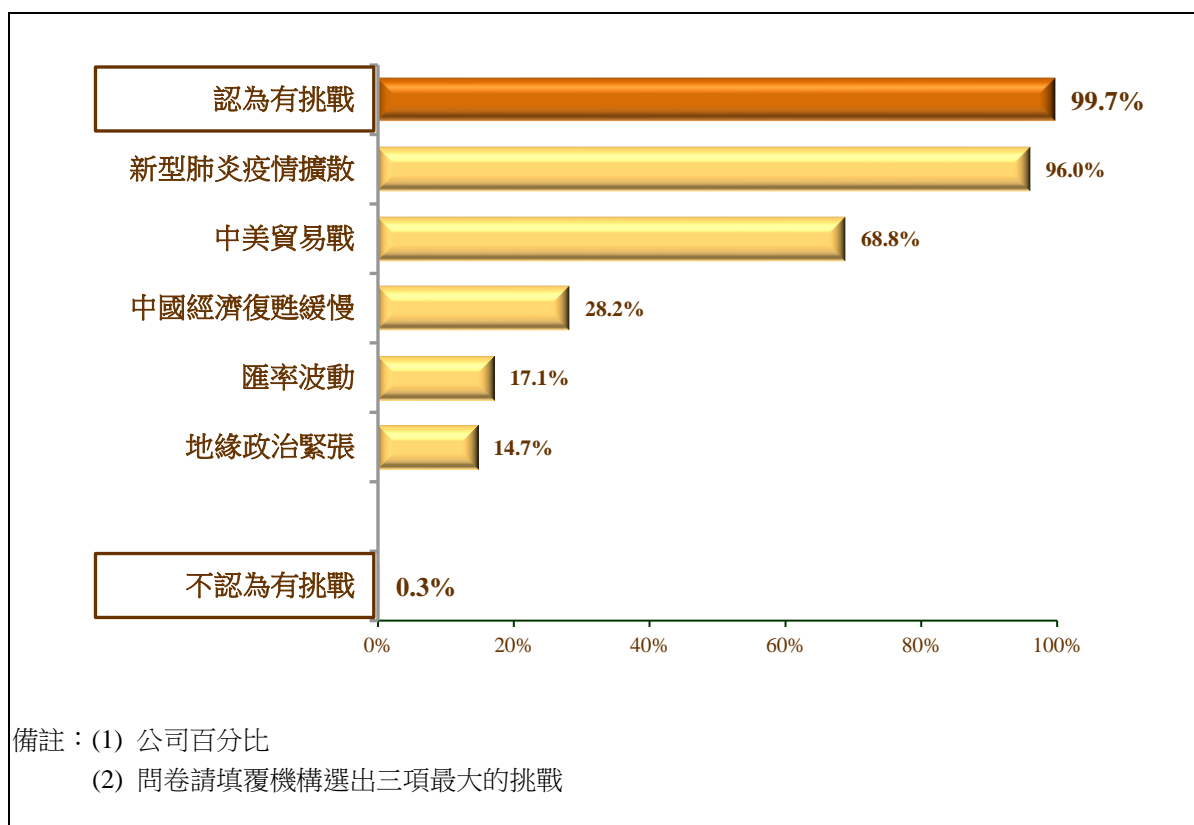
表 4.4 僱主預測 2021 年 10 月的人力需求分布情況（按職級劃分）

| 職級          | 2020 年 10 月的總人力需求 | 僱主預測 2021 年 10 月的人力需求 | 增加／減少人數 | 對比 2020 年的轉變（百分比） |
|-------------|-------------------|-----------------------|---------|-------------------|
| <b>出入口業</b> |                   |                       |         |                   |
| 經理級         | 36 660            | 36 660                | 0       | 0.0%              |
| 主任級         | 83 011            | 83 005                | - 6     | - 0.007%          |
| 文員／輔助人員級    | 174 606           | 174 603               | - 3     | - 0.002%          |
| 總計          | 294 277           | 294 268               | - 9     | - 0.003%          |
| <b>批發業</b>  |                   |                       |         |                   |
| 經理級         | 2 366             | 2 366                 | 0       | 0.0%              |
| 主任級         | 8 131             | 8 130                 | - 1     | - 0.01%           |
| 文員／輔助人員級    | 23 417            | 23 467                | 50      | 0.2%              |
| 總計          | 33 914            | 33 963                | 49      | 0.1%              |

### 未來六個月面對最大的挑戰（只適用於出入口業）

4.39 調查問卷要求僱主選出三項在未來六個月公司將面對最大的挑戰。幾乎所有公司 (99.7%) 均預期未來六個月將面對不同的挑戰，其中最主要的挑戰為「新型肺炎疫情擴散」(96.0%) 及「中美貿易戰」(68.8%)，詳情見圖 4.6。

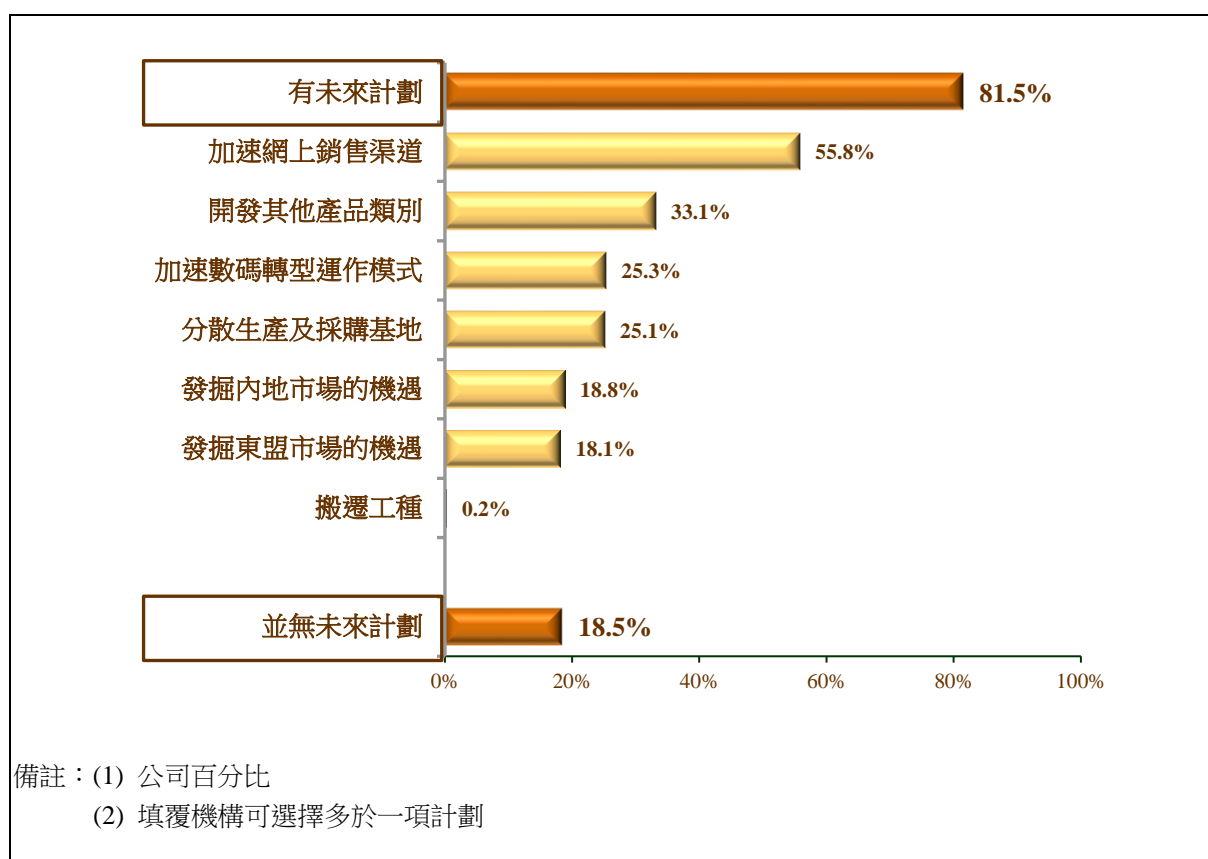
圖 4.6 未來六個月公司面對最大的挑戰（只適用於出入口業）



## 應對未來挑戰的計劃（只適用於出入口業）

4.40 大部分公司 (81.5%) 均表示已有計劃應對未來 6 個月的挑戰。其中逾半公司計劃「加速網上銷售渠道」(55.8%)，其次是「開發其他產品類別」(33.1%)、「加速數碼轉型運作模式」(25.3%)、以及「分散生產及採購基地」(25.1%)，詳情見圖 4.7。

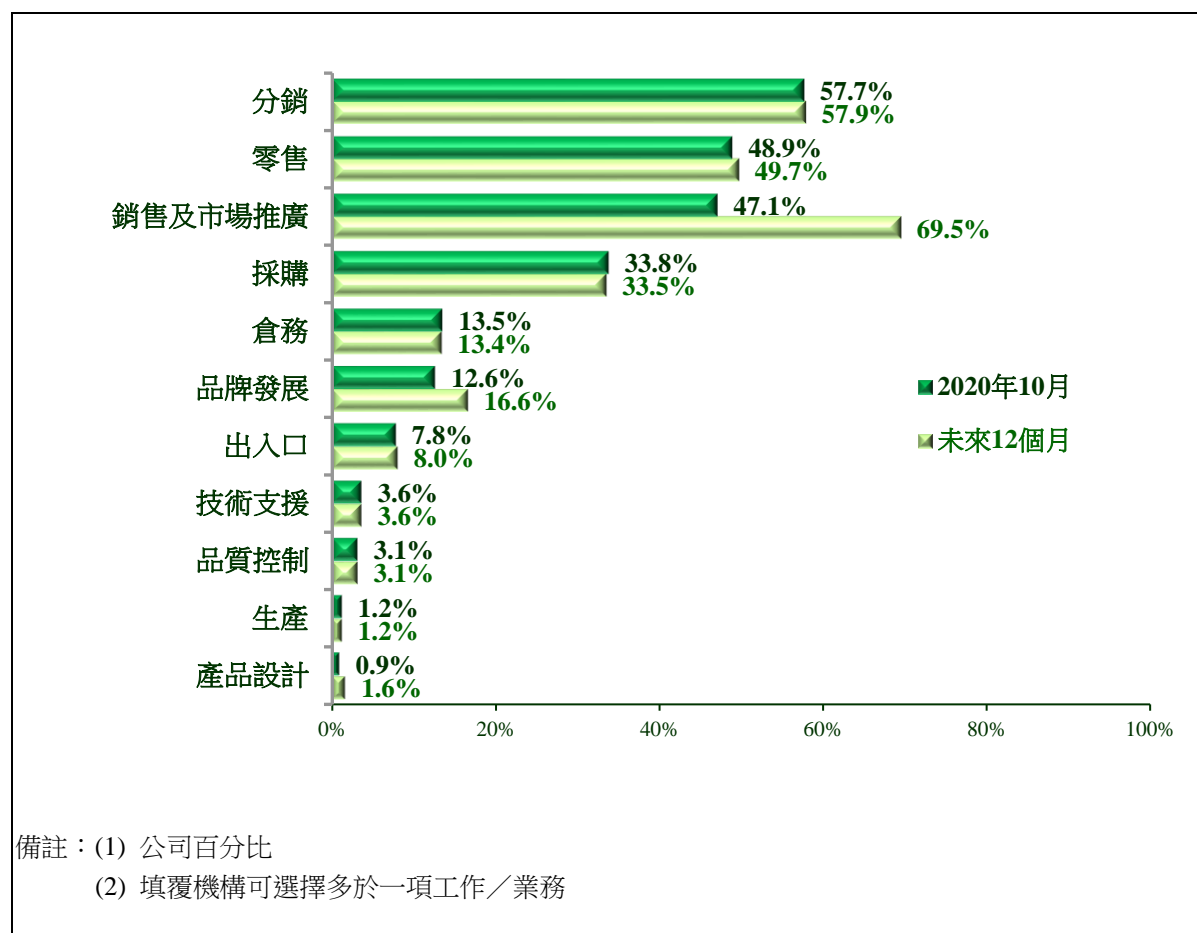
圖 4.7 應對未來 6 個月挑戰的計劃（只適用於出入口業）



## 批發業相關工作／業務（只適用於批發業）

4.41 調查結果顯示，批發業的主要相關工作／業務為「分銷」(57.7%)、「零售」(48.9%)、「銷售及市場推廣」(47.1%)、「採購」(33.8%)。預計未來 12 個月內，「銷售及市場推廣」工作／業務會大增，由 2020 年的 47.1%，增至 2021 年的 69.5%。此外，參與更多「品牌發展」工作／業務的公司亦有所上升，由 2020 年的 12.6%，增至 2021 年的 16.6%。詳情見圖 4.8。

圖 4.8 批發業相關工作／業務（只適用於批發業）



## 僱員宜有資歷及培訓需要

### 僱員宜有教育程度

#### 出入口業

4.42 僱員宜有的教育程度按照職級逐步提高。大部分僱主認為經理級僱員宜有學士學位 (69.4%)；較多僱主希望主任級僱員擁有文憑／證書 (41.3%)，其次為學士學位 (30.3%)；文員／輔助人員級僱員則宜有中四至中六／七程度 (69.6%)，其次為文憑／證書 (20.3%)。

#### 批發業


4.43 較多僱主屬意經理級僱員宜有大學學位 (58.2%) 或文憑／證書 (21.9%)；主任級僱員宜擁有文憑／證書 (44.3%) 或學士學位 (28.9%)；文員／輔助人員級僱員則宜有中四至中六／七程度 (55.7%)，其次為文憑／證書 (39.4%)。

4.44 各職級僱員宜有教育程度的分布情況見表 4.5。

表 4.5 僱員宜有教育程度的分布情況（按職級劃分）

| 教育程度    | 職級    |       |          |
|---------|-------|-------|----------|
|         | 經理級   | 主任級   | 文員／輔助人員級 |
| 出入口業    |       |       |          |
| 中三或以下   | 0.0%  | 0.0%  | 7.9%     |
| 中四至中六／七 | 8.1%  | 9.3%  | 69.6%    |
| 文憑／證書   | 9.5%  | 41.3% | 20.3%    |
| 副學位     | 11.9% | 19.1% | 1.5%     |
| 學士學位    | 69.4% | 30.3% | 0.6%     |
| 研究生學位   | 1.1%  | 0.0%  | 0.0%     |
| 批發業     |       |       |          |
| 中三或以下   | 0.0%  | 0.0%  | 4.8%     |
| 中四至中六／七 | 4.3%  | 10.5% | 55.7%    |
| 文憑／證書   | 21.9% | 44.3% | 39.4%    |
| 副學位     | 14.2% | 16.3% | 0.1%     |
| 學士學位    | 58.2% | 28.9% | 0.1%     |
| 研究生學位   | 1.3%  | 0.0%  | 0.0%     |

備註：按行業職級劃分僱員人數的百分比

 指佔該行業職級僱員人數較高的百分比



## 僱員宜有相關年資

### 出入口業

4.45 大部分僱主屬意經理級僱員宜有三年至十年相關工作經驗 (75.1%)，主任級僱員宜有三年至六年相關工作經驗 (77.5%)，文員／輔助人員級僱員則宜有一年至三年相關工作經驗 (66.9%)。

### 批發業


4.46 大部分僱主屬意經理級僱員宜有三年至十年相關工作經驗 (80.4%)，主任級僱員宜有三年至六年相關工作經驗 (77.2%)，文員／輔助人員級僱員則宜有一年至三年相關工作經驗 (69.7%)。

4.47 各職級僱員宜有年資的分布情況見表 4.6。

表 4.6 僱員宜有年資的分布情況（按職級劃分）

| 年資          | 職級    |       |          |
|-------------|-------|-------|----------|
|             | 經理級   | 主任級   | 文員／輔助人員級 |
| <b>出入口業</b> |       |       |          |
| 一年以下        | 0.0%  | 0.0%  | 17.1%    |
| 一年至三年以下     | 0.3%  | 8.3%  | 66.9%    |
| 三年至六年以下     | 25.3% | 77.5% | 16.0%    |
| 六年至十年以下     | 49.8% | 12.5% | 0.1%     |
| 十年或以上       | 24.6% | 1.7%  | 0.0%     |
| <b>批發業</b>  |       |       |          |
| 一年以下        | 0.0%  | 0.1%  | 24.3%    |
| 一年至三年以下     | 0.6%  | 17.6% | 69.7%    |
| 三年至六年以下     | 39.2% | 77.2% | 6.0%     |
| 六年至十年以下     | 41.2% | 5.1%  | 0.0%     |
| 十年或以上       | 19.1% | 0.0%  | 0.0%     |

備註：按行業職級劃分僱員人數的百分比

 指佔該行業職級僱員人數較高的百分比

## 未來發展所需培訓範疇

### 出入口業

4.48 問卷要求公司選出僱員所需的培訓範疇，以配合出入口業的新興趨勢與發展。僱主認為各職級僱員最需要的培訓範疇為「獲取和保留客戶／客戶關係管理」（約佔各職級 49%至 73%），其次為「多種語言」（約佔各職級 38%至 53%）。

### 批發業

4.49 問卷要求公司選出僱員所需的培訓範疇，以配合批發業的新興趨勢與發展。僱主認為各職級僱員最需要的培訓範疇為「獲取和保留客戶／客戶關係管理」（約佔各職級 48%至 69%），其次為「產品諮詢／產品演示」（約佔各職級 24%至 46%）。

4.50 各職級僱員首五項所需的培訓範疇，詳見表 4.7。

表 4.7 首五項所需的培訓範疇（按職級劃分）

| 出入口業   |   |   |
|--|---|---|
| 經理級  | 主任級   | 文員／輔助人員級  |
| <ul style="list-style-type: none"> <li>- 獲取和保留客戶／客戶關係管理 (73.1%)</li> <li>- 風險管理 (53.7%)</li> <li>- 商業道德 (53.4%)</li> <li>- 多種語言（例如英語、普通話等）(53.4%)</li> <li>- 數碼營銷 (53.2%)</li> </ul>       | <ul style="list-style-type: none"> <li>- 獲取和保留客戶／客戶關係管理 (71.6%)</li> <li>- 採購 (53.2%)</li> <li>- 產品諮詢／產品演示 (50.5%)</li> <li>- 電子商貿 (46.6%)</li> <li>- 多種語言（例如英語、普通話等）(40.3%)</li> </ul> | <ul style="list-style-type: none"> <li>- 產品諮詢／產品演示 (51.7%)</li> <li>- 獲取和保留客戶／客戶關係管理 (49.4%)</li> <li>- 數碼應用能力 (44.2%)</li> <li>- 採購 (41.7%)</li> <li>- 多種語言（例如英語、普通話等）(37.9%)</li> </ul> |
| 批發業  |   |   |
| 經理級  | 主任級   | 文員／輔助人員級  |
| <ul style="list-style-type: none"> <li>- 獲取和保留客戶／客戶關係管理 (68.6%)</li> <li>- 大數據分析 (66.1%)</li> <li>- 風險管理 (52.9%)</li> <li>- 多種語言（例如英語、普通話等）(50.0%)</li> <li>- 產品諮詢／產品演示 (45.8%)</li> </ul> | <ul style="list-style-type: none"> <li>- 獲取和保留客戶／客戶關係管理 (57.6%)</li> <li>- 電子商貿 (45.9%)</li> <li>- 產品諮詢／產品演示 (40.6%)</li> <li>- 採購 (35.4%)</li> <li>- 大數據分析 (34.3%)</li> </ul>          | <ul style="list-style-type: none"> <li>- 獲取和保留客戶／客戶關係管理 (47.6%)</li> <li>- 存貨管理／供應鏈及物流管理 (28.5%)</li> <li>- 採購 (27.7%)</li> <li>- 數碼應用能力 (25.6%)</li> <li>- 產品諮詢／產品演示 (24.0%)</li> </ul>  |

備註：(i) 按行業職級劃分公司數目的百分比

(ii) 填覆機構可選擇多於一項培訓範疇

## V. 人力分析

---

### 人力變化

#### 僱員人數變化

##### 出入口業

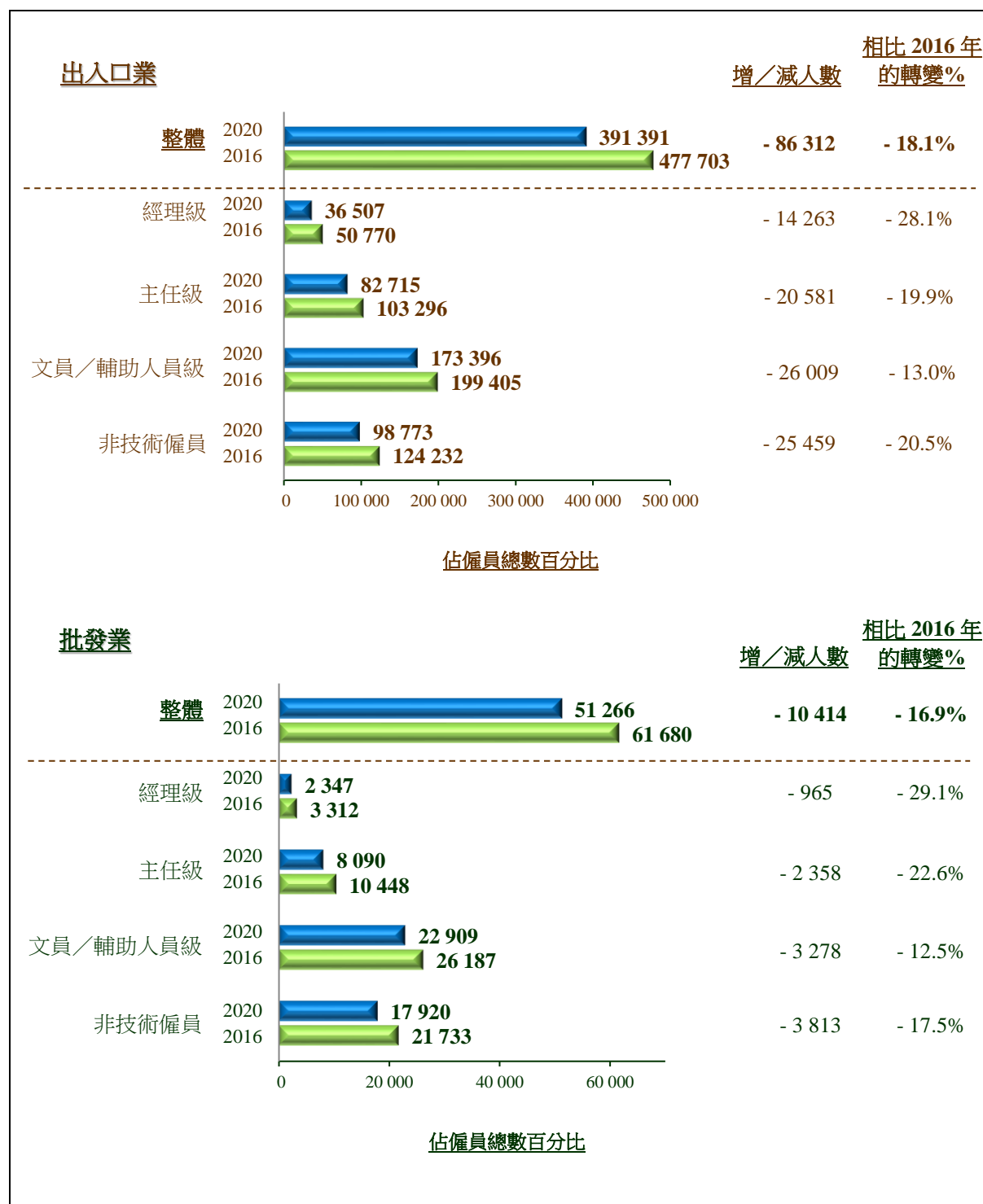
5.1 出入口業僱員人數由 2016 年的 477 703 人減至 2020 年的 391 391 人，減幅為 18.1%。技術或非技術僱員均錄得跌幅，技術僱員以經理級跌幅較大 (28.1%)。

##### 批發業

5.2 批發業僱員人數由 2016 年的 61 680 人減至 2020 年的 51 266 人，減幅為 16.9%。技術或非技術僱員均錄得跌幅，技術僱員以經理級跌幅較大 (29.1%)。

5.3 2016 年及 2020 年各職級僱員人數的變化見圖 5.1。

圖 5.1 僱員人數變化（按職級劃分）



## 空缺數目及人力需求變化

### 出入口業

5.4 出入口業空缺及人力需求總數（僱員人數加空缺數目，非技術僱員除外）相對於 2016 年人力調查，分別下跌 63.8%及 17.8%。

### 批發業

5.5 批發業空缺及人力需求總數相對於 2016 年人力調查，分別下跌 57.0%及 17.8%。

5.6 各職級空缺數目和人力需求相比 2016 年的變化，詳見表 5.1 及 5.2。

表 5.1 空缺數目變化（按職級劃分）

| 職級          | 2016 年<br>空缺數目 | 2020 年<br>空缺數目 | 增／減人數   | 相比 2016 年<br>的轉變% |
|-------------|----------------|----------------|---------|-------------------|
| <b>出入口業</b> |                |                |         |                   |
| 經理級         | 191            | 153            | - 38    | - 19.9%           |
| 主任級         | 540            | 296            | - 244   | - 45.2%           |
| 文員／輔助人員級    | 3 846          | 1 210          | - 2 636 | - 68.5%           |
| 總計          | 4 577          | 1 659          | - 2 918 | - 63.8%           |
| <b>批發業</b>  |                |                |         |                   |
| 經理級         | 0              | 19             | 19      | -                 |
| 主任級         | 57             | 41             | - 16    | - 28.1%           |
| 文員／輔助人員級    | 1 264          | 508            | - 756   | - 59.8%           |
| 總計          | 1 321          | 568            | - 753   | - 57.0%           |

**表 5.2 總人力需求變化（按職級劃分）**

| 職級          | 2016 年<br>總人力需求 | 2020 年<br>總人力需求 | 增／減人數    | 相比 2016 年<br>的轉變% |
|-------------|-----------------|-----------------|----------|-------------------|
| <b>出入口業</b> |                 |                 |          |                   |
| 經理級         | 50 961          | 36 660          | - 14 301 | - 28.1%           |
| 主任級         | 103 836         | 83 011          | - 20 825 | - 20.1%           |
| 文員／輔助人員級    | 203 251         | 174 606         | - 28 645 | - 14.1%           |
| 總計          | 358 048         | 294 277         | - 63 771 | - 17.8%           |
| <b>批發業</b>  |                 |                 |          |                   |
| 經理級         | 3 312           | 2 366           | - 946    | - 28.6%           |
| 主任級         | 10 505          | 8 131           | - 2 374  | - 22.6%           |
| 文員／輔助人員級    | 27 451          | 23 417          | - 4 034  | - 14.7%           |
| 總計          | 41 268          | 33 914          | - 7 354  | - 17.8%           |

## 每月平均收入幅度變化

5.7 相比 2016 年人力調查，2020 年各職級每月平均收入幅度普遍錄得升幅。

### 出入口業

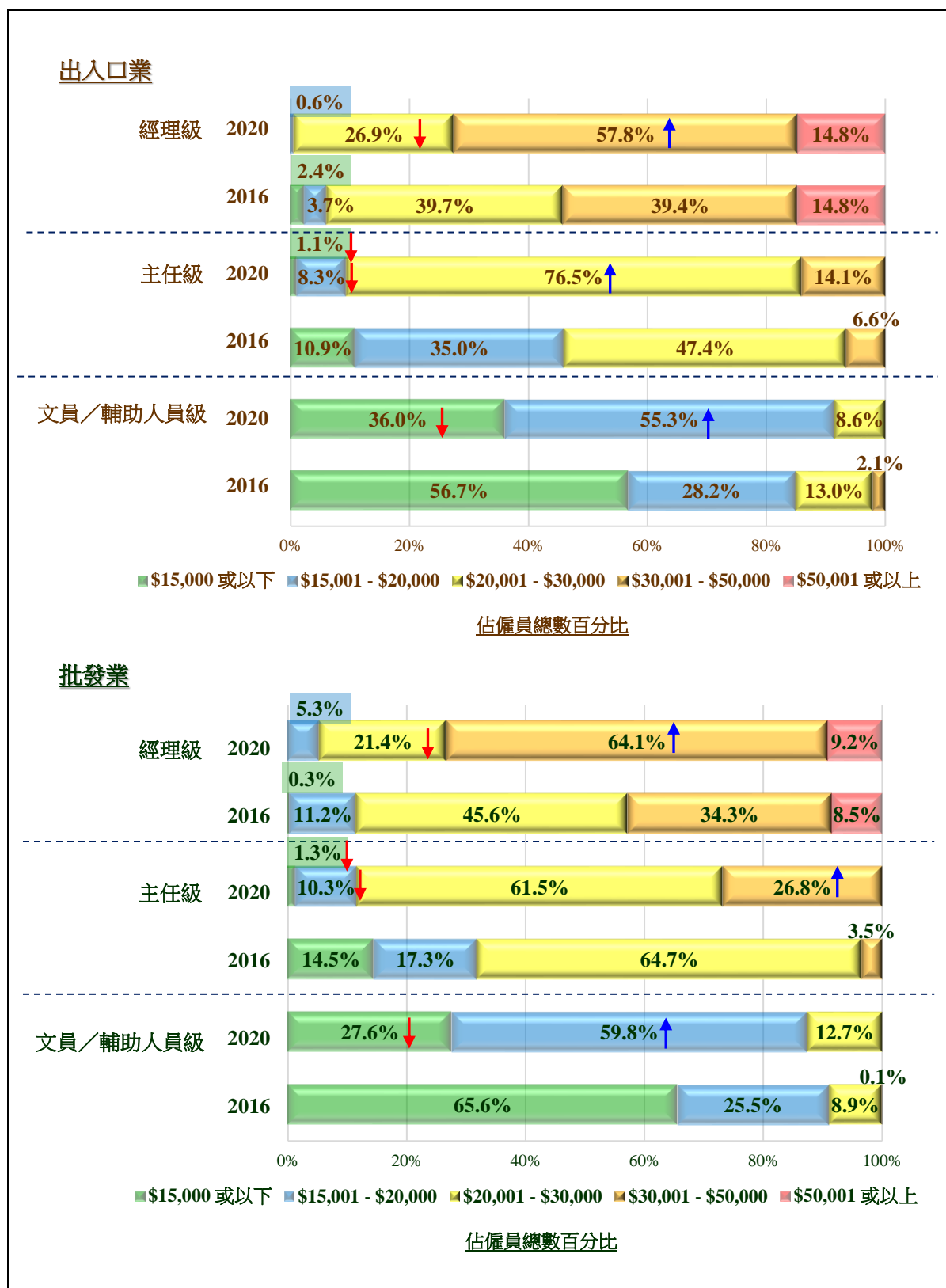
5.8 經理級僱員每月平均收入介乎\$30,001 至\$50,000 由 2016 年的 39.4%升至 2020 年的 57.8%，主任級僱員每月平均收入介乎\$20,001 至\$30,000 由 2016 年的 47.4% 升至 2020 年的 76.5%，文員／輔助人員級僱員每月平均收入介乎\$15,001 至\$20,000 由 2016 年的 28.2%升至 2020 年的 55.3%。

### 批發業

5.9 經理級僱員每月平均收入介乎\$30,001 至\$50,000 由 2016 年的 34.3%升至 2020 年的 64.1%，主任級僱員每月平均收入介乎\$30,001 至\$50,000 由 2016 年的 3.5% 升至 2020 年的 26.8%，文員／輔助人員級僱員每月平均收入介乎\$15,001 至\$20,000 由 2016 年的 25.5%升至 2020 年的 59.8%。

5.10 相比 2016 年所錄得的每月平均收入幅度的變化，見圖 5.2。

圖 5.2 每月平均收入幅度變化（按職級劃分）



## 僱員宜有教育程度變化

### 出入口業

5.11 僱主認為大部分經理級僱員宜持有學士學位，由 2016 年 53.6% 遞增至 2020 年 69.4%。僱主屬意大部份主任級僱員宜取得技術及職業教育課程相關之「文憑／證書」(41.3%) (2020 年人力調查引入新課程類別)。2016 年及 2020 年人力調查均顯示，僱主屬意大部份文員／輔助人員級僱員應具備高中程度。

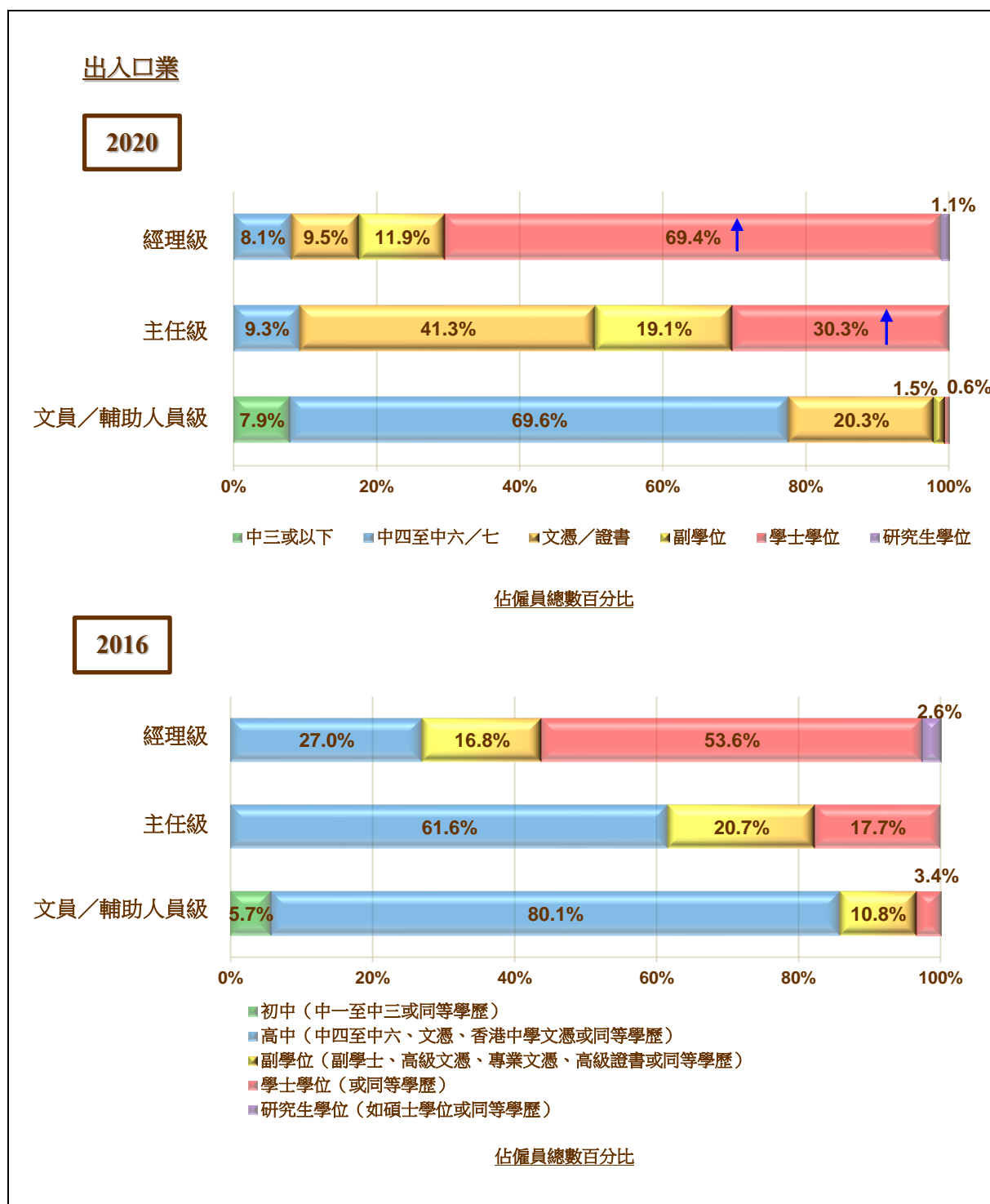
### 批發業

5.12 僱主認為大部分經理級僱員宜持有學士學位，由 2016 年的 46.1% 遞增至 2020 年的 58.2%。主任級僱員宜取得技術及職業教育課程相關之「文憑／證書」(44.3%) (2020 年人力調查引入新課程類別)。2016 年及 2020 年人力調查均顯示，僱主屬意大部分文員／輔助人員級僱員應具備高中程度。



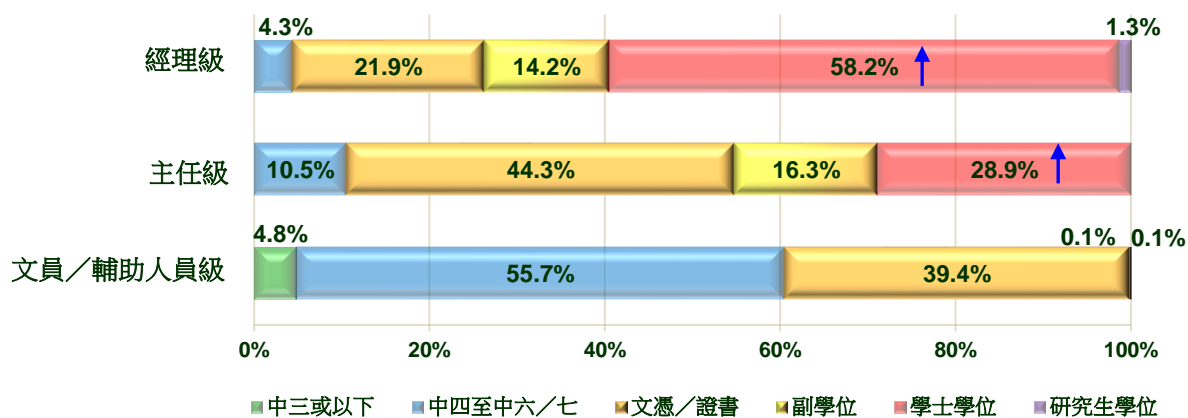
5.13 相比 2016 年所錄得各職級僱員宜有教育程度的變化，詳見圖 5.3。

圖 5.3 僱員宜有教育程度變化（按職級劃分）



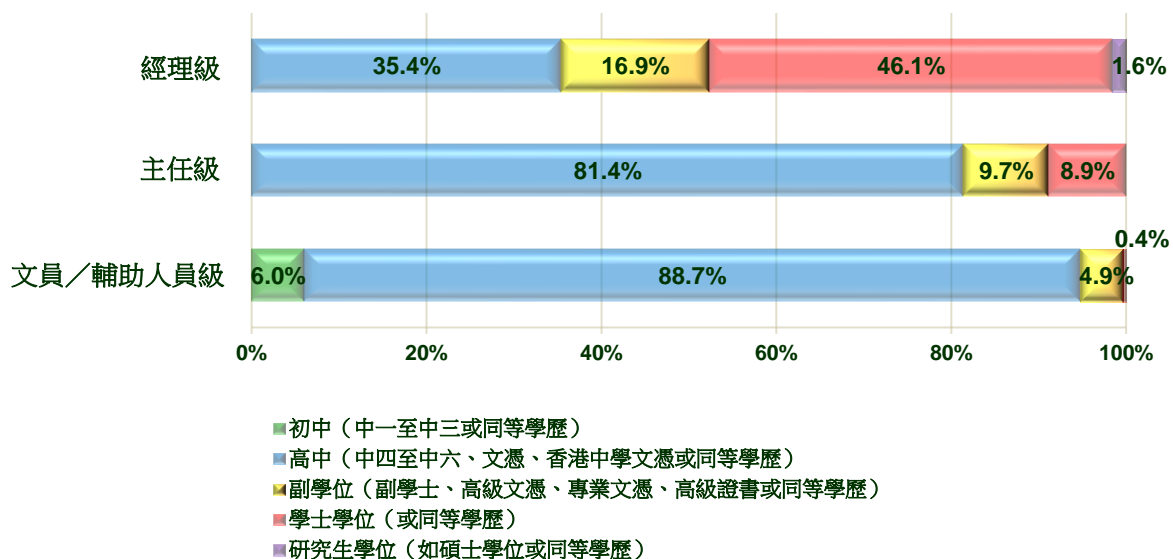
批發業

2020



佔僱員總數百分比

2016



佔僱員總數百分比

## 僱員宜有相關年資變化

### 出入口業

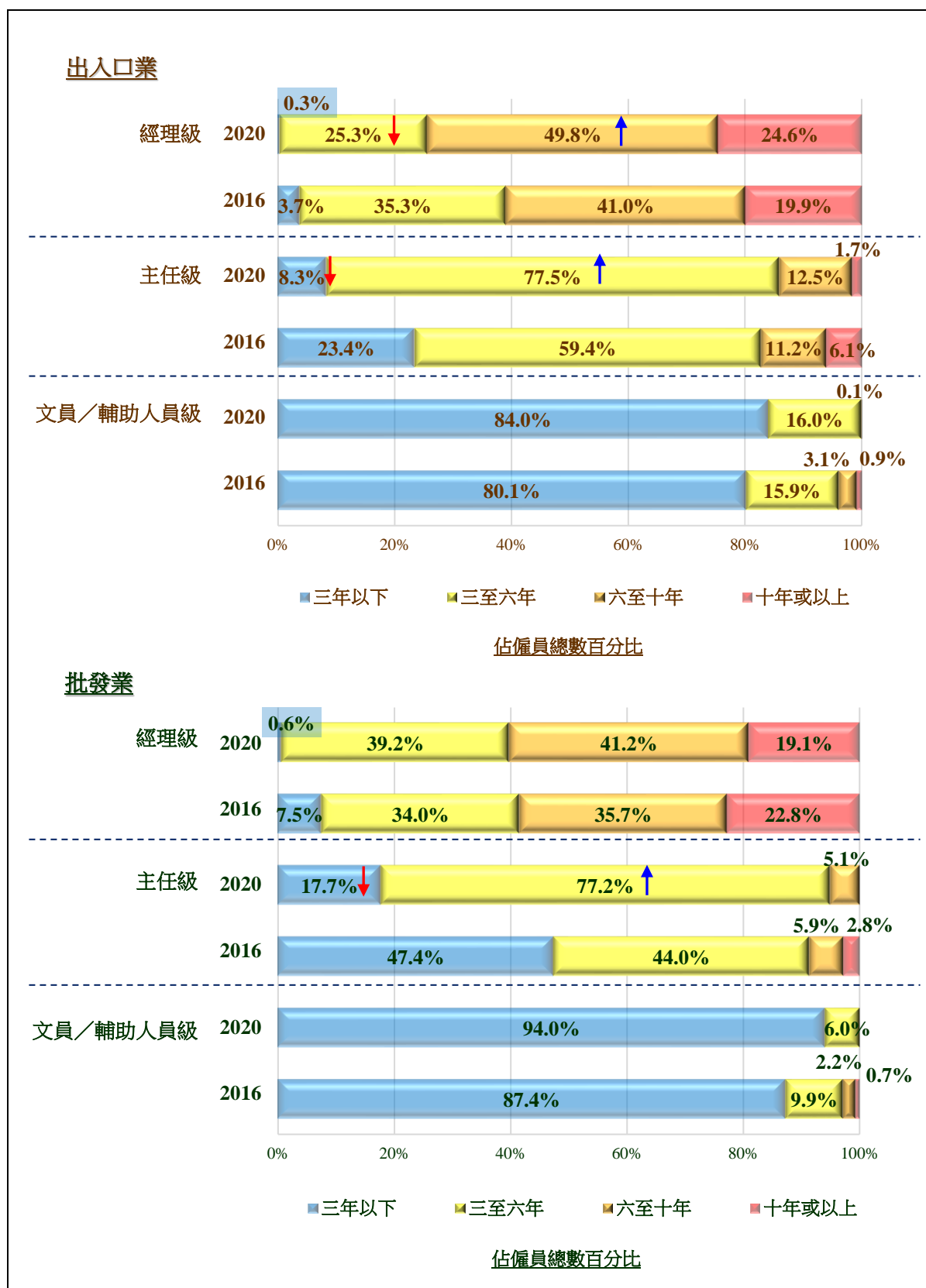
5.14 大部分僱主認為經理級僱員宜有六至十年相關年資，由 2016 年 41.0% 遞增至 2020 年 49.8%，主任級僱員宜有三至六年相關年資，由 2016 年 59.4% 大幅遞增至 2020 年 77.5%，而文員／輔助人員級僱員宜有三年以下相關年資，則由 2016 年 80.1% 輕微遞增至 2020 年 84.0%。

### 批發業

5.15 大部分僱主認為經理級僱員宜有六至十年相關年資，由 2016 年 35.7% 遞增至 2020 年 41.2%，主任級僱員宜有三至六年相關年資，由 2016 年 44.0% 大幅遞增至 2020 年 77.2%，而文員／輔助人員級僱員宜有三年以下相關年資，則由 2016 年 87.4% 遞增至 2020 年 94.0%。

5.16 相比 2016 年所錄得各職級僱員宜有相關年資的變化，詳見圖 5.4。

圖 5.4 僱員宜有相關年資變化（按職級劃分）



## 業務展望

### 2020 年經濟情況

5.17 踏入 2020 年，疫情重創環球經濟。病毒不斷蔓延，各地政府推出圍堵政策，暫停經濟活動，並限制旅遊及人員往來。這些政策導致供應鏈受損，以及經濟產量、內部消費、投資和貿易嚴重收縮；不少國家經歷突然而前所未見的衰退。不過，內地在 2020 年 3 月後遏止了疫情，成為唯一錄得增長的主要經濟體，增幅為 2.3%。2020 年爆發的新冠肺炎帶來社交距離的限制，令本地需求大受影響。根據政府統計處的資料，2020 年第四季，本港經濟按年實質收縮 3.0%；而前一個季度更按年下跌 3.6%。2020 年本地經濟經歷有紀錄以來最大的年度跌幅，達 6.1%。

### 疫情的影響

5.18 疫情危機加快了科技應用和實施，促使行業巨變。隨著機械人、物聯網及 5G 科技等日漸普及，一系列非接觸式和低度人力介入的科技將獲引入，疫情後科技的應用將繼續在日常生活中擔當重要角色。智慧型自動化技術有望為經濟帶來莫大的裨益，但有關注認為，科技會於短期內取代不少現有的低技術職位。不過，自動化有助員工聚焦於需要發揮創意及解難技巧的工作。此外，在疫情期間推行的防疫及社交距離措施的刺激下，電子商貿的需求急劇上升。新常態下，無論是商業或個人，會採用更多網上服務；疫情亦加速了企業對企業以數據驅動決策的網上貿易，不再依賴傳統的單對單銷售模式。預期全球市場的電子商貿增長動力將更為提升。

### 環球經濟展望

5.19 前瞻未來，預期 2021 年環球經濟有機會反彈，但需取決於各地政府推行大規模的疫苗接種計劃，以及持續的政策支援，令疫情受到控制。根據政府統計處發表的數據，2021 年首季，本港經濟明顯復甦，受惠於貨品出口的強勁需求，本地生產總值按年實質增長 7.8%，對比 2020 年同期，出口貨品總值上升 33.2%。同期入口貨品總值增加 25.6%。

5.20 按照內地最新的「雙循環」發展策略，中國力行刺激龐大的內需市場，並向外保持開放。預料國內經濟明顯增長，成為全球經濟增長的主要動力。

5.21 預料美國推行大規模疫苗接種計劃後，疫情或有所改善，加上推出新財政方案，經濟會重拾動力。2020 年估計收縮 3.6%，預計今年增長 3.5%。中美兩國帶領的全球經濟復甦，期內會繼續支持香港的出口表現。

5.22 歐盟方面，2020 年產出下跌 7.4%，預計今年增長 3.6%。至於日本，其產出於 2020 年收縮 5.3%，預計 2021 年上升 2.5%。然而，其他風險因素，如中美關係、地緣政治局勢緊張、以至病毒變種，皆令全球短期經濟蒙上極大不確定性。

## 政策支援

5.23 2021-22 年財政預算案顯示，政府向「發展品牌、升級轉型及拓展內銷市場的專項基金」注資港幣 15 億元、擴大資助地域範圍至涵蓋所有與香港簽署自由貿易協定或促進和保護投資協定的經濟體，以及每家企業的累積資助上限由 400 萬元增至 600 萬元。

5.24 2021-22 起始的三個年度，香港貿易發展局（下稱「貿發局」）獲撥款 3.75 億元開發虛擬平台，提升組織網上活動的能力，同時協助年輕創業家透過相關平台推廣其原創產品。

5.25 政府撥出超過 10 億元，推動會展行業，並落實重建灣仔北三座政府大樓和港灣消防局用地為會展設施、酒店和甲級寫字樓，長遠增加會展業用地。

## 粵港澳大灣區

5.26 大灣區總人口超過 7 000 萬，本地生產總值達 1.7 萬億美元，擁有巨大發展潛力，為本港青年人提供事業發展的機會。貿發局將連同廣東省及有關商會推出一站式「GoGBA」平台，提供最新市場及政策資訊、培訓和對接服務等，以協助港商拓展內銷市場。

## 一帶一路

5.27 一帶一路倡議橫跨亞歐非的區域聯繫合作，並透過強化協作、加深金融契合及新的聯繫，擴大相關國家與地區的商貿機會等舉措，為各方開發更大的市場。本港宜善用自身的國際經驗及專業優勢，透過相互合作，進軍國際市場，提升競爭力。

## 區域全面經濟夥伴關係協定

5.28 區域全面經濟夥伴關係協定乃最大的自由貿易協定，涵蓋 15 個經濟體（包括東南亞國家聯盟十國、澳洲、中國、日本、南韓及新西蘭），佔全球生產總值約 30%（26.3 萬億美元），全球總人口 30%（23 億人）。協定的推行，促進區內自由開放貿易，增加投資，加強區內經濟共融。作為區內主要物流樞紐之一，本港可佔先機，受惠於相關協定，協助本地企業擴展海外業務，並襄助疫情後全球經濟的復甦。

## 結論

5.29 總的而言，全球經濟反彈的關鍵將取決於新冠疫情的發展。中美關係、地緣政治緊張等其他風險因素也值得關注。隨著疫情逐漸消退及大規模疫苗接種運動的開展，疫情危機得以逐漸緩和，企業和消費者信心有望在今年後期更廣泛改善。預期由內地及美國帶領的經濟復甦將於未來數年支持本港的出口表現。此外，粵港澳大灣區的發展、“一帶一路”倡議和“區域全面經濟夥伴關係協定”亦為香港企業提供寶貴的商機。

---

### 資料來源：

1. 政府統計處
2. 香港貿易發展局經貿研究
3. 2021-22 財政預算案
4. 行政長官 2020 年施政報告
5. 二零二零年經濟概況及二零二一年展望

## 人力推算及每年額外人力需求

### 人力預測

#### 出入口業

5.30 出入口業採用人力市場分析方法 (Labor Market Analysis, LMA)，從可靠的獨立機構收集主要統計數據，以反映本地經濟、人口和勞動市場的重要變動，並選取一系列主要經濟指標（包括本地固定資本形成總額、綜合消費物價指數、進口貨值指數、貸款墊款、固定資本形成、私人消費、整體出口貨值指數、零售業銷貨價值指數）推算 2021 至 2024 年的技術人力需求。詳見下表：

| 年份   | 經理級    | 主任級    | 文員／輔助人員級 | 總人力需求   | 人力預測            |
|------|--------|--------|----------|---------|-----------------|
| 2020 | 36 660 | 83 011 | 174 606  | 294 277 | -               |
| 2021 | 33 344 | 75 503 | 158 815  | -       | 267 662 (-9.0%) |
| 2022 | 31 857 | 72 135 | 151 729  | -       | 255 720 (-4.5%) |
| 2023 | 30 875 | 69 913 | 147 055  | -       | 247 843 (-3.1%) |
| 2024 | 30 210 | 68 407 | 143 887  | -       | 242 504 (-2.2%) |

備註：i) 括號內比率指相對過去一年的年度轉變

ii) 疫情導致全球經濟不穩，故讀者宜審慎闡釋相關的人力預測

#### 批發業

5.31 批發業採用調節過濾法 (Adaptive Filtering Method, AFM)，考慮過往人力數據，推算 2021 至 2024 年的技術人力需求，詳見下表：

| 年份   | 經理級   | 主任級   | 文員／輔助人員級 | 總人力需求  | 人力預測           |
|------|-------|-------|----------|--------|----------------|
| 2020 | 2 366 | 8 131 | 23 417   | 33 914 | -              |
| 2021 | 2 196 | 7 680 | 22 621   | -      | 32 497 (-4.2%) |
| 2022 | 2 057 | 7 303 | 21 941   | -      | 31 301 (-3.7%) |
| 2023 | 1 943 | 6 987 | 21 360   | -      | 30 290 (-3.2%) |
| 2024 | 1 849 | 6 722 | 20 863   | -      | 29 434 (-2.8%) |

備註：i) 括號內比率指相對過去一年的年度轉變

ii) 疫情導致全球經濟不穩，故讀者宜審慎闡釋相關的人力預測



## 流失

5.32 流失率指因轉而從事與出入口及批發業無關的工作、移民、退休、進修及其他原因而離職的僱員。按職級劃分，流失人數及流失率見下表：

### 出入口業

| 職級       | 流失人數  | 流失率  |
|----------|-------|------|
| 經理級      | 1 036 | 2.8% |
| 主任級      | 1 064 | 1.3% |
| 文員／輔助人員級 | 5 561 | 3.2% |

### 批發業

| 職級       | 流失人數  | 流失率  |
|----------|-------|------|
| 經理級      | 50    | 2.1% |
| 主任級      | 68    | 0.8% |
| 文員／輔助人員級 | 1 667 | 7.1% |

## 每年額外人力需求

5.33 本報告根據 (i) 人力趨勢預測，以及 (ii) 調查所錄得的流失率（即僱員離開本業的比率），推算 2021 至 2024 年每年額外人力需求，詳見下表：

| 職級       | 出入口業         | 批發業          |
|----------|--------------|--------------|
| 經理級      | 936          | 44           |
| 主任級      | 984          | 59           |
| 文員／輔助人員級 | 5 096        | 1 576        |
| 總計：      | <b>7 016</b> | <b>1 679</b> |

備註：疫情導致全球經濟不穩，故讀者宜審慎闡釋相關的每年額外人力需求

## VI. 建議

---

### 政府

- 6.1 為教育機構提供更多的工作實習機會和資助，提升工作人口的技能，配合快速經濟轉變的人才需求。
- 6.2 為中小企業探索“一帶一路”和“大灣區”的商機提供更多資助及支援。
- 6.3 為獲得認可的職業專才教育培訓機構提供更多資源，維持教與學設施的水平，促進智慧學習。
- 6.4 向優質退休人士及相關人力來源群如新移民和家庭主婦招手，考慮制定適當政策，招攬、挽留及提升他們的技能。

### 培訓機構

- 6.5 開發適時的培訓課程，提供靈活學習模式；並與大灣區夥伴合作，透過在職培訓及學生／僱員交流，培訓人才。
- 6.6 為學生安排參觀更多行業展覽，擴闊視野，並提供機會觀摩業內創意的示範與經驗。
- 6.7 鼓勵在職教職員透過工作實習，更新行業知識與技能。
- 6.8 與僱主攜手向學生推廣行業的專業形象及良好前景，加深興趣了解，並分享成功故事，吸引日後入行。
- 6.9 採用職場學習與評核結合的方式，提升學生的實務技能和運用專業知識的能力。

## 僱主

- 6.10 提升企業的應變能力，制定良好策略，分期推行數碼化計劃，取代沉悶重複的工序，以釋放時間，從事更有價值和創意的工作，例如採用聯乘商業模式，發展創新業務。
- 6.11 提供具競爭力的薪酬福利以外，僱主須締造關懷及具滿足感的工作環境，並提供有系統的事業發展階梯，以改善工作與生活的平衡及激勵士氣。
- 6.12 善用大灣區的龐大機遇，深化聯繫，培養專才，發展業務。
- 6.13 向學生提供更多工作實習機會，認識實際的工作環境，提升就業能力。
- 6.14 提供激勵措施如假期和升遷機會，鼓勵員工學習。
- 6.15 彈性考慮員工退休年齡，再聘用能幹及健康的退休人士，舒緩人手短缺問題。

## 僱員

- 6.16 培養環球視野，明白終身學習的重要性，並與時並進，掌握行業最新知識及優良作法，以便在多變的業務環境保持競爭力。
- 6.17 大灣區提供大量機遇，僱員宜保持開放心態，抓緊機會，拓展視野，發展新事業台階。
- 6.18 選擇具質素的培訓機構，善用持續進修基金和政府提供的各種培訓資助，以達致持續進修的理念。
- 6.19 主動學習數碼技能和分析能力，將數據轉化成有助商業決策的見解。此外，掌握多種語言能力，以便在多元文化的營商環境中與客戶或同事建立密切關係。
- 6.20 提升逆境智商、領導能力、及人際溝通技巧，與不同背景的人士建立良好關係，使團隊合作更具效率。

## **Import / Export / Wholesale Trades Training Board**

### **Membership List**

#### **Chairman**

Mr Brian SUN

#### **Vice-Chairman**

Mr William WONG Lung-sheung

#### **Members**

Mr Kenneth CHAN Kin-nin \*

Dr Eddie CHENG Wai-lun

Mr CHENG Yu-hei

Mr Kenneth CHEUNG Hung-kwan

Mr Terrence HUI \*

Mr Anthony LAM Sai-ho \*

Mr Michael LAU Ting-chi

Mr Eddie LEE

Ms Michelle LIN Fung-yu \*

Mr Peter POON \*

Ms Susan SIU Kit-ling

Mr Kriston SUN Yung-heng

Mr Thomas WONG Cheung-chi

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

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

#### **Secretary**

Ms Venus WONG Sze-ving

\*Appointment commenced on 1<sup>st</sup> April 2021

## 出入口及批發業訓練委員會 委員名單

### 主席

孫騰章先生

### 副主席

黃龍想先生

### 委員

陳建年先生\*

鄭偉倫博士

鄭宇曦先生

張洪鈞先生

許文俊先生\*

林世豪先生\*

劉定志先生

李柏齡先生

連鳳如女士\*

潘慶基先生\*

蕭潔玲女士

孫榮亨先生

王象志先生

工業貿易署署長（或其代表）

職業訓練局執行幹事（或其代表）

### 秘書

黃思穎女士

\*任期由 2021 年 4 月 1 日開始

## **Import / Export / Wholesale Trades Training Board**

### **Terms of Reference**

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

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

## 出入口及批發業訓練委員會 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。



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

**Convener**

Mr William WONG Lung-sheung

**Members**

Mr Kenneth CHAN Kin-nin\*

Mr Joe CHAU Kwok-ming

Dr Eddie CHENG Wai-lun

Mr Terrence HUI\*

Mr Michael LAU Ting-chi

Mr Peter POON\*

Mr Kriston SUN Yung-heng

Mr Thomas WONG Cheung-chi

Dr Wallace LAM Wai-keung

Ms Grace TSANG Sau-ping

**Secretary**

Ms Venus WONG Szee-ving

\*Appointment commenced on 1<sup>st</sup> April 2021

## 出入口及批發業人力調查工作小組 委員名單

### 召集人

黃龍想先生

### 委員

陳建年先生\*

巢國明先生

鄭偉倫博士

許文俊先生\*

劉定志先生

潘慶基先生\*

孫榮亨先生

王象志先生

林偉強博士

曾秀萍女士

### 秘書

黃思穎女士

\*任期由 2021 年 4 月 1 日開始

## Definition of Terms

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

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

## 詞彙釋義

|          |  |
|----------|--|
| 僱員       | 選定機構內工作的受薪人員，包括被調派往其他地方任職（包括內地）。                               |
| 全職僱員     | 選定機構內全職工作（每月最少四周、每周不少於18小時）的受薪人員。數字亦包括在機構內全職工作的東主及合夥人。         |
| 空缺       | 出缺而需要立刻填補的職位，而公司於調查期間正積極進行招聘。                                  |
| 空缺率      | 空缺佔僱員及空缺總數的比率。   |
| 每月平均收入幅度 | 每月平均收入幅度乃相同主要職務僱員收入的平均數，包括底薪、超時工作津貼、生活津貼、膳食津貼、房屋津貼、交通津貼、佣金及花紅。 |
| 離職率      | 離職僱員人數佔僱員及空缺總數的比率。   |
| 研究生學位    | 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。                              |
| 學士學位     | 本地或非本地教育機構提供的學士學位，或同等教育程度。                                     |
| 副學位      | 本地或非本地機構提供的副學士、高級文憑、專業文憑、高級證書、增修證書、院士銜或同等課程。                   |
| 文憑／證書    | 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。                   |
| 中四至中六／七  | 中四至中六或中四至中七（包括與香港中學會考、香港中學文憑考試、毅進文憑等相關的教育課程），或同等教育程度。          |
| 中三或以下    | 中三或以下，或同等教育程度。   |

Telephone No 電話

Facsimile No 傳真

Our Reference 本局檔號

Your Reference 來函檔號



14 September 2020

Dear Sir/Madam,

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

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

I enclose the following documents for your reference and completion:

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

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

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

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

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

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Brian SUN', is written over a large, light-colored circular stamp. Below the signature, the name '(Brian SUN)' and the title 'Chairman' are printed in a small, black, sans-serif font.

Import/Export/Wholesale Trades Training Board

Encl.

## Vocational Training Council 職業訓練局

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

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

香港九龍長沙灣長裕街10號億京廣場2期30樓

www.vtc.edu.hk

Telephone No 電話

Facsimile No 傳真

Our Reference 本局檔號

Your Reference 來函檔號

執事先生／女士：



### 2020 年出入口業人力調查

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

茲夾附下述文件，供 貴機構參閱及填寫：

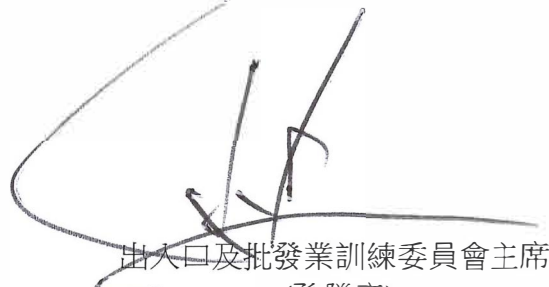
- (1) 調查問卷；
- (2) 附註(附錄 A)；及
- (3) 主要職務工作說明(附錄 B)。

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

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

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

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



出入口及批發業訓練委員會主席  
(孫騰章)

二〇二〇年九月十四日  
附件



**CONFIDENTIAL**  
WHEN ENTERED WITH DATA

填入數據後即成  
**機密文件**

**VOCATIONAL TRAINING COUNCIL**  
**職業訓練局**

**THE 2020 MANPOWER SURVEY OF THE IMPORT/EXPORT TRADES**

**出入口業2020年人力調查**

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

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

**Establishment Information**

**機構資料**

TYPE OF SERVICE: \_\_\_\_\_  
服務性質

TOTAL NO. OF PERSONS ENGAGED: \_\_\_\_\_  
僱員總人數

(For official use)

Industry Code \_\_\_\_\_

**Detail of Contact Person\***

**聯絡人資料\***

NAME OF PERSON TO CONTACT: \_\_\_\_\_  
聯絡人姓名

POSITION: \_\_\_\_\_  
職位

TEL. NO.: \_\_\_\_\_  
電話

FAX NO.: \_\_\_\_\_  
圖文傳真

E-MAIL: \_\_\_\_\_  
電郵

\*

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



Survey Reference Date : 1st October 2020

統計參考日期：2020年10月1日

## Part I — Manpower Information

### 第一部份 — 人力情況

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

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

#### (A) Principal Jobs 主要職務

| Please refer to Appendix A for column explanations. 請參考附錄A內各欄的說明。                                      |  |   |  |   |   |  |
|--|--|---|--|---|---|--|
| (A)<br>Principal Job<br>主要職務<br><br>(See Appendix B)<br>(參閱附錄 B)                                       | (B)<br>No. of<br>Employees<br>as at<br>1.10.2020<br><br>在2020年<br>10月1日<br>的僱員人<br>數 | (C)<br>No. of<br>Vacancies<br>as at<br>1.10.2020<br><br>在2020年<br>10月1日<br>的空缺額 | (D)<br>Forecast of No.<br>of Employees<br>12 Months<br>from Now<br>(October 2021)<br><br>預測十二<br>個月後<br>(2021年10月)<br>僱員人數 | (E)<br>Average Monthly Income<br>Range<br><br>每月平均收入幅度<br><br>Code<br>編號<br>1 Over \$50,000以上<br>2 \$30,001 - \$50,000<br>3 \$20,001 - \$30,000<br>4 \$15,001 - \$20,000<br>5 \$10,001 - \$15,000<br>6 Under \$10,001以下 | (F)<br>Preferred Level of<br>Education<br><br>僱員宜有的教育程度<br><br>Code<br>編號<br>1 Postgraduate Degree<br>研究生學位<br>2 First Degree<br>學士學位<br>3 Sub-degree<br>(e.g. Higher Diploma)<br>副學位<br>(例如高級文憑)<br>4 Diploma/Certificate<br>文憑/證書<br>5 Secondary 4 to 6/7<br>中四至中六/七<br>6 Secondary 3 or below<br>中三或以下 | (G)<br>Preferred Years of Relevant<br>Experience<br><br>僱員宜有的相關年資<br><br>Code<br>編號<br>1 10 yrs or more<br>十年或以上<br>2 6 yrs to less than 10 yrs<br>六年至十年以下<br>3 3 yrs to less than 6 yrs<br>三年至六年以下<br>4 1 yrs to less than 3 yrs<br>一年至三年以下<br>5 Less than 1 yr<br>一年以下 |
| Job Code<br>職位編號<br><br>e.g:<br>例子<br><br>Job Title A (3 employees and 2 vacancies)<br>職位甲 (3名僱員及2個空缺) | 3  | 2   | 5  | 4   | 3   | 2  |
| <b>Managerial Level 經理級</b>  |  |   |  |   |   |  |
| 101 Research and Product Development Manager<br>研究及產品開發經理  |  |   |  |   |   |  |
| 102 Engineering Manager<br>工程經理  |  |   |  |   |   |  |
| 103 Product Design Manager<br>產品設計經理   |  |   |  |   |   |  |
| 104 Business Development Manager<br>業務發展經理   |  |   |  |   |   |  |
| 105 Merchandising Manager<br>商品採購經理  |  |   |  |   |   |  |
| 106 Shipping Manager<br>船務經理   |  |   |  |   |   |  |
| 107 Quality Control Manager<br>品質管制經理  |  |   |  |   |   |  |
| 108 Compliance Manager<br>準則審核經理   |  |   |  |   |   |  |
| 109 Sales Manager<br>銷售經理  |  |   |  |   |   |  |
| 110 Marketing Manager<br>市場推廣經理  |  |   |  |   |   |  |
| 111 Logistics Manager<br>物流經理  |  |   |  |   |   |  |
| 112 Warehouse Manager<br>倉庫經理  |  |   |  |   |   |  |
| 113 Sustainability Manager<br>可持續發展經理  |  |   |  |   |   |  |
| <b>Supervisory Level 主任級</b>   |  |   |  |   |   |  |
| 201 Research and Product Development Officer<br>研究及產品開發主任  |  |   |  |   |   |  |

|   |   |  |   |  |   |   |  |
|---|---|--|---|--|---|---|--|
|   | Please refer to Appendix A for column explanations. 請參考附錄A內各欄的說明。 |  |   |  |   |   |  |
| Job<br>Code<br>職位<br>編號                     | (A)<br>Principal Job<br>主要職務<br><br>(See Appendix B)<br>(參閱附錄 B)  | (B)<br>No. of<br>Employees<br>as at<br>1.10.2020<br><br>在2020年<br>10月1日<br>的僱員人<br>數   | (C)<br>No. of<br>Vacancies<br>as at<br>1.10.2020<br><br>在2020年<br>10月1日<br>的空缺額 | (D)<br>Forecast of No.<br>of Employees<br>12 Months<br>from Now<br>(October 2021)<br><br>預測十二<br>個月後<br>(2021年10月)<br>僱員人數 | (E)<br>Average Monthly Income<br>Range<br><br>每月平均收入幅度<br><br>Code<br>編號<br>1 Over \$50,000以上<br>2 \$30,001 - \$50,000<br>3 \$20,001 - \$30,000<br>4 \$15,001 - \$20,000<br>5 \$10,001 - \$15,000<br>6 Under \$10,001以下 | (F)<br>Preferred Level of<br>Education<br><br>僱員宜有的教育程度<br><br>Code<br>編號<br>1 Postgraduate Degree<br>研究生學位<br>2 First Degree<br>學士學位<br>3 Sub-degree<br>(e.g. Higher Diploma)<br>副學位<br>(例如高級文憑)<br>4 Diploma/Certificate<br>文憑/證書<br>5 Secondary 4 to 6/7<br>中四至中六/七<br>6 Secondary 3 or below<br>中三或以下 | (G)<br>Preferred Years of Relevant<br>Experience<br><br>僱員宜有的相關年資<br><br>Code<br>編號<br>1 10 yrs or more<br>十年或以上<br>2 6 yrs to less than 10 yrs<br>六年至十年以下<br>3 3 yrs to less than 6 yrs<br>三年至六年以下<br>4 1 yrs to less than 3 yrs<br>一年至三年以下<br>5 Less than 1 yr<br>一年以下 |
|   |   | Please enter a zero '0' in the box if no<br>employee/vacancy.<br>如沒有僱員／空缺，請在方格內填入 '0'。 |   |  |   |   |  |
| 202   | Product Engineer<br>產品工程師   |  |   |  |   |   |  |
| 203   | Product Designer<br>產品設計師   |  |   |  |   |   |  |
| 204   | Business Development Officer<br>業務發展主任                            |  |   |  |   |   |  |
| 205   | Merchandiser<br>採購主任  |  |   |  |   |   |  |
| 206   | Shipping Officer<br>船務主任  |  |   |  |   |   |  |
| 207   | Quality Control Officer<br>品質管制主任                                 |  |   |  |   |   |  |
| 208   | Compliance Officer<br>準則審核主任                                      |  |   |  |   |   |  |
| 209   | Sales Executive<br>銷售主任   |  |   |  |   |   |  |
| 210   | Sales Engineer<br>銷售工程師   |  |   |  |   |   |  |
| 211   | Marketing Executive<br>市場推廣主任                                     |  |   |  |   |   |  |
| 212   | Logistics Officer<br>物流主任   |  |   |  |   |   |  |
| 213   | Warehouse Officer<br>倉庫主任   |  |   |  |   |   |  |
| 214   | Sustainability Officer<br>可持續發展主任                                 |  |   |  |   |   |  |
| Clerical / Operative Support Level 文員／輔助人員級 |   |  |   |  |   |   |  |
| 301   | Research and Product Development<br>Assistant<br>研究及產品開發助理        |  |   |  |   |   |  |
| 302   | Product Design Assistant<br>產品設計助理                                |  |   |  |   |   |  |
| 303   | Business Development Assistant<br>業務發展助理                          |  |   |  |   |   |  |
| 304   | Assistant Merchandiser<br>助理採購員                                   |  |   |  |   |   |  |
| 305   | Shipping Clerk<br>船務文員  |  |   |  |   |   |  |
| 306   | Quality Control Assistant<br>品質管制助理                               |  |   |  |   |   |  |
| 307   | Compliance Assistant<br>準則審核助理                                    |  |   |  |   |   |  |
| 308   | Sales Representative<br>營業代表                                      |  |   |  |   |   |  |
| 309   | Marketing Assistant<br>市場推廣助理                                     |  |   |  |   |   |  |
| 310   | Logistics Assistant<br>物流助理                                       |  |   |  |   |   |  |
| 311   | Warehouse Clerk<br>貨倉文員   |  |   |  |   |   |  |

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

## Part II 第二部份

### Employees' Whereabouts After Leaving the Company 離職僱員去向

1. Please state the number of I/E employees leaving your company in the past 12 months (i.e. from 1st October 2019 to 30th September 2020) according to their whereabouts.  
請列出 貴機構過去十二個月內 (由2019年10月1日至2020年9月30日期間) 離職的出入口業僱員人數 (按去向分類)。

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

## **Future Development**

### **未來的發展**

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

請剔選三項對 貴公司在未來6個月將面對最大的挑戰。

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

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

貴公司有那些計劃以應對未來有關的挑戰？（可剔選多於一項）

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

## Difficulties Encountered in Recruitment

### 招聘困難

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

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

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

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

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

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

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

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

問卷完，多謝合作。

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

Explanatory Notes  
附註

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

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

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

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

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

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

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

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

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

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

僱員每月平均收入 —— 'E' 欄

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

6. Preferred Level of Education - Column 'F'

僱員宜有的教育程度 —— 'F' 欄

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

Definition of Preferred Level of Education:

宜有的教育程度的定義：

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

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

僱員宜有的相關年資 —— 'G' 欄

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

請在 'G' 欄填入 貴機構認為每個主要職務宜有的相關年資編號。



**Description of Principal Jobs for the Import/Export Trades**

**出入口業主要職務的工作說明**

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

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

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

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

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

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

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

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



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

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

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

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

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



14 September 2020

Dear Sir/Madam,

**The 2020 Manpower Survey of the  
Wholesale Trade**

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

I enclose the following documents for your reference and completion:

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

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

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

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

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

Yours faithfully,

(Brian SUN)  
Chairman

Import/Export/Wholesale Trades Training Board

Encl.

## Vocational Training Council 職業訓練局

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

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

香港九龍長沙灣長裕街10號億京廣場2期30樓

www.vtc.edu.hk

Telephone No 電話

Facsimile No 傳真

Our Reference 本局檔號

Your Reference 來函檔號

執事先生／女士：



### 2020 年批發業人力調查

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

茲夾附下述文件，供 貴機構參閱及填寫：

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

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

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

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

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

出入口及批發業訓練委員會主席  
(孫騰章)

二〇二〇年九月十四日  
附件



**CONFIDENTIAL**  
WHEN ENTERED WITH DATA

填入數據後即成  
**機密文件**

**VOCATIONAL TRAINING COUNCIL**  
**職業訓練局**

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

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

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

**Establishment Information**  
**機構資料**

TYPE OF SERVICE: \_\_\_\_\_  
服務性質

TOTAL NO. OF PERSONS ENGAGED: \_\_\_\_\_  
僱員總人數

(For official use)  
Industry Code \_\_\_\_\_

**Detail of Contact Person\***  
**聯絡人資料\***

NAME OF PERSON TO CONTACT: \_\_\_\_\_  
聯絡人姓名

POSITION: \_\_\_\_\_  
職位

TEL. NO.: \_\_\_\_\_  
電話

FAX NO.: \_\_\_\_\_  
圖文傳真

E-MAIL: \_\_\_\_\_  
電郵

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



Survey Reference Date : 1st October 2020

統計參考日期：2020年10月1日

## Part I – Manpower Information

### 第一部份 – 人力情況

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

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

#### (A) Principal Jobs 主要職務

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

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

|   |   |   |   |  |   |  |   |
|---|---|---|---|--|---|--|---|
| Job Code<br>職位編號                            | Please refer to Appendix A for column explanations. 請參考附錄A內各欄的說明。                   |   |   |  |   |  |   |
|   | (A)<br>Principal Job<br>主要職務<br><br>(See Appendix B)<br>(參閱附錄 B)                    | (B)<br>No. of<br>Employee<br>s as at<br>1.10.2020<br><br>在2020年<br>10月1日<br>的僱員人<br>數 | (C)<br>No. of<br>Vacancies<br>as at<br>1.10.2020<br><br>在2020年<br>10月1日<br>的空缺額 | (D)<br>Forecast of No.<br>of Employees<br>12 Months<br>from Now<br>(October 2021)<br><br>預測十二<br>個月後<br>(2021年10月)<br>僱員人數 | (E)<br>Average Monthly Income<br>Range<br><br>每月平均收入幅度<br><br>Code<br>編號<br>1 Over \$50,000以上<br>2 \$30,001 - \$50,000<br>3 \$20,001 - \$30,000<br>4 \$15,001 - \$20,000<br>5 \$10,001 - \$15,000<br>6 Under \$10,001以下 | (F)<br>Preferred Level of<br>Education<br><br>僱員宜有的教育程度<br><br>Code<br>編號<br>7 Postgraduate Degree<br>研究生學位<br>8 First Degree<br>學士學位<br>9 Sub-degree<br>(e.g. Higher Diploma)<br>副學位<br>(例如高級文憑)<br>10 Diploma/Certificate<br>文憑/證書<br>11 Secondary 4 to 6/7<br>中四至中六/七<br>12 Secondary 3 or below<br>中三或以下 | (G)<br>Preferred Years of Relevant<br>Experience<br><br>僱員宜有的相關年資<br><br>Code<br>編號<br>6 10 yrs or more<br>十年或以上<br>7 6 yrs to less than 10 yrs<br>六年至十年以下<br>8 3 yrs to less than 6 yrs<br>三年至六年以下<br>9 1 yrs to less than 3 yrs<br>一年至三年以下<br>10 Less than 1 yr<br>一年以下 |
|   | Please enter a zero '0' in the box if no employee/vacancy.<br>如沒有僱員／空缺，請在方格內填入 '0'。 |   |   |  |   |  |   |
| Supervisory Level (Continued) 主任級 (續)       |   |   |   |  |   |  |   |
| 223   | Product Designer<br>產品設計師   |   |   |  |   |  |   |
| 224   | Business Development Officer<br>業務發展主任  |   |   |  |   |  |   |
| 225   | Merchandiser<br>採購主任  |   |   |  |   |  |   |
| 226   | Shipping Officer<br>船務主任  |   |   |  |   |  |   |
| 227   | Quality Control Officer<br>品質管制主任   |   |   |  |   |  |   |
| 228   | Compliance Officer<br>準則審核主任  |   |   |  |   |  |   |
| 229   | Sales Executive<br>銷售主任   |   |   |  |   |  |   |
| 230   | Sales Engineer<br>銷售工程師   |   |   |  |   |  |   |
| 231   | Marketing Executive<br>市場推廣主任   |   |   |  |   |  |   |
| 232   | Logistics Officer<br>物流主任   |   |   |  |   |  |   |
| 233   | Warehouse Officer<br>倉庫主任   |   |   |  |   |  |   |
| 234   | Sustainability Officer<br>可持續發展主任   |   |   |  |   |  |   |
| Clerical / Operative Support Level 文員／輔助人員級 |   |   |   |  |   |  |   |
| 321   | Research and Product Development Assistant<br>研究及產品開發助理                             |   |   |  |   |  |   |
| 322   | Product Design Assistant<br>產品設計助理  |   |   |  |   |  |   |
| 323   | Business Development Assistant<br>業務發展助理  |   |   |  |   |  |   |
| 324   | Assistant Merchandiser<br>助理採購員   |   |   |  |   |  |   |
| 325   | Shipping Clerk<br>船務文員  |   |   |  |   |  |   |
| 326   | Quality Control Assistant<br>品質管制助理   |   |   |  |   |  |   |
| 327   | Compliance Assistant<br>準則審核助理  |   |   |  |   |  |   |
| 328   | Sales Representative<br>營業代表  |   |   |  |   |  |   |
| 329   | Marketing Assistant<br>市場推廣助理   |   |   |  |   |  |   |
| 330   | Logistics Assistant<br>物流助理   |   |   |  |   |  |   |
| 331   | Warehouse Clerk<br>貨倉文員   |   |   |  |   |  |   |
| 332   | Promoter<br>推銷員   |   |   |  |   |  |   |

| Please refer to Appendix A for column explanations. 請參考附錄A內各欄的說明。  |   |   |  |   |  |   |
|--|---|---|--|---|--|---|
| (A)<br>Principal Job<br>主要職務<br>(See Appendix B)<br>(參閱附錄 B)   | (B)<br>No. of<br>Employee<br>s as at<br>1.10.2020<br><br>在2020年<br>10月1日<br>的僱員人<br>數 | (C)<br>No. of<br>Vacancies<br>as at<br>1.10.2020<br><br>在2020年<br>10月1日<br>的空缺額 | (D)<br>Forecast of No.<br>of Employees<br>12 Months<br>from Now<br>(October 2021)<br><br>預測十二<br>個月後<br>(2021年10月)<br>僱員人數 | (E)<br>Average Monthly Income<br>Range<br><br>每月平均收入幅度<br><br>Code<br>編號<br>1 Over \$50,000以上<br>2 \$30,001 - \$50,000<br>3 \$20,001 - \$30,000<br>4 \$15,001 - \$20,000<br>5 \$10,001 - \$15,000<br>6 Under \$10,001以下 | (F)<br>Preferred Level of<br>Education<br><br>僱員宜有的教育程度<br><br>Code<br>編號<br>7 Postgraduate Degree<br>研究生學位<br>8 First Degree<br>學士學位<br>9 Sub-degree<br>(e.g. Higher Diploma)<br>副學位<br>(例如高級文憑)<br>10 Diploma/Certificate<br>文憑/證書<br>11 Secondary 4 to 6/7<br>中四至中六/七<br>12 Secondary 3 or below<br>中三或以下 | (G)<br>Preferred Years of Relevant<br>Experience<br><br>僱員宜有的相關年資<br><br>Code<br>編號<br>6 10 yrs or more<br>十年或以上<br>7 6 yrs to less than 10 yrs<br>六年至十年以下<br>8 3 yrs to less than 6 yrs<br>三年至六年以下<br>9 1 yrs to less than 3 yrs<br>一年至三年以下<br>10 Less than 1 yr<br>一年以下 |
| Sustainability Assistant<br>可持續發展助理  |   |   |  |   |  |   |
| <b>Other Relevant Wholesale Trade Staff 其他相關批發業員工</b>  |   |   |  |   |  |   |
|  |   |   |  |   |  |   |
|  |   |   |  |   |  |   |
|  |   |   |  |   |  |   |
| <b>Other Staff of Supporting Services 其他支援員工</b>   |   |   |  |   |  |   |
| Other Staff of Supporting Services, e.g.<br>human resources, finance, IT and<br>administration work<br>其他支援員工，例如參與人力資源、財務<br>、資訊科技或行政工作之員工 |   |   |  |   |  |   |
| <i>For Official Use</i>  |   |   |  |   |  |   |

## Part II 第二部份

### Employees' Whereabouts After Leaving the Company

#### 離職僱員去向

1. Please state the number of wholesale trade employees leaving your company in the past 12 months (i.e. from 1st October 2019 to 30th September 2020) according to their whereabouts.  
請列出 貴機構過去十二個月內 (由2019年10月1日至2020年9月30日期間) 離職的批發業僱員人數 (按去向分類)。

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

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

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

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

**Difficulties Encountered in Recruitment****招聘困難**

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

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

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

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

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

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

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

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

問卷完，多謝合作。

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

Explanatory Notes  
附註

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

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

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

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

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

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

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

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

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

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

僱員每月平均收入 —— 'E' 欄

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

6. Preferred Level of Education - Column 'F'

僱員宜有的教育程度 —— 'F' 欄

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

Definition of Preferred Level of Education:

宜有的教育程度的定義：

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

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

僱員宜有的相關年資 —— 'G' 欄

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

請在 'G' 欄填入 貴機構認為每個主要職務宜有的相關年資編號。



**Description of Principal Jobs for the Wholesale Trade**

**批發業主要職務的工作說明**

| <b>Job Code<br/>職務編號</b>  | <b>Job Title<br/>職稱</b>                               | <b>Job Description<br/>工作說明</b>  |
|---|---|--|
| <b>MANAGERIAL LEVEL (including Senior and Assistant Managers)</b><br><b>經理級 (包括高級及助理經理)</b> |   |  |
| 121   | Research and Product Development Manager<br>研究及產品開發經理 | <p>Lead and Manage the product development team; Conduct research to determine the best way to produce a particular item; Ensure the product is finalised according to market needs and company guidelines; Monitor the production schedule to make sure on time delivery; Prepare a cost analysis on the development of a new product; Review the product specification.</p> <p>領導和管理產品開發團隊；進行研究以確定生產特定物品的最佳方法；確保根據市場需求和公司指引完成產品的原型；監控生產進度以確保準時交貨；對新產品的開發進行成本分析；檢視產品規格。</p> |
| 122   | Engineering Manager<br>工程經理                           | <p>Lead a team of engineers in developing and participating in the product development and engineering works; Support production team to meet the product specifications; Liaise with relevant parties to ensure product development processes in compliance with relevant engineering standards; Provide technical advice and support to customers and internal teams.</p> <p>領導工程師團隊發展和參與產品開發和工程項目工作；支援生產團隊以確保其產品合乎規格；與相關部門聯繫，以確保產品開發過程符合相關工程標準；為客戶和內部團隊提供技術意見和支援。</p>     |

| Job Code<br>職務編號 | Job Title<br>職稱                        | Job Description<br>工作說明  |
|------------------|--|--|
| 123              | Product Design Manager<br>產品設計經理       | <p>Provide direction and guidance to product design teams to meet timely deliveries; Provide design solutions to meet cost-effectiveness; Validate product designs and provide corrective actions; Implement process improvements to ensure product quality and productivity; Recommend new technologies and tools to optimise product design processes; Analyse and troubleshoot product issues in a timely fashion.</p> <p>為產品設計團隊提供方向和指引，以確保按時完成工作；提供設計解決方案以滿足成本效益；驗證產品設計並提供糾正措施；改進流程以確保產品質量和提升生產率；建議新技術和工具以優化產品設計流程；及時分析和解決產品問題。</p> |
| 124              | Business Development Manager<br>業務發展經理 | <p>Lead and manage the business development team; Grow Strategic business partners; Identify new business opportunities; Develop business proposals for new and existing customers; Develop creative strategies to retain the clients and incorporate it into the growth plan; Look after the long-term profitability of a company by developing effective business strategies.</p> <p>領導和管理業務發展團隊；增建策略性業務夥伴；發掘新的商機；為新客戶和現有客戶制定業務方案，發展創新策略以留住客戶並將其納入增長計劃；制定有效的業務戰略，為公司保持長遠盈利增長的能力。</p>   |
| 125              | Merchandising Manager<br>採購經理          | <p>Lead the team to implement strategic sourcing plans; Develop an effective sourcing strategy; Review market and sales analysis to determine local and overseas market requirements; Build solid relationships with suppliers and existing business partners and proactively look for any future partnerships.</p> <p>領導團隊執行策略性採購計劃；制定有效的採購策略；檢視市場及銷售分析資料，以釐定本地及海外市場的需求；與供應商及現有業務合作夥伴建立牢固的關係，並積極尋找未來的合作夥伴。</p>  |

| <b>Job Code</b><br>職務編號 | <b>Job Title</b><br>職稱            | <b>Job Description</b><br>工作說明   |
|-------------------------|-----------------------------------|--|
| 126                     | Shipping Manager<br>船務經理          | <p>Lead the shipping team and coordinate with internal parties in the matters of shipment schedules, I/E and L/C documents and customs declaration; Develop strategies and action plans for continuous improvement on the overall shipping process; Negotiate terms with forwarders for better services and pricing; Provide solutions to the shipping issues.</p> <p>領導船務團隊及與內部相關部門協調安排船期表、處理出入口、信用證文件和海關申報事宜；制定及執行政策，不斷改善整個船務流程；與貨運代理商討條款，以獲得更好的服務和價格；提與船務有關的解決方案。</p>   |
| 127                     | Quality Control Manager<br>品質管制經理 | <p>Oversee the quality control activities, including quality control inspection schedules and the collection of quality records; Make sure the products meet the required quality standards; Ensure the production and manufacturing lines perform efficiently; Facilitate communications between management and production departments; Devise ways of improving the manufacturing process to ensure higher-quality goods.</p> <p>監督品質控制事務，包括品質控制檢查時間表和有關記錄；確保產品符合質量標準的要求；確保生產線及製造線高效運行；促進管理部門與生產部門之間的溝通；設計改良生產過程的方法，以確保生產高質量的商品。</p> |
| 128                     | Compliance Manager<br>準則審核經理      | <p>Ensure the transactions are in compliance with the regulations in Hong Kong or other countries/regions; Advise the management on the long term strategic direction on compliance issues; Conduct risk assessment on business operation; Implement trade compliance systems with reference to current business environment.</p> <p>確保交易合乎香港或其他國家／地區的貿易準則；就符合準則的長期策略方針，向管理層提供意見；進行業務風險評估；參照當前業務環境，進行貿易準則審核事宜。</p>   |

| Job Code<br>職務編號 | Job Title<br>職稱             | Job Description<br>工作說明   |
|------------------|-----------------------------|---|
| 129              | Sales Manager<br>銷售經理       | <p>Set goals for the sales team; Recruit and train the sales team; Keep in close contact with the sales team leader as well as clients, distributors and dealers; Review and analyse sales data and trends periodically.</p> <p>為銷售團隊設定目標；招聘和培訓銷售團隊；與銷售團隊組長以及客戶、分銷商和經銷商保持密切聯繫；定期檢查和分析銷售數據和趨勢。</p>   |
| 130              | Marketing Manager<br>市場營銷經理 | <p>Develop and execute marketing strategies and action plans to enhance the business image; Identify new customers; Manage the delivery of marketing campaigns and public relation activities and analyse its effectiveness; Conduct market research, market forecasts and intelligence analysis.</p> <p>制定及執行營銷策略和行動計劃，以提升企業形象；發掘新客戶；管理推廣和宣傳活動的進程並分析其成效；進行市場研究、市場預測及情報分析。</p>  |
| 131              | Logistics Manager<br>物流經理   | <p>Lead a logistics team; Construct logistics plan to maximize efficiency in accordance to customers' demands; Organise daily logistics activities to meet customers' request; Design KPI to maximise efficiency and goods quality; Review logistics' activities to improve work and cost efficiency.</p> <p>領導物流團隊；根據客戶的需求，制定物流計劃以達至最高效益；組織日常物流工作以滿足客戶的要求；制定 KPI 以提升效率和商品質量；審查物流工作以改善工作及成本效益。</p>                    |
| 132              | Warehouse Manager<br>倉務經理   | <p>Lead a warehouse team; Ensure the warehousing process is operated in compliance with the company's standards; Monitor the warehousing process for enhancing the warehouse productivity and service level; Seek continuous cost and quality improvements by developing new operational practices and technological advancement.</p> <p>領導倉務團隊；確保倉務流程符合公司的標準；監控倉儲流程以提升倉庫生產力和服務水平；通過研發新的運營方案及新科技，持續改善服務質量和達至成本效益。</p> |

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

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

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

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



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

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

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

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

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

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

**Lists of Participants**

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

## 深入訪談行業專家名單

### 2020 年出入口及批發業人力調查

|       |                                      |
|-------|--------------------------------------|
| 陳虹女士  | ( 深圳蘭聯數碼科技有限公司 ) /<br>( 香港澳聯集團有限公司 ) |
| 陳永亮先生 | ( 香港付貨人委員會 )                         |
| 黎詠梅女士 | ( 禮信行有限公司 )                          |
| 劉偉文先生 | ( 真維斯國際 ( 香港 ) 有限公司 )                |
| 丁志輝先生 | ( 偉信 ( 香港 ) 貿易有限公司 )                 |

## **Quality Control Measures**

### **Prior Fieldwork Preparation**

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

### **Thorough Training of Fieldwork Staff**

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

### **Monitoring of the Fieldwork Execution**

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

### **Measures to Increase the Response Rate**

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



## **Checking of the Completed Questionnaires**

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

## **Double Data Entry and Validation of the Collected Data**

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

## 質素保證措施

### 實地調查前的準備工作

- 實地調查前，儘量先蒐集選定機構的聯絡電話號碼。此外，集合業務相同的機構，方便執行實地調查工作。

### 向實地調查工作人員提供充分培訓

- 職業訓練局舉行行業簡報會，讓有關人員認識業內運作。
- 設密集簡報會及訓練環節，確保有關人員了解調查目的、問卷內容及調查流程。簡報會內，職業訓練局代表擔任客席講員，解答相關問題。

### 監察實地調查工作的執行

- 實地調查派出的人員經過良好訓練，善於機構調查工作，並有督導人員進行監察，並設匯報、商討及解決所遇難題，並檢討填覆問卷的質素。

### 透過不同方法提高回應率

- 採用不同方法提高回應率，訓練委員會及商會合力呼籲同業合作，協助調查工作。

### 核對填覆問卷

- 每一名調查人員帶回填覆問卷後，會由獨立而富經驗的審查隊伍作樣本檢查，以確定造訪工作切實執行。
- 全部填覆問卷均經職業訓練局人員核實，並以電話或實地造訪跟進問題個案。

### 核實填覆數據

- 調查採雙重數據輸入方法，減低錯誤輸入的風險。此外，所有輸入數據均經電腦核實，懷疑個案會實地跟進。

## Response Profile

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

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

## 填覆機構概要

| 行業   | (a)<br>*有效樣本數目 | (b)<br>成功蒐集資料的<br>樣本數目 | (b)/(a)<br>有效回應率 |
|------|----------------|------------------------|------------------|
| 出入口業 | 427            | 376                    | 88.1%            |
| 批發業  | 217            | 204                    | 94.0%            |
|      |                |                        |                  |
| 總計   | 644            | 580                    | 90.1%            |

備註：\* 選定機構倘已結業、搬遷、或不再從事出入口及批發業務等，會視為無效個案

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

表 A1 (a) 按門類劃分的人力統計（出入口業）

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

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

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

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

表 A1 (b) 按門類劃分的人力統計（批發業）

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



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

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

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

表 A2 (a) 按每月平均收入幅度劃分的僱員分佈（出入口業）

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

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

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

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

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

表 A2 (b) 按每月平均收入幅度劃分的僱員分佈（批發業）

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

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



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

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

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

表 A3 (a) 按僱員宜有教育程度劃分的僱員分佈（出入口業）

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

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

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

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

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

表 A3 (b) 按僱員宜有教育程度劃分的僱員分佈（批發業）

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

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



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

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

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

表 A4 (a) 按宜有的相關年資的僱員分佈（出入口業）

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

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

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

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

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

表 A4 (b) 按宜有的相關年資的僱員分佈（批發業）

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

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



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

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