

**Job Descriptions for Principal Jobs in Printing Industry**  
印刷業主要職務工作說明

Code No. 編號	Job Title 職稱	Job Description 工作說明
<b>TECHNOLOGIST / MANAGERIAL LEVEL 技師／管理級</b>		
101	Factory Manager  廠長	Assists the employer in planning, budgeting, directing and controlling all aspects of the establishment including the overall supervision of associated areas to ensure the most effective and economical means of production.  協助僱主策劃、預算、指導及管制公司之各項工作，包括監控公司的一切運作，以確保高度生產效率及符合經濟原則。
102	Production Manager  生產經理／廠務經理	Plans and executes print production systems. Takes charge of production, manages and directs the production department personnel to maintain quality and productivity and to exercise effective production and cost control.  從事策劃與執行已經制訂的印刷生產方針，進行生產工作，並領導所屬員工保持產品的品質與生產效率，與及實施有效的生產及成本管理。
103	Quality Manager  品質經理	Plans, organizes, directs and controls quality control procedures in all stages of production to ensure incoming materials and products comply with required standards and specifications.  策劃、編排、指導及管制生產方面各階段的品質管制工作程序，以確保入廠的原料及產品符合既定標準及規格。
104	Sales / Customer Services / Marketing Manager  營業／客戶服務／市場推廣經理	Keeps abreast of the up-to-date development and quality requirements of the markets; plans, approves and supervises the co-ordination and presentation of samples and quotations, negotiates with clients. Oversees and follows up clients' orders, liaises with appropriate departments to ensure delivery dates being met.  不斷密切留意市場最新之發展及市場品質的需求。策劃、批准及監督樣品製作與報價的配合及提交等工作，並與客戶商討，統籌及處理客戶定單，並與有關部門聯絡，以確保客戶定單能依期付運。
<b>TECHNICIAN LEVEL 技術員級</b>		
201	Cost Estimator  印刷估價員	Prepares estimates of the cost of producing jobs according to agreed specifications and methods of production and maintains production records. Records actual costs involved (material and labour) of jobs completed or in progress; up-dates budget centre rates, labour rates and all variable cost factors regularly; prepares periodic financial statements to the management.  按照議定的規格，估計印件成本及生產方法和保持生產紀錄。記錄已完成或製作中的印件所需的實際成本（材料及工資）；定期修訂成本單位預算、工資率及各變動成本因素；為廠方編製週期財務決算表。

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TECHNICIAN LEVEL (Continue)		技術員級 (續)
202	Production Planner / Controller / Customer Services Co-ordinator  生產策劃員／管制員／ 客戶服務統籌員	Plans, schedules and controls workload making full use of all equipment, materials and labour throughout the factory. Co-ordinates with clients. Carries out process planning for jobs and estimates the time requirements for operations. Ensures production schedules are met.  充份利用工廠所有設備、材料及人力，以計劃及控制工作量，與客戶保持聯繫。並制訂工作程序表。將每項職務分析為不同的操作程序，定下每個程序的所需時間，並確保生產工作依期完成。
203	Sales Representative  營業代表	Assists Sales/ Customer Services/Marketing Manager in liaising with clients on the preparation of quotations and orders. Follows up clients orders, and promotes establishment's products and services.  協助營業經理與客戶聯系有關報價及定單事宜，與及推銷公司產品及服務。
204	Overseer/Supervisor 督導員／管理員	Controls, organizes and oversees production in his department.  控制、組織及管理屬下部門的生產工作。
205	Quality Controller  品質管制員	Ensures materials of the correct quality are used, controls quality of printed work by measurement and statistical methods, and supervises final inspection.  確保用料正當，利用量度及統計方法管制印刷的品質，並督導最後階段的檢查。
206	Proof Reader  校對員	Reads and marks copy before setting for adherence to style and corrects proofs of typeset work.  照慣用式樣標記原稿，校對及改正印出的稿樣。
207	Electrical & Mechanical Maintenance Technician (Printing) 機電維修 (印刷) 技術員	Installs, maintains and repairs printing machinery and equipment.  裝卸、保養及修理印刷機械及裝置。
CRAFTSMAN LEVEL		技工級
301	Colour Scanner Craftsman  分色機操作技工	Processes layouts, artworks and colour originals. Operates electronic or desktop colour scanner to produce colour separated films. Film or bromide processing.  整理圖樣、畫稿及彩色原稿。操作電子或桌面分色機製備分色黑白軟片，沖洗軟片或相紙。
302	Electronic Prepress System Craftsman  電子印前系統操作技工	Inputs and processes data, edits text, manipulates black and white or colour graphics and illustrations on desktop publishing terminal; operates computer output devices such as laser printer or imagesetter.  在桌面排版終端機輸入及處理資料，編輯內文，黑白或彩色圖像處理；操作電腦輸出設備，例如激光印字機或影像輸出機。

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CRAFTSMAN LEVEL (Continue)		技工級(續)
303	Letterpress Platemaker 凸版(活版)／製版技工	Produces relief plates for letterpress printing by photo-mechanical and washout or etching techniques. 運用照相複製及腐蝕技術製備凸版以供印刷。
304	Offset Lithographic Platemaker 柯式版製作技工	Assembles film and produces offset plates for machine printing and/or operates computerised mask cutting system. 併合軟片及製作柯式印版作印刷之用，及／或操作電腦蒙片裁切系統。
305	Proofing Press Craftsman 打稿技工	Produces and processes offset plates by using printing down frame and operates proof press to produce proofs. 利用曬版架製作柯式印版及操作打稿機進行打稿。
306	Digital Printing System Craftsman 數碼印刷系統操作技工	Sets up and operates digital printing system. 準備及操作數碼印刷系統
307	Printing Machine Craftsman (Letterpress) 活版機印刷技工	Sets up and operates platen and cylinder letterpress machines. 準備及操作平壓式及滾壓式活版印刷機。
308	Label Printing Machine Craftsman (Relief Process) 凸版標籤印刷機技工	Sets up and operates sheet or web-fed relief process label printing machine. 準備及操作單張或卷筒給紙式凸版標籤印刷機。
309	Printing Machine Craftsman (Offset Litho) (Sheet-fed) 單張給紙式柯式平版機印刷技工	Sets up and operates sheet-fed single or multi colour offset printing machines. 準備及操作單張給紙式單色或多色柯式印刷機。
310	Printing Machine Craftsman (Offset Litho) (Web-fed) 捲筒給紙式柯式平版機印刷技工	Sets up and operates web-fed offset printing machines including newspaper printing machines. 準備及操作捲筒給紙式柯式平版印刷機包括印報章用的柯式輪轉印刷機。
311	Gravure Printing Equipment Craftsman 凹版印刷設備操作技工	Prepares cylinders and plates for photogravure printing, or sets up and operates sheet and web-fed gravure machines. 製作凹版滾筒及印版或準備及操作單張或捲筒給紙凹版印刷機。
312	Screen Printing Craftsman 絲網印刷技工	Produces hand and photographic screen stencils and prepares and operates screen printing equipment. 製備手工及攝影絲網模版，準備及操作絲網印刷設備。
313	Flexographic Printing Craftsman 柔性版印刷機操作技工	Sets, operates and maintains flexographic printing machines. 調校、操作及保養柔性版印刷機。
314	Plastic Card Printing Craftsman 膠咭印刷機操作技工	Sets, operates and maintains plastic card printing machines for printing plastic cards such as smart cards and credit cards, etc. 調校、操作及保養膠咭印刷機印製聰明咭、信用咭等。

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<b>CRAFTSMAN LEVEL (Continue)</b>		<b>技工級 (續)</b>
315	Binding Craftsman  裝訂技工	Sets, operates and maintains machines for bookbinding or in-line bookbinding, publishers' edition binding, stationery work, booklet and periodical binding and carries out hand binding operations. 調校、操作及保養裝訂機器或聯機裝訂，從事精裝、平裝書籍及部冊裝訂，小冊子及期刊裝訂，以及各類手工裝訂工作。
316	Die Cutting / Tool Making Craftsman  啤盒工／造模工	Sets up and operates die-cutting machine, or uses tools to cut shape and insert cutting and creasing rules on wood base in accordance with design. 準備及操作啤機，或根據設計，利用工具掘型造模，在木板上嵌進切割刀和壓詠刀。
317	Package Finishing Machine Craftsman  包裝盒完成機技工	Makes ready and operates window patching and/or folding and gluing machines. Performs hand folding, gluing and quality control. 準備及操作貼窗和／或摺盒及貼盒機。做簡單的手摺盒，貼盒工作和控制品質。
318	Other Craftsman Level Employee  其他技工級僱員	Craftsmen who perform jobs other than those listed above, e.g. process camera operation, hot metal composing, phototypesetting, etc. 技工級人員從事上列工種以外的技術工作。例如：照相影版操作、活版排字、植字工作等。
<b>OPERATIVE LEVEL</b>		<b>操作工級</b>
401	Bookbinding Machine Operator  裝訂機械操作工	Assists bookbinders to operate bookbinding machines such as folding, gathering, thread sewing, perfect binding machines or independently operates small print finishing machines such as collator stitcher and drilling machines. 協助裝訂技工操作裝訂機器，如摺紙機、配頁機、穿線機、膠脊裝訂機等；或獨立操作小型裝訂機器，如集頁機、鑽孔機、釘鐵線機等。
402	Computerized Label Imprinter Operator  電腦標籤加印機操作員	Keys in job data to computer terminal of imprinter, sets and operates computerized label imprinter, undertakes quality inspection. 將印件資料輸入加印機電腦，調校及操作電腦標籤加印機，進行品質檢定。
<b>UNSKILLED LEVEL</b>		<b>非技術人員級</b>
501	General Worker  雜工	To handle odd jobs, to load or unload paper, or to pack products and to undertake any other manual work. 擔任零碎工作，裝上或卸落紙張，或製成品包裝，以及從事其他勞力工作。