

MANPOWER SURVEY STATISTICAL REPORT 2010

二〇一〇年度人力調查統計報告書

**AUTOMOBILE INDUSTRY**

職業訓練局汽車業訓練委員會

AUTOMOBILE TRAINING BOARD

VOCATIONAL TRAINING COUNCIL

汽車業



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# SECTION I

## INTRODUCTION

### **The Automobile Training Board**

1.1 The Automobile Training Board of the Vocational Training Council is required by its terms of reference to determine the manpower and training needs of the automobile industry and to make recommendations to the Council for the development of training facilities to meet the needs. Membership of the Automobile Training Board is at Appendix I.

### **The Manpower Survey**

1.2 In pursuance of its terms of reference, the Training Board conducted a survey of the automobile industry during the period from 22<sup>nd</sup> February to 11<sup>th</sup> June 2010 to collect up-to-date manpower information with a view to assessing the industry's manpower structure and training needs. The survey was carried out with the assistance of the Census and Statistics Department (C&SD).

1.3 The following information was collected from the survey:

- (i) the number of employees at the time of the survey;
- (ii) employers' forecast of the total number of employees by April 2011;
- (iii) the number of existing vacancies;
- (iv) the number of employees under training;
- (v) the average monthly income of employees;
- (vi) employers' views on the preferred education, experience, training mode and training period of employees by job level; and
- (vii) the turnover rate and wastage rate of employees; and
- (viii) employers' views on different kinds of training that front-line sales persons should acquire.

## **Scope of the Survey**

1.4 In this round of survey, the Training Board decided to expand the survey scope to cover both the vehicle servicing and the vehicle/auto-parts retail sectors of the automobile industry.

1.5 Establishments covered by the survey were divided into 6 branches. Their lists were extracted from C&SD's HSIC database as well as the supplementary samples provided by the Training Board.

<u>Branch</u>	<u>Type of Business</u>	<u>Number of Establishments</u>
(i)	Body assembly of motor vehicles (HSIC 290000);	80
(ii)	Servicing and repairing of motor vehicles and motorcycles (HSIC 951000);	2 705
(iii)	Retail sale of motor vehicles (HSIC 477301);	526
(iv)	Retail sale of motorcycles (HSIC 477302);	32
(v)	Retail sale of motor vehicle and motorcycles parts and accessories (HSIC 477303)	436
(vi)	Supplementary samples covered government departments, public utilities, companies maintaining fleet of vehicles and education institutes (HSIC 600000).	41

(Note: HSIC denotes Hong Kong Standard Industrial Classification.)

1.6 According to the information provided by C&SD, there were totally 3 779 establishments in Branch 1 to Branch 5 as at the third quarter of 2009. In view of the limited resources available, a stratified random sampling method was adopted to select 507 establishments from these branches. After including 41 establishments from the supplementary list, the total sampling size of the survey was 548.

## **Method of the Survey**

1.7 Two weeks before the survey, the survey questionnaires and supporting documents were sent to the selected establishments. During the fieldwork period, interviewers from the C&SD visited the selected establishments to collect the completed questionnaires and, where necessary, assist the employers in completing them.

1.8 Each establishment received two questionnaires – one for the vehicle servicing sector; another for the vehicle/auto-parts retail sector. Depending on the business nature, an employer might fill in either one or both of these two questionnaires.

1.9 After the survey, the completed questionnaires were checked and, where necessary, verified with the respondents before being processed by the C&SD. The survey data were statistically grossed up to give the overall picture of the manpower situation of the automobile industry at the time of the survey.

### **Response to the Survey**

1.10 Of the 548 establishments, 430 supplied the required information. A total of 36 establishments were no longer engaged in the automobile trade or did not have technical manpower. 32 establishments had closed, merged or temporarily ceased operation. 23 establishments did not provide suitable persons to complete the questionnaires. 8 establishments could not be contacted due to change in addresses. 11 establishments declined to supply any information. The effective response rate was 97.5%.

### **Statistical Data**

1.11 This report aims at presenting the manpower data collected from the fieldwork. The Training Board will analyze the data together with other economic information with a view to assessing the industry's manpower situation and producing a full report presenting the Training Board's forecast of the manpower needs.

### **Principal Jobs**

1.12 The list of 34 principal jobs adopted in the survey of the automobile industry and their job descriptions are shown in Appendix II.

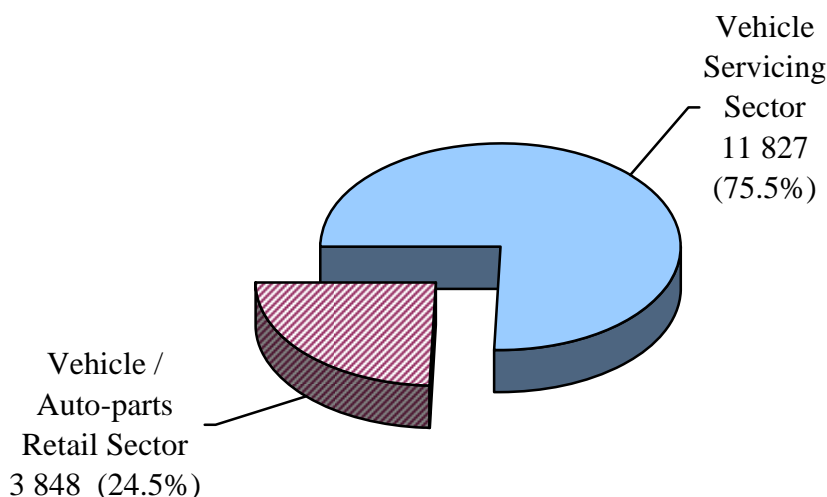
## SECTION II

### SUMMARY OF SURVEY FINDINGS

#### Number of Employees Employed

2.1 The survey revealed that at the time of survey, a total of 15 675 employees were employed in the principal jobs of the automobile industry in Hong Kong. Of the 15 675 employees, 11 827 (75.5%) were employed in the vehicle servicing sector, 3 848 (24.5%) in the vehicle / auto-parts retail sector. The distribution of employees by sector is shown in Figure 1.

Figure 1 Distribution of Automobile Employees by Sector



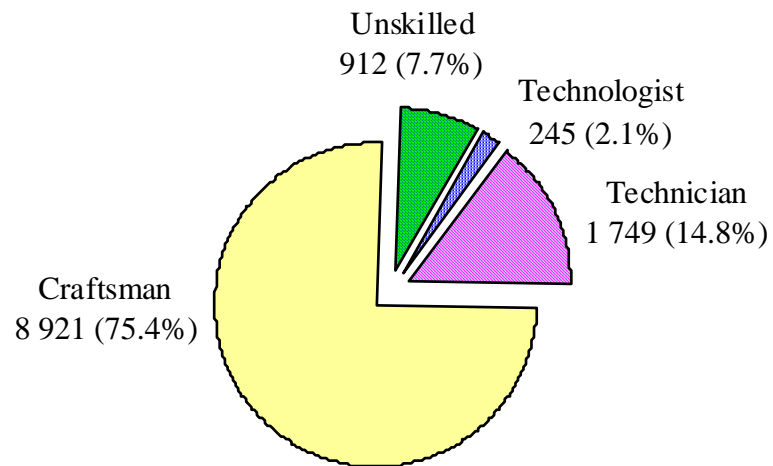
#### Vehicle Servicing Sector

2.2 The distribution of employees (excluding trainees) by job level of the vehicle servicing sector is given in Table A and Figure 2 below:

Table A Distribution of Employees by Job Level of the Vehicle Servicing Sector

Job Level	Number of Employees	Percentage of Total Employed
Technologist	245	2.1 %
Technician	1 749	14.8 %
Craftsman	8 921	75.4 %
Unskilled	912	7.7 %
Total	11 827	100.0%

Figure 2 Distribution of Employees by Job Level of the Vehicle Servicing Sector



2.3 At the time of the survey, there were 531 trainees in the vehicle servicing sector, amounting to 4.5% of the total employees. Their distribution by job level is given in Table B below.

Table B Distribution of Trainees by Job Level of the Vehicle Servicing Sector

Job Level	Number of Trainees	Percentage of Total Employed at the Same Level
Technologist	7	2.9 %
Technician	24	1.4 %
Craftsman	494	5.5 %
Unskilled	6	0.7 %
Total	531	4.5 %

2.4 Employers reported a total of 301 vacancies, representing about 2.5% of the total manpower of the vehicle servicing sector at the time of the survey. The distribution of the vacancies by job level is shown in Table C below.



Table C Distribution of Vacancies by Job Level of the Vehicle Servicing Sector

Job Level	Number of Vacancies	Percentage of Total Employed at the Same Level
Technologist	1	0.4 %
Technician	20	1.1 %
Craftsman	262	2.9 %
Unskilled	18	2 %
Total	301	2.5 %

2.5 Employers forecasted a total of 12 171 employees (excluding trainees) by April 2011 in the vehicle servicing sector, indicating a view of a marginal increase of 0.35%. Their distribution by job level is shown in Table D below:

Table D Forecasted Number of Employees by Job Level of the Vehicle Servicing Sector

Job Level	Number of Employees Plus Vacancies at Time of Survey	Employers' Forecast on Number of Employees by April 2011
Technologist	246	247
Technician	1 769	1 772
Craftsman	9 183	9 246
Unskilled	930	906
Total	12 128	12 171

2.6 The distribution of employees by monthly income ranges by job level of the vehicle servicing sector is detailed in Table E below, and by principal job in Table 3 of Appendix III.

Table E Distribution of Employees by Monthly Income Range  
by Job Level of the Vehicle Servicing Sector

Monthly Income Range	Technologist	Technician	Craftsman	Unskilled	All
Under \$5,001	0	0	45	13	58
\$5,001 - \$6,000	0	0	60	20	80
\$6,001 - \$8,000	0	0	174	241	415
\$8,001 - \$10,000	0	18	2 993	551	3 562
\$10,001 - \$15,000	3	599	4 661	62	5 325
\$15,001 - \$20,000	13	704	498	12	1 227
\$20,001 - \$25,000	73	269	15	0	357
Over \$25,000	135	44	5	0	184
Unspecified	21	115	470	13	619
<b>Total</b>	245	1 749	8 921	912	11 827

2.7 The views of employers on the preferred education, training mode and training period for their employees at the technologist, technician and craftsman levels are given in Figure 3 to Figure 5.

Figure 3 Employers' Views on Preferred Education by Job Level of the Vehicle Servicing Sector

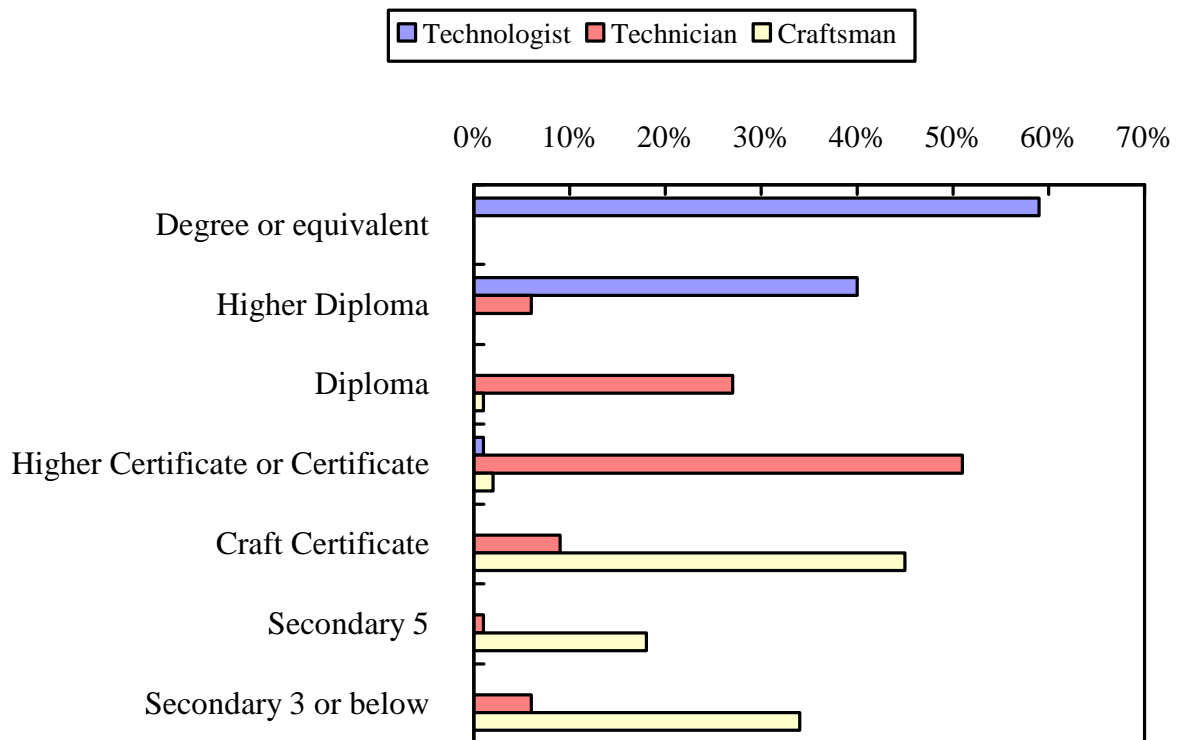


Figure 4 Employers' Views on Preferred Training Mode by Job Level of the Vehicle Servicing Sector

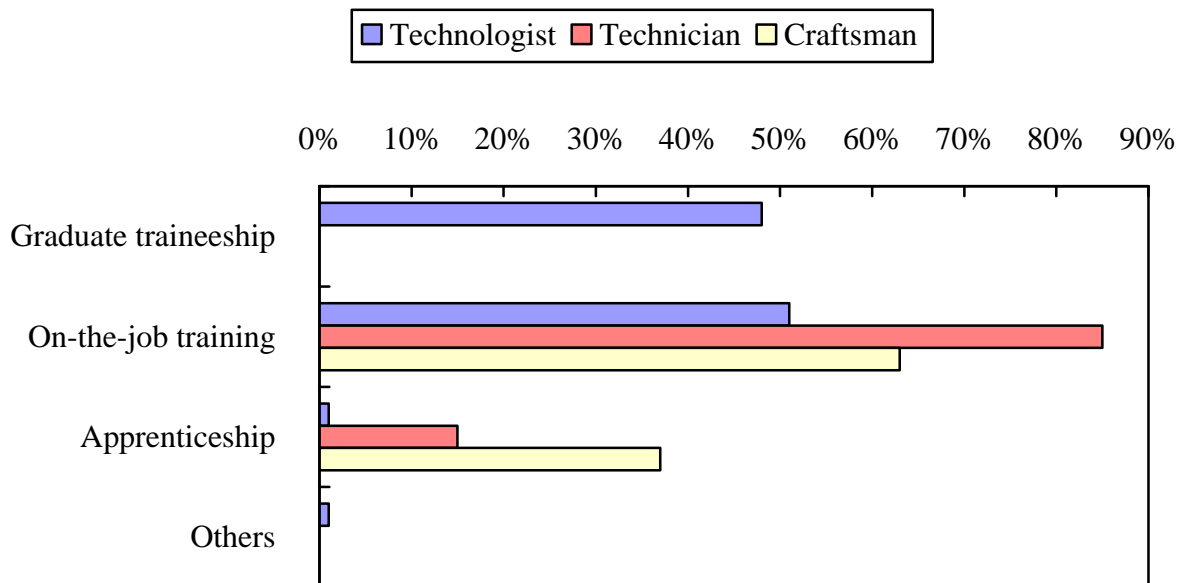
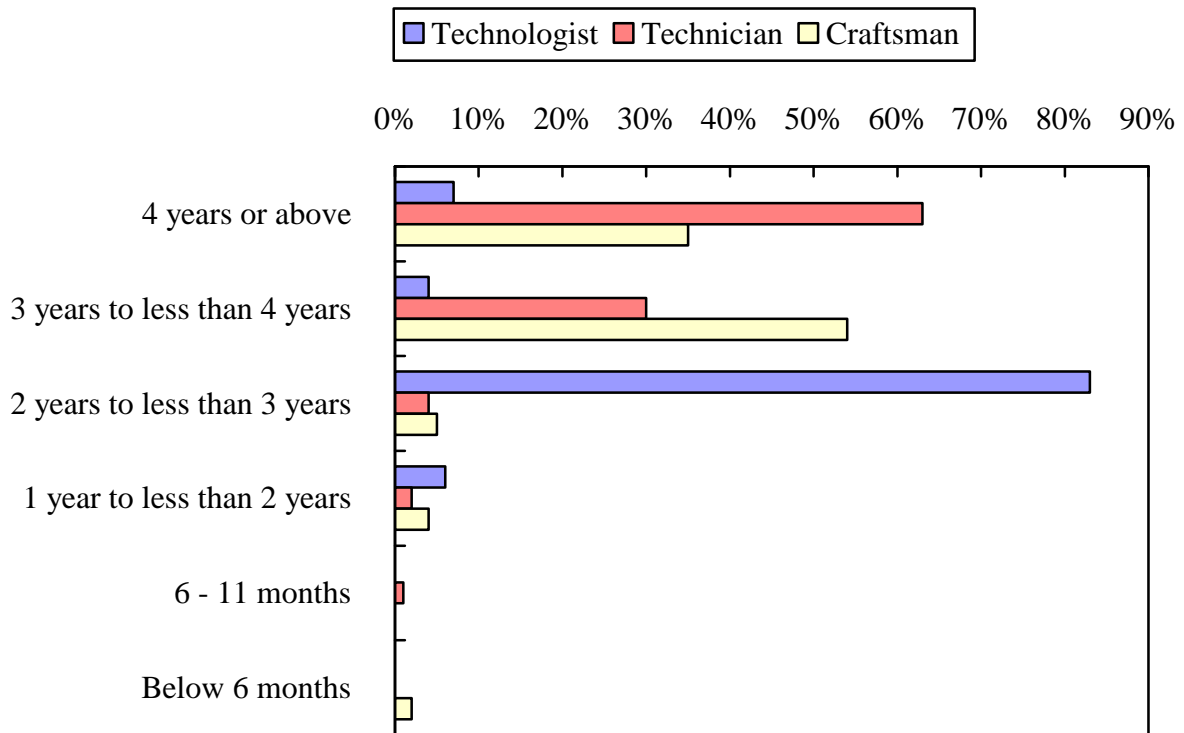
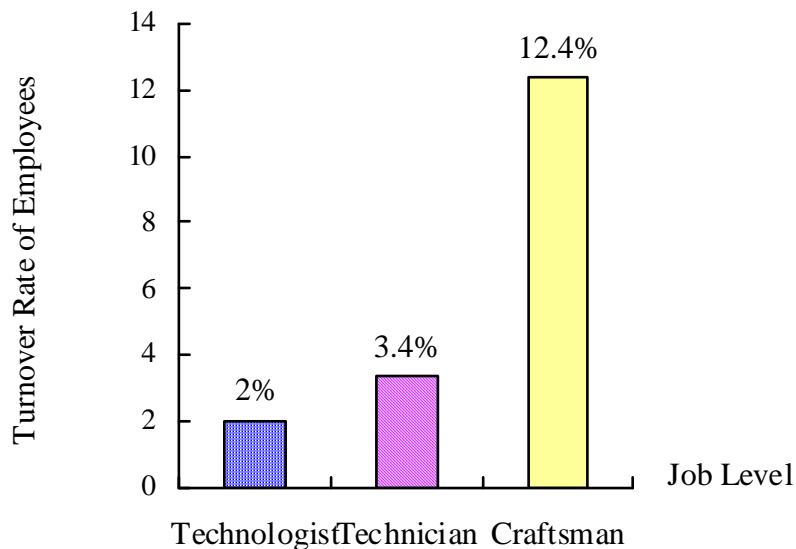


Figure 5 Employers' Views on Preferred Training Period by Job Level of the Vehicle Servicing Sector



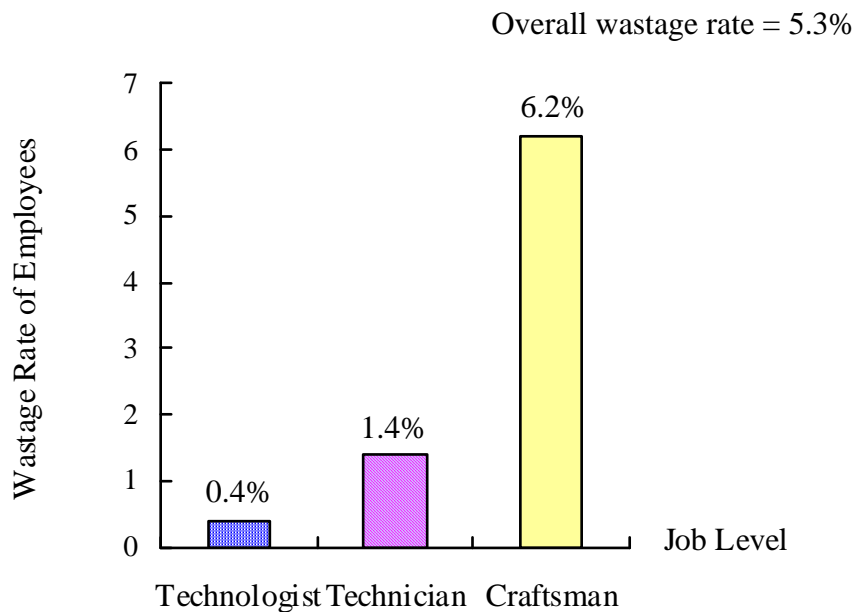
2.8 Employers reported that 1 167 technologists, technicians and craftsmen (or 10.7% of the total posts in these job levels) had left within 12 months before the survey. Among them, there were 1 103 craftsmen, accounting for the largest portion. The turnover rates of employees of the vehicle servicing sector are shown in Figure 6.

Figure 6 Turnover Rate of Employees of the Vehicle Servicing Sector



2.9 Within 12 months before the survey, 1 167 technologists, technicians and craftsmen had left and 585 employees were recruited with relevant experience in the vehicle servicing sector. Thus, the wastage was 582, which represented 5.3% of the total workforce in these job levels. The highest wastage, i.e. 557, was recorded in the craftsman job level which accounted for 6.2% of the number of employees in that job level. The wastage rates of employees of the vehicle servicing sector are shown in Figure 7.

Figure 7 Wastage Rate of Employees of the Vehicle Servicing Sector



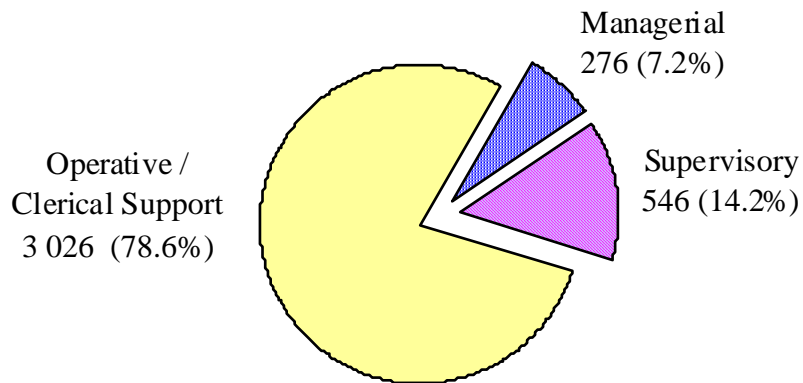
### Vehicle / Auto-parts Retail Sector

2.10 The distribution of employees by job level of the vehicle / auto-parts retail sector is given in Table F and Figure 8 below:

Table F Distribution of Employees by Job Level of the Vehicle / Auto-parts Retail Sector

Job Level	Number of Employees	Percentage of Total Employed
Managerial	276	7.2 %
Supervisory	546	14.2 %
Operative/Clerical Support	3 026	78.6 %
Total	3 848	100.0%

Figure 8 Distribution of Employees by Job Level of the Vehicle / Auto-parts Retail Sector



2.11 At the time of the survey, there were 17 trainees in the vehicle / auto-parts retail sector, amounting to 0.4% of the total employees. Their distribution by job level is given in Table G below.

Table G Distribution of Trainees by Job Level of the Vehicle / Auto-parts Retail Sector

Job Level	Number of Trainees	Percentage of Total Employed at the Same Level
Managerial	0	0 %
Supervisory	0	0 %
Operative/Clerical Support	17	0.6 %
Total	17	0.4 %

2.12 Employers reported a total of 56 vacancies, representing about 1.5% of the total manpower of the vehicle / auto-parts retail sector at the time of the survey. The distribution of the vacancies by job level is shown in Table H below:

Table H Distribution of Vacancies by Job Level of the Vehicle / Auto-parts Retail Sector

Job Level	Number of Vacancies	Percentage of Total Employed at the Same Level
Managerial	0	0 %
Supervisory	0	0 %
Operative/Clerical Support	56	1.9 %
Total	56	1.5 %

2.13 Employers forecasted a total of 3 887 employees by April 2011 in the vehicle / auto-parts retail sector, indicating a view of a marginal drop of 0.4%. Their distribution by job level is shown in Table I below:

Table I Distribution of Forecasted Number of Employees in April 2011 by Job Level of the Vehicle / Auto-parts Retail Sector

Job Level	Number of Employees Plus Vacancies at Time of Survey	Employers' Forecast on Number of Employees by April 2011
Managerial	276	275
Supervisory	546	546
Operative/Clerical Support	3 082	3 066
<b>Total</b>	<b>3 904</b>	<b>3 887</b>

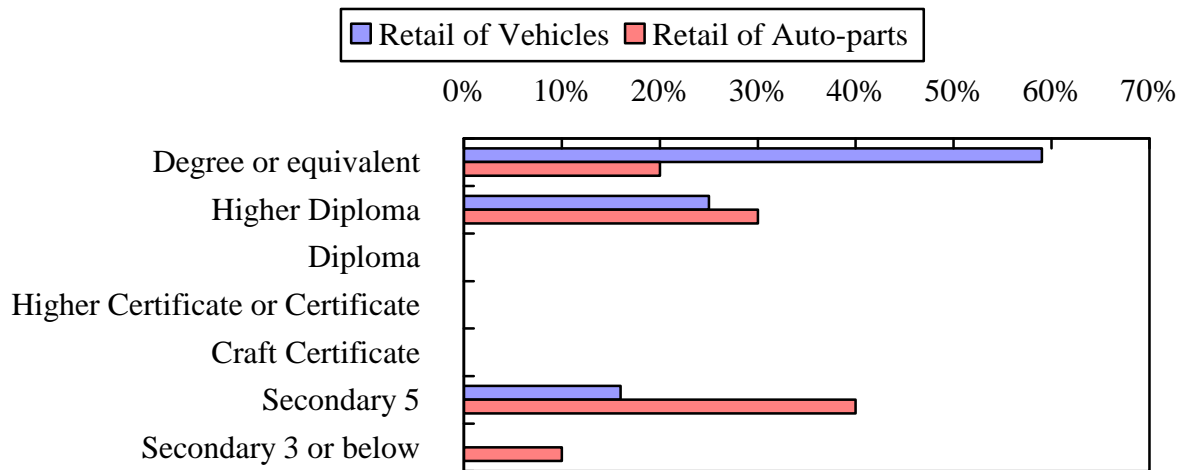
2.14 The distribution of employees by monthly income ranges by job level of the vehicle / auto-parts retail sector is detailed in Table J below, and by branch by principal job in Table 4 of Appendix III.

Table J Distribution of Employees by Monthly Income Range by Job Level of the Vehicle / Auto-parts Retail Sector

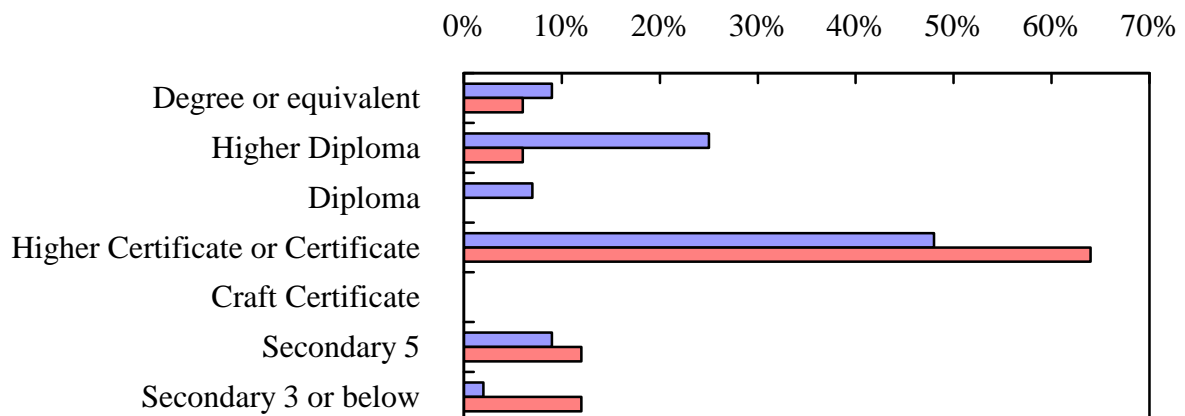
Monthly Income Range	Managerial	Supervisory	Operative/ Clerical Support	All
Under \$5,001	0	0	15	15
\$5,001 - \$6,000	0	0	26	26
\$6,001 - \$8,000	0	0	317	317
\$8,001 - \$10,000	0	0	1 089	1 089
\$10,001 - \$15,000	0	375	837	1 212
\$15,001 - \$20,000	60	60	144	264
\$20,001 - \$25,000	57	20	134	211
Over \$25,000	134	53	157	344
Unspecified	25	38	307	370
<b>Total</b>	<b>276</b>	<b>546</b>	<b>3 026</b>	<b>3 848</b>

2.15 The views of employers on the preferred education and experience of their employees at the managerial, supervisory and operative/clerical support levels are given in Figure 9 and Figure 10.

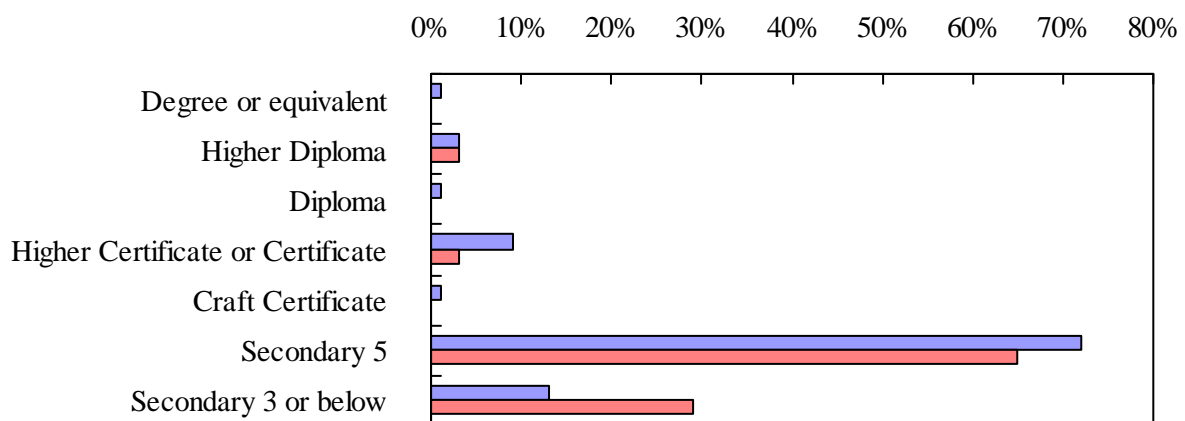
Figure 9 Employers' Views on Preferred Education by Job Level of the Vehicle/Auto-parts Retail Sector



Preferred Education of Employees at Managerial Level



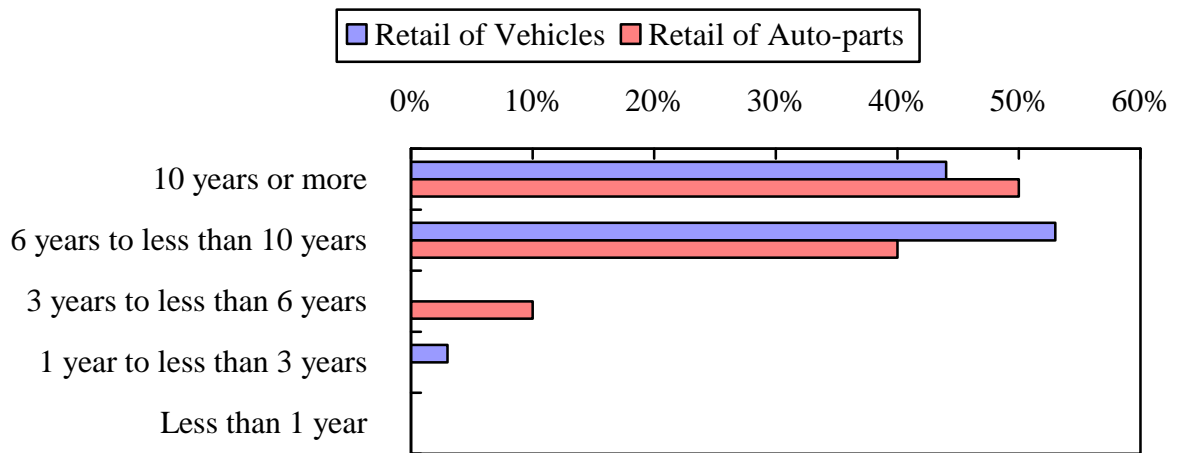
Preferred Education of Employees at Supervisory Level



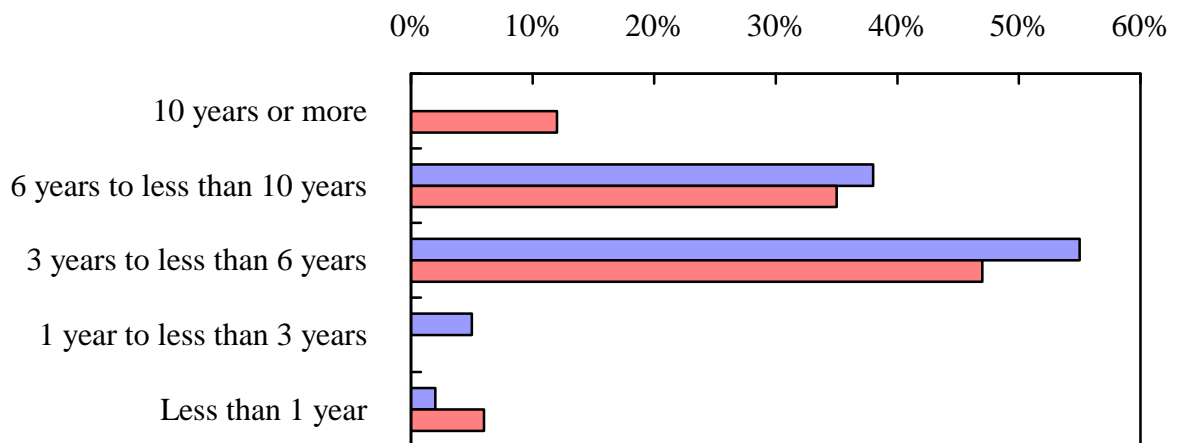
Preferred Education of Employees at Operative / Clerical Support Level



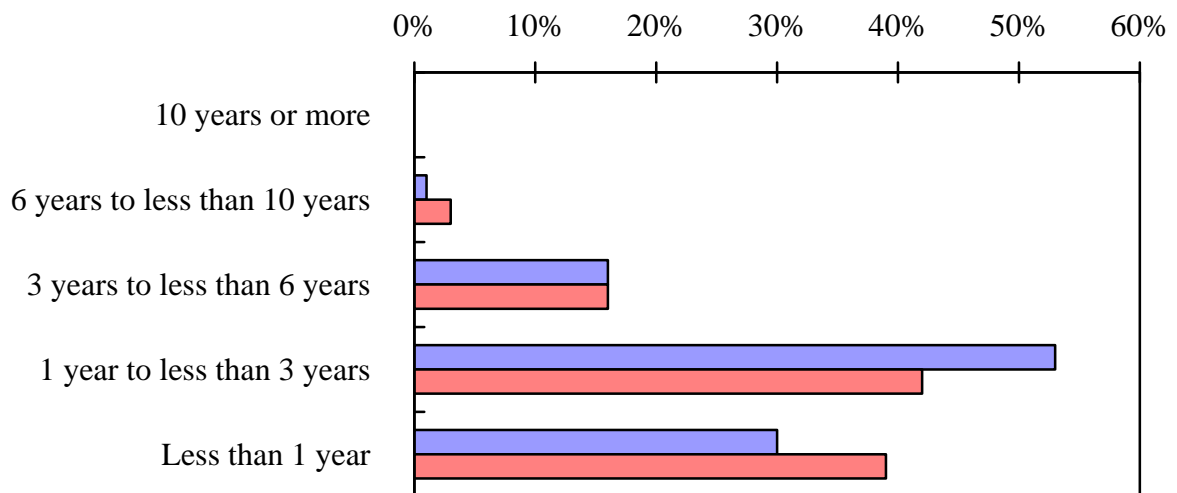
Figure 10 Employers' Views on Preferred Experience  
by Job Level of the Vehicle/Auto-parts Retail Sector



Preferred Experience of Employees at Managerial Level



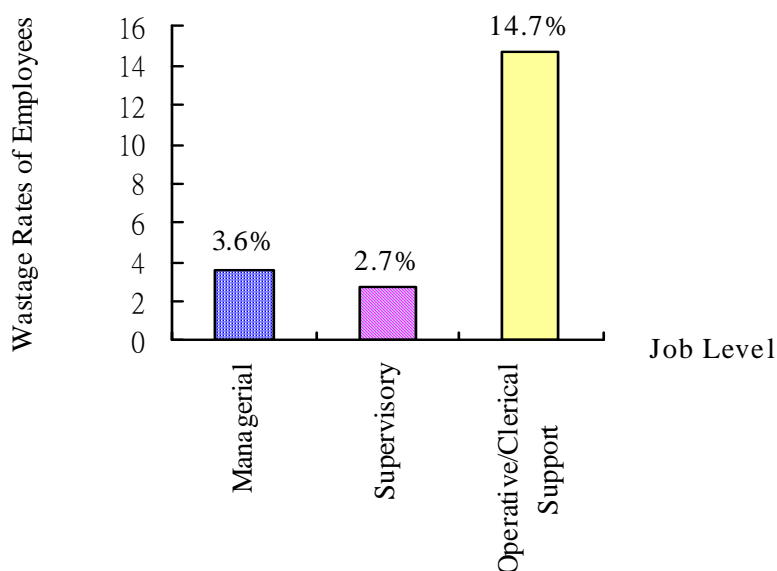
Preferred Experience of Employees at Supervisory Level



Preferred Experience of Employees at Operative/Clerical Support Level

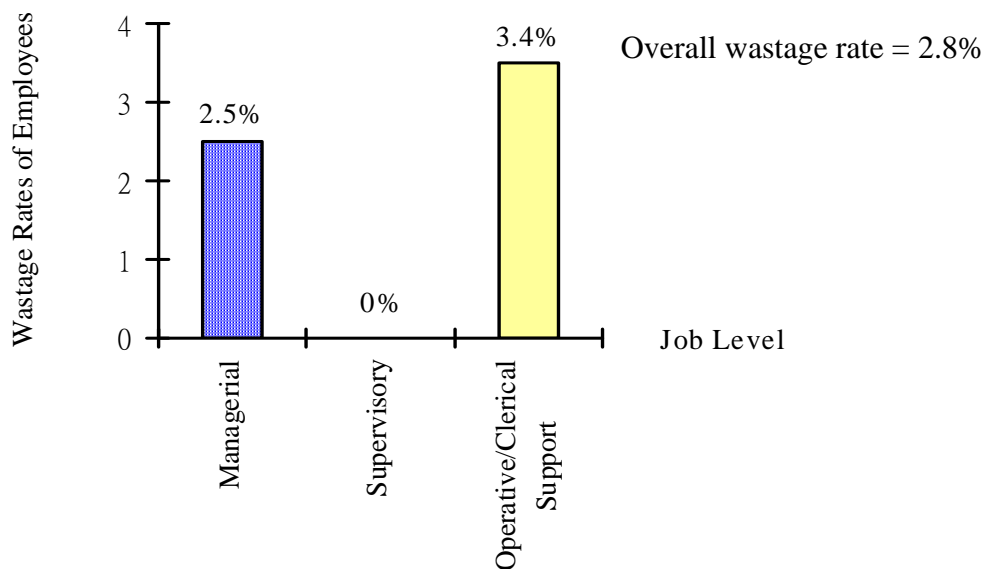
2.16 Employers reported that 470 employees (or 12.2% of the total posts) had left within 12 months before the survey. Among them, there were 445 operative/clerical staff, accounting for the largest portion. The turnover rates of employees of the vehicle / auto-parts retail sector are shown in Figure 11.

Figure 11 Turnover Rate of Employees of the Vehicle / Auto-parts Retail Sector



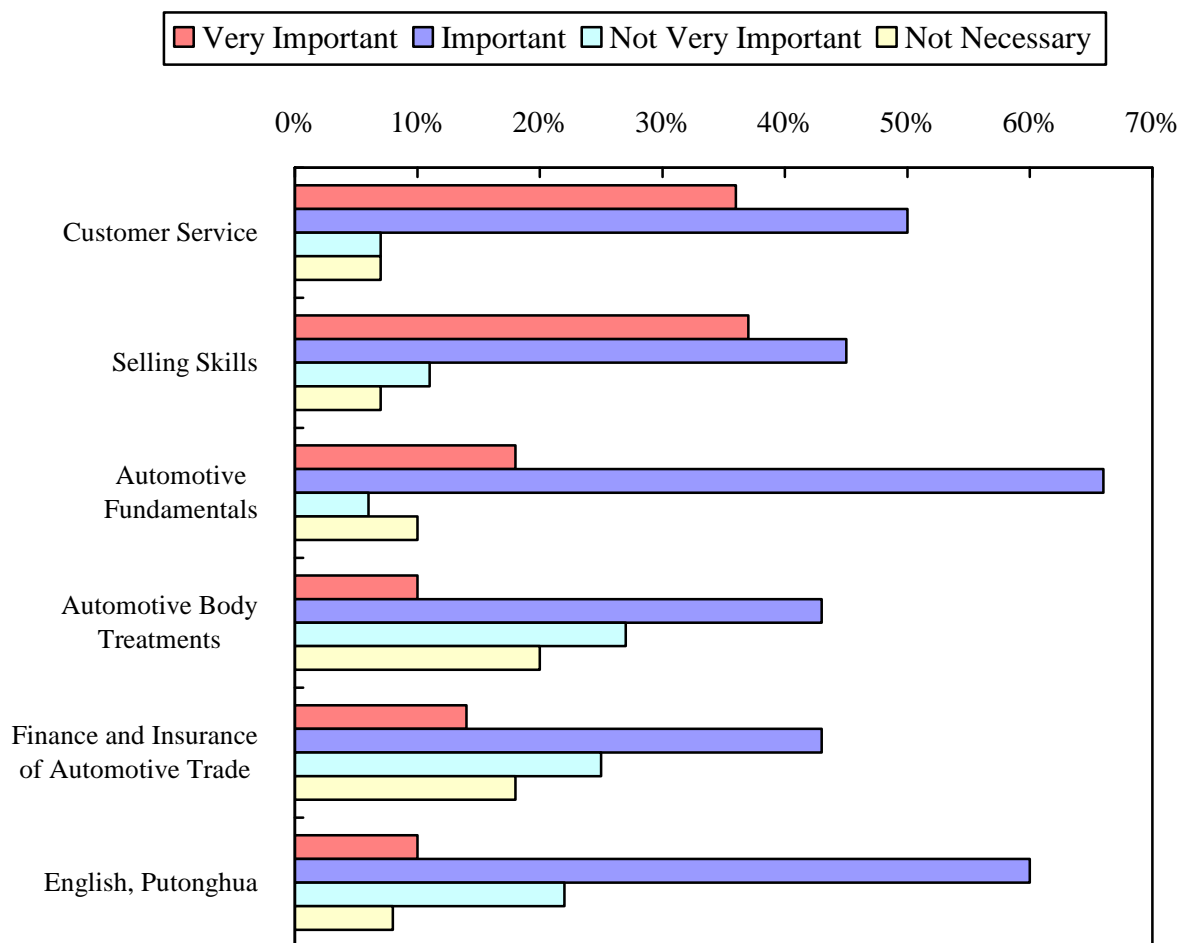
2.17 Within 12 months before the survey, 470 employees had left and 363 employees were recruited with relevant experience in the vehicle / auto-parts retail sector. Thus, the wastage was 107, which represented 2.8% of the total number of employees. The highest wastage, i.e. 103, was recorded in the operative/clerical support job level which accounted for 3.4% of the number of employees in that job level. The wastage rates of employees of the vehicle / auto-parts retail sector are shown in Figure 12.

Figure 12 Wastage Rate of Employees of the Vehicle / Auto-parts Retail Sector



2.18 Employers were asked to rate the importance of 6 training areas for front-line sales persons of the vehicle / auto-parts retail sector. Their opinions were shown in Figure 13.

Figure 13 Training Needs of Front-line Sales Persons of the Vehicle / Auto-parts Retail Sector



### Statistical Tables

2.19 The detailed manpower statistics of the automobile industry by sector, by job level and by principal job including number of employees employed, trainees, vacancies and employers' forecast number of employees by April 2011 are tabulated in Table 1 and Table 2 of Appendix III.

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# 第一章

## 緒 論

### 汽車業訓練委員會

1.1 職業訓練局屬下汽車業訓練委員會須根據職權範圍，確定汽車業的人力及訓練需求，並就發展訓練設施向局方提出建議，以應付行業所需。汽車業訓練委員會(下稱本會)委員均由主要商會、工會、專業團體、教育／訓練機構及政府部門提名；委員名單載於附錄 1。

### 人力調查

1.2 本會根據職權，於 2010 年 2 月 22 日至 6 月 11 日期間，進行汽車業人力調查，收集業內最新的人力資料，以評估本業人力架構及訓練需求。是次調查由政府統計處協助進行。

1.3 調查收集的資料包括：

- (i) 調查期間的僱員人數；
- (ii) 僱主預測 2011 年 4 月時的僱員總數；
- (iii) 現有空缺數目；
- (iv) 受訓僱員人數；
- (v) 僱員每月平均收入；
- (vi) 僱主認為各職務僱員宜有的教育程度、訓練方式及訓練期；

(vii) 僱員流動率及流失率；

(viii) 僱主認為前線銷售人員應有的培訓。

## 調查範圍

1.4 本會決定擴大是次調查範圍，除汽車維修類別外，汽車／零件零售類別亦納入調查範圍。

1.5 是次調查覆蓋的機構分為六個門類，名單是從政府統計處的香港標準行業分類資料庫及本會提供的附加調查機構選出。

<u>門類</u>	<u>業務性質</u>	<u>機構數目</u>
(i)	汽車的裝嵌（HSIC 290000）；	80
(ii)	汽車及電單車維修服務 （HSIC 951000）；	2 705
(iii)	汽車零售店（HSIC 477301）；	526
(iv)	電單車零售店（HSIC 477302）；	32
(v)	汽車及電單車配件及零件零售店 （HSIC 477303）；	436
(vi)	附加調查機構包括政府部門、公共事務、擁有龐大車隊的機構及教育機構 （HSIC 600000）；	41

（註：HSIC 代表香港標準行業分類）

1.6 根據政府統計處的資料，2009 年第三季屬門類一至五機構共有 3 779 間。由於資源有限，本會採用分層隨機抽樣方法，選取了 507 間機構作為調查對象，加上 41 間附加調查機構，合共 548 間機構為調查對象。

## 調查方法

1.7 調查表連同有關文件於調查前兩星期寄予選定機構。調查期內，政府統計處職員到訪各機構，收取填妥的表格，並於需要時協助僱主填表。

1.8 每間機構會收到汽車維修類別及汽車／零件零售類別的問卷各一份，僱主可根據其業務性質填覆其中一份或兩份問卷。

1.9 調查完畢後，填覆的問卷均經複核，必要時並與有關機構核實，然後交由政府統計處作資料處理。所得的數字經統計學方法倍大，以反映調查期間本業整體人力情況。

## 調查回應

1.10 548 間選定機構中，有 430 間提供所需資料，另有 36 間機已不再從事汽車業或沒有技術人力，並有 32 間機構已經結束營業、或與其他機構合併或暫時停止運作，23 間未能接觸相關職員填寫問卷，8 間機構因已遷址而未能聯絡。11 間則拒絕提供資料。是次調查的有效回應率為 97.5%。

## 人力調查報告

1.11 本報告書列載實地調查所收集的人力數據，本會會將這些數據連同其他行業資料一起進行分析，以評估業內的人力情況，並出版詳盡報告書，預測人力需求。

## 主要職務

1.12 是次人力調查所包括的 34 個主要職務，以及這些職務的工作說明，載於附錄 2。

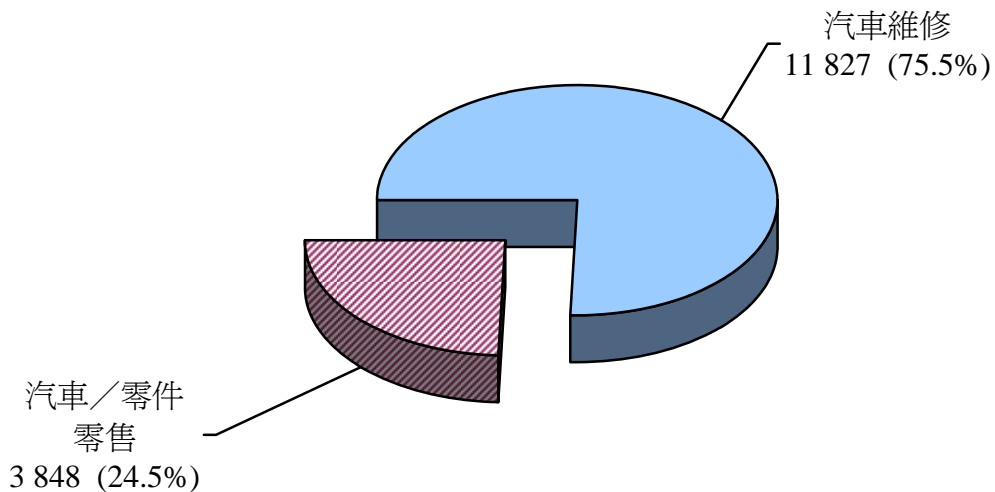
## 第二章

### 調查結果摘要

#### 僱員人數

2.1 是次調查顯示，在調查期間，在整個汽車業中，各主要職務共有僱員 15 675 人，其中 11 827 (75.5%) 屬汽車維修類別，3 848 (24.5%) 屬汽車／零件零售類別。各類別的僱員分布如下：

圖 1：各類別的僱員分布情況



#### 汽車維修類別

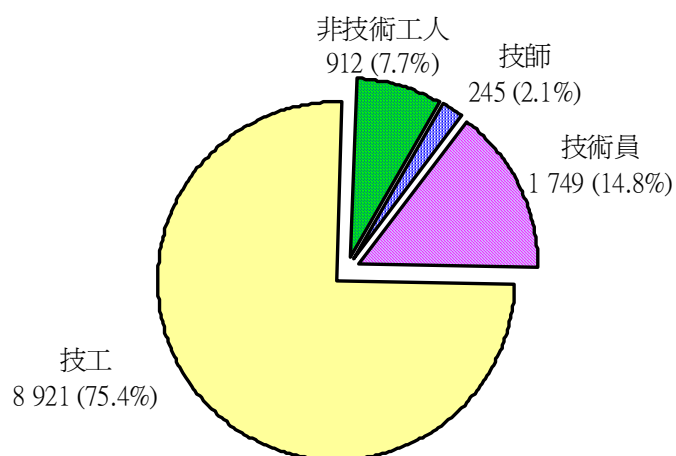
2.2 汽車維修類別各技能等級的僱員(受訓者除外)分布情況見下表 A 及圖 2：



表 A：汽車維修類別各技能等級的僱員分布情況

技能等級	僱員人數	佔總人力百分率
技師	245	2.1%
技術員	1 749	14.8%
技工	8 921	75.4%
非技術工人	912	7.7%
總數	11 827	100.0%

圖 2：汽車維修類別各技能等級的僱員分布情況



2.3 調查期間，汽車維修類別有 531 人接受訓練，佔其總人力的 4.5%，各技能等級的分布情況見下表 B：

表 B：汽車維修類別各技能等級的受訓人數

技能等級	受訓人數	佔同級僱員總數的百分率
技師	7	2.9%
技術員	24	1.4%
技工	494	5.5%
非技術工人	6	0.7%
總數	531	4.5%

2.4 僱主填報汽車維修類別的空缺有 301 個，佔其總人力的 2.5%，各技能等級的分布情況見下表 C：

表 C：汽車維修類別各技能等級的空缺數目

技能等級	空缺數目	佔同級僱員總數的百分率
技師	1	0.4%
技術員	20	1.1%
技工	262	2.9%
非技術工人	18	2%
總數	301	2.5%

2.5 僱主預測至 2011 年 4 月時，汽車維修類別將有僱員 12 171 人(受訓者除外)，按年微增 0.35%，各技能等級的分布情況見下表 D：

表 D：汽車維修類別預測僱員人數（按技能等級劃分）

技能等級	調查期間 僱員人數 加空缺數目	僱主預測至 2011 年 4 月時 僱員人數
技師	246	247
技術員	1 769	1 772
技工	9 183	9 246
非技術工人	930	906
總數	12 128	12 171

2.6 汽車維修類別各技能等級僱員的每月收入幅度分布情況詳載於表 E；各主要職務的情況則見附錄 3 表三。

表 E：汽車維修類別各技能等級僱員  
每月收入幅度分布情況

每月收入幅度	技師	技術員	技工	非技術 工人	總數
\$5,001 以下	0	0	45	13	58
\$5,001 - \$6,000	0	0	60	20	80
\$6,001 - \$8,000	0	0	174	241	415
\$8,001 - \$10,000	0	18	2 993	551	3 562
\$10,001 - \$15,000	3	599	4 661	62	5 325
\$15,001 - \$20,000	13	704	498	12	1 227

每月收入幅度	技師	技術員	技工	非技術工人	總數
\$20,001 - \$25,000	73	269	15	0	357
\$25,000 以上	135	44	5	0	184
未有註明	21	115	470	13	619
<b>總數</b>	<b>245</b>	<b>1 749</b>	<b>8 921</b>	<b>912</b>	<b>11 827</b>

2.7 僱主認為技師、技術員及技工級僱員宜有的教育程度、訓練方式及訓練期見下圖 3 至 5。

圖 3 僱主認為僱員宜有的教育程度  
(按汽車維修類別各技能等級)

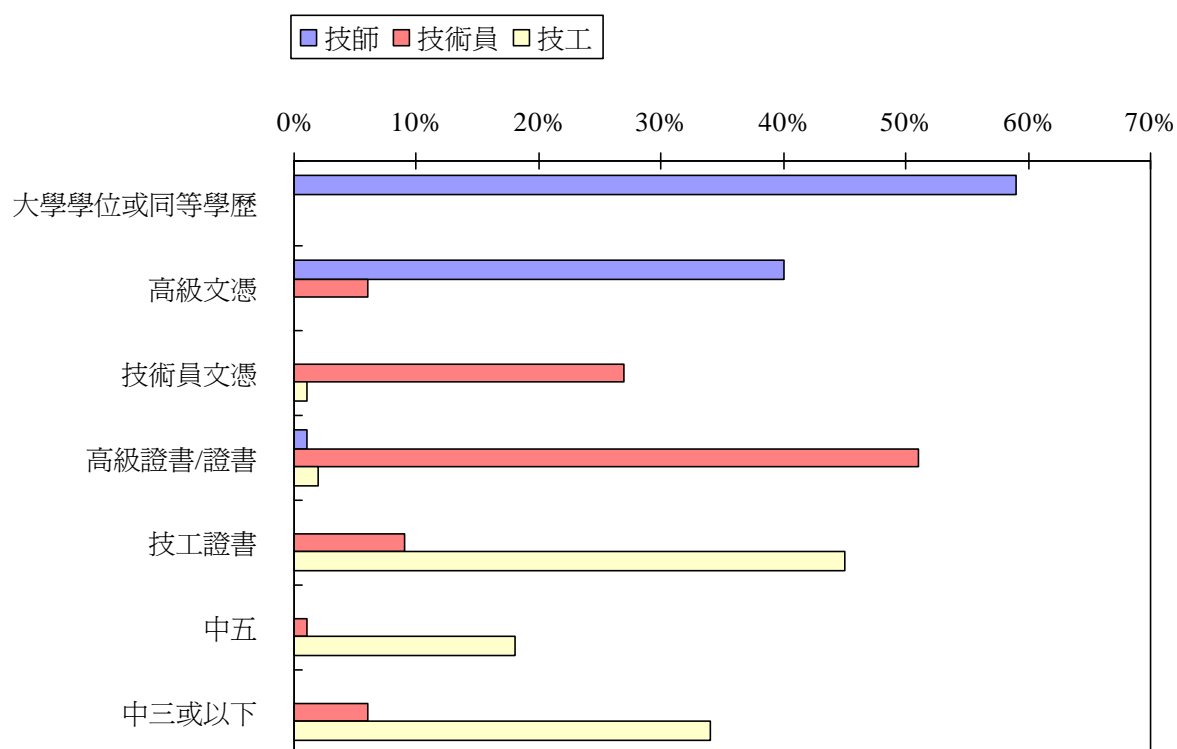


圖 4 僱主認為僱員宜有的訓練方式  
(按汽車維修類別各技能等級)

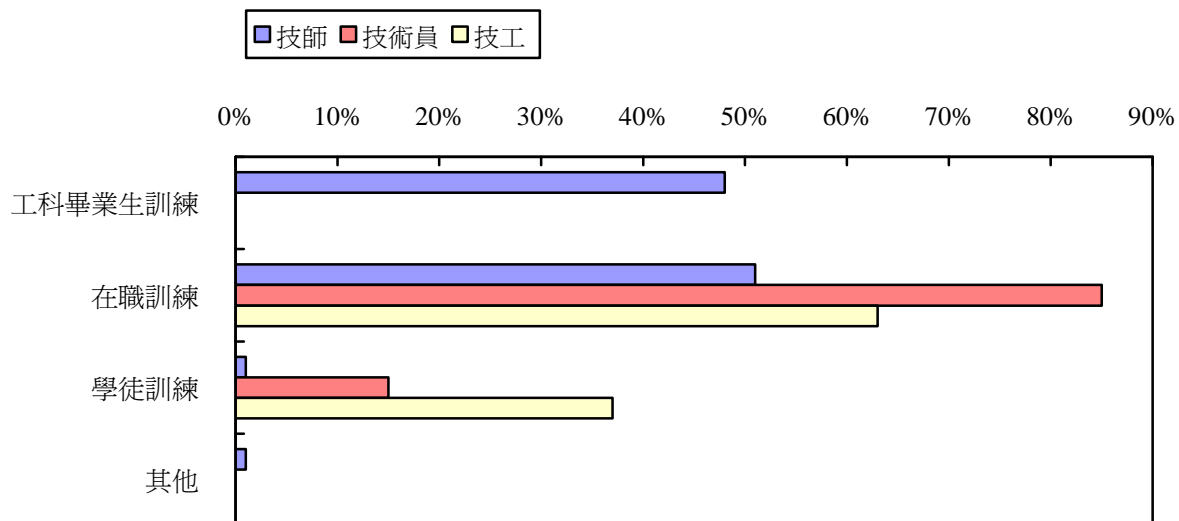
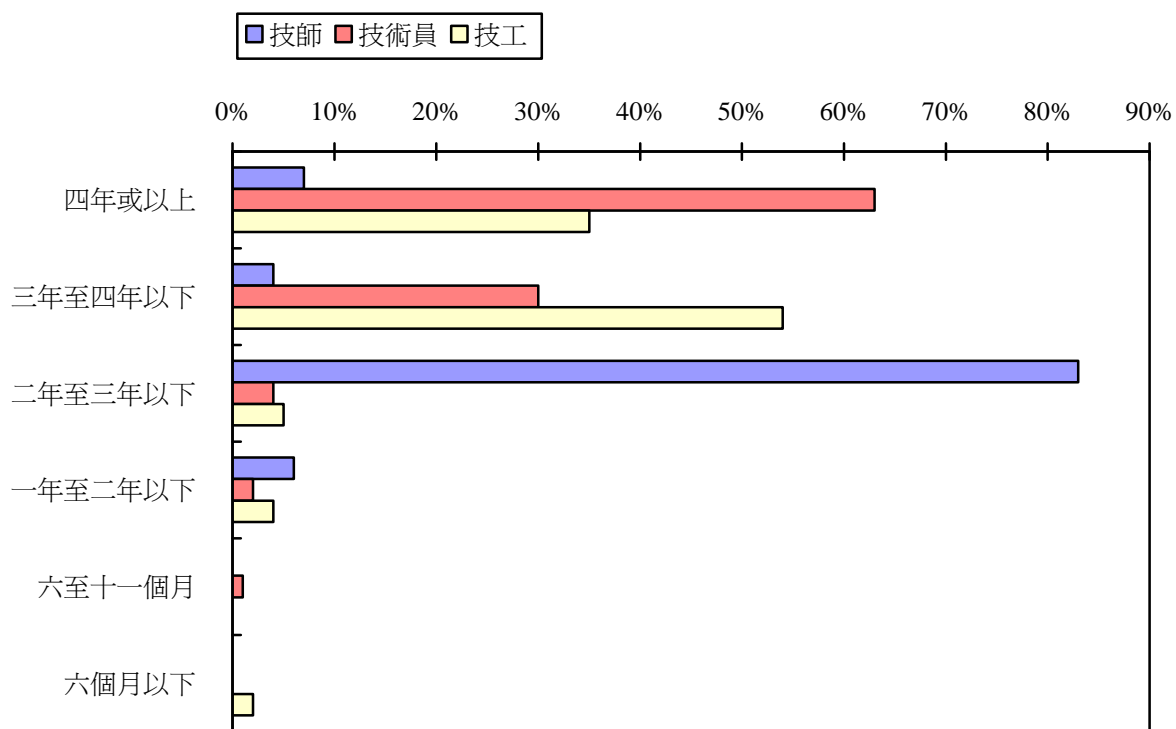
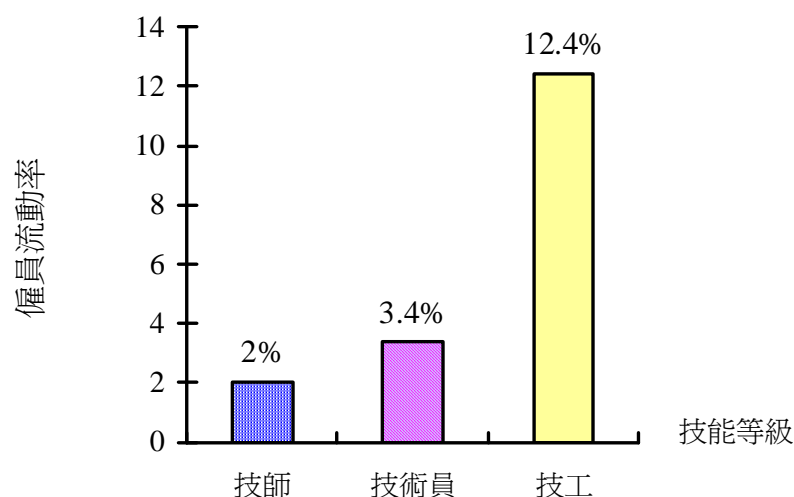


圖 5 僱主認為僱員宜有的訓練期  
(按汽車維修類別各技能等級)



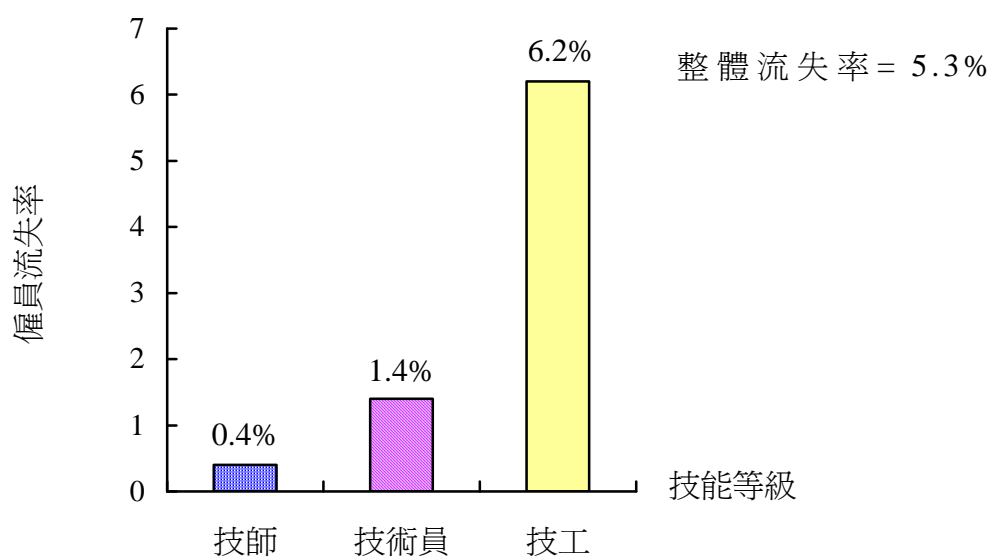
2.8 僱主報稱，過去 12 個月離職的汽車維修類別僱員有 1 167 名（相當於職位總數的 10.7%），其中，技工錄得 1 103 人離職，人數最多，各技能等級僱員流動率見下圖 6：

圖 6：汽車維修類別各技能等級僱員流動率



2.9 調查前的 12 個月共有 1 167 名僱員離職，585 位曾從事相關職務的人士獲招聘。故此，行業流失了 582 人，佔人力總數 5.3%。其中以技工流失的人數最多，達 557 人，佔該技能等級人力總數 6.2%。各技能等級僱員流失率見下圖 7：

圖 7：汽車維修類別各技能等級僱員流失率



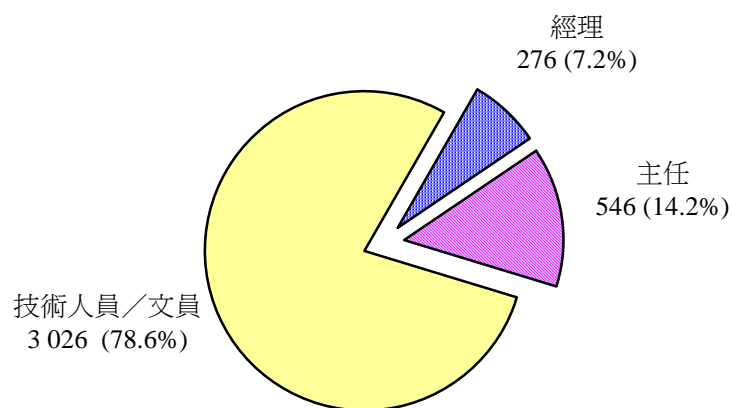
## 汽車／零件零售類別

2.10 汽車／零件零售類別各技能等級的僱員分布情況見下表 F 及圖 8：

表 F：汽車／零件零售類別各技能等級的僱員分布情況

技能等級	僱員人數	佔總人力百分率
經理	276	7.2%
主任	546	14.2%
技術人員／文員	3 026	78.6%
總數	3 848	100.0%

圖 8：汽車／零件零售類別各技能等級的僱員分布情況



2.11 調查期間，汽車／零件零售類別有 17 人接受訓練，佔其總人力的 0.4%，各技能等級的分布情況見下表 G：

表 G：汽車／零件零售類別各技能等級的受訓人數

技能等級	受訓人數	佔同級僱員總數的百分率
經理	0	0%
主任	0	0%
技術人員／文員	17	0.6%
總數	17	0.4%

2.12 僱主填報汽車／零件零售類別的空缺有 56 個，佔其總人力的 1.5%，各技能等級的分布情況見下表 H：

表 H：汽車／零件零售類別各技能等級的空缺數目

技能等級	空缺數目	佔同級僱員總數的百分率
經理	0	0%
主任	0	0%
技術人員／文員	56	1.9%
總數	56	1.5%

2.13 僱主預測至 2011 年 4 月時，汽車／零件零售類別將有僱員 3 887 人，按年微降 0.4%，各技能等級的分布情況見下表 I：



表 I：汽車／零件零售類別預測僱員人數（按技能等級劃分）

技能等級	調查期間 僱員人數 加空缺數目	僱主預測至 2011年4月時 僱員人數
經理	276	275
主任	546	546
技術人員／文員	3 082	3 066
總數	3 904	3 887

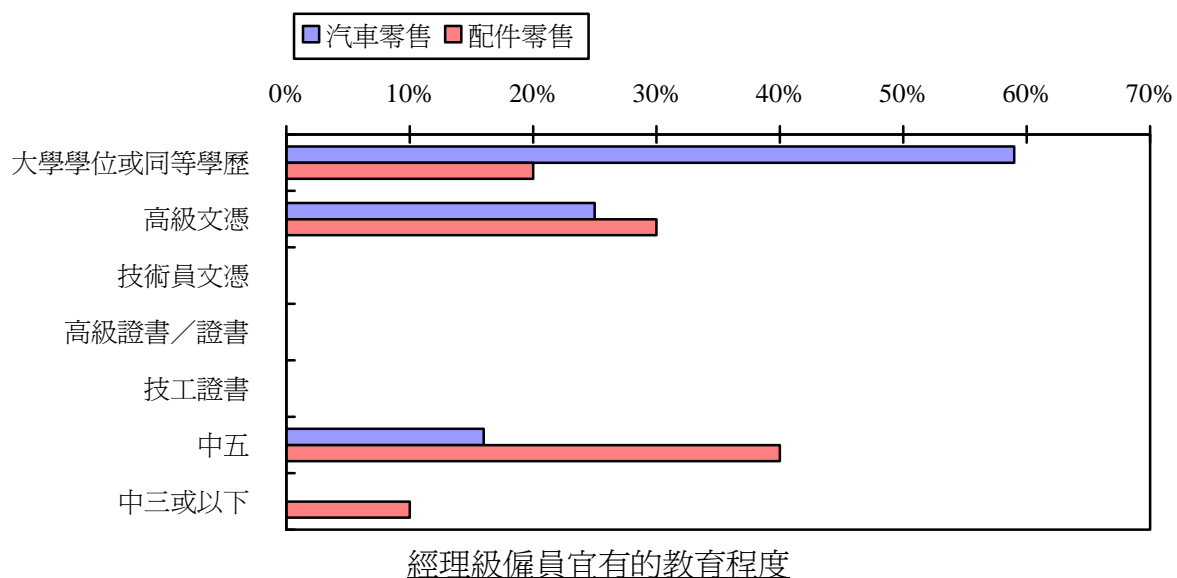
2.14 汽車／零件零售類別各技能等級僱員的每月收入幅度分布情況詳載於表 J；各主要職務（按汽車／電單車零售和汽車及電單車配件及零件零售劃分）的情況則見附錄 3 表四。

表 J：汽車／零件零售類別各技能等級僱員  
每月收入幅度分布情況

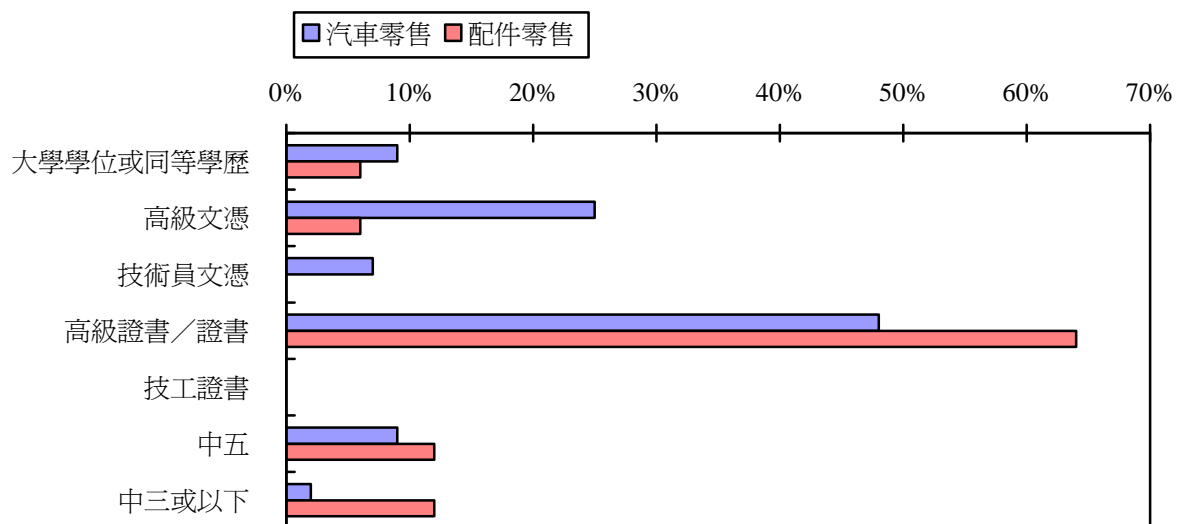
每月收入幅度	經理	主任	技術人員／ 文員	總數
\$5,001 以下	0	0	15	15
\$5,001 - \$6,000	0	0	26	26
\$6,001 - \$8,000	0	0	317	317
\$8,001 - \$10,000	0	0	1 089	1 089
\$10,001 - \$15,000	0	375	837	1 212
\$15,001 - \$20,000	60	60	144	264
\$20,001 - \$25,000	57	20	134	211
\$25,000 以上	134	53	157	344
未有註明	25	38	307	370
總數	276	546	3 026	3 848

2.15 僱主認為經理、主任及技術人員／文員級僱員宜有的教育程度及年資見下圖 9 至 10。

圖 9 僱主認為僱員宜有的教育程度  
(按汽車／零件零售類別各技能等級)



經理級僱員宜有的教育程度



主任級僱員宜有的教育程度

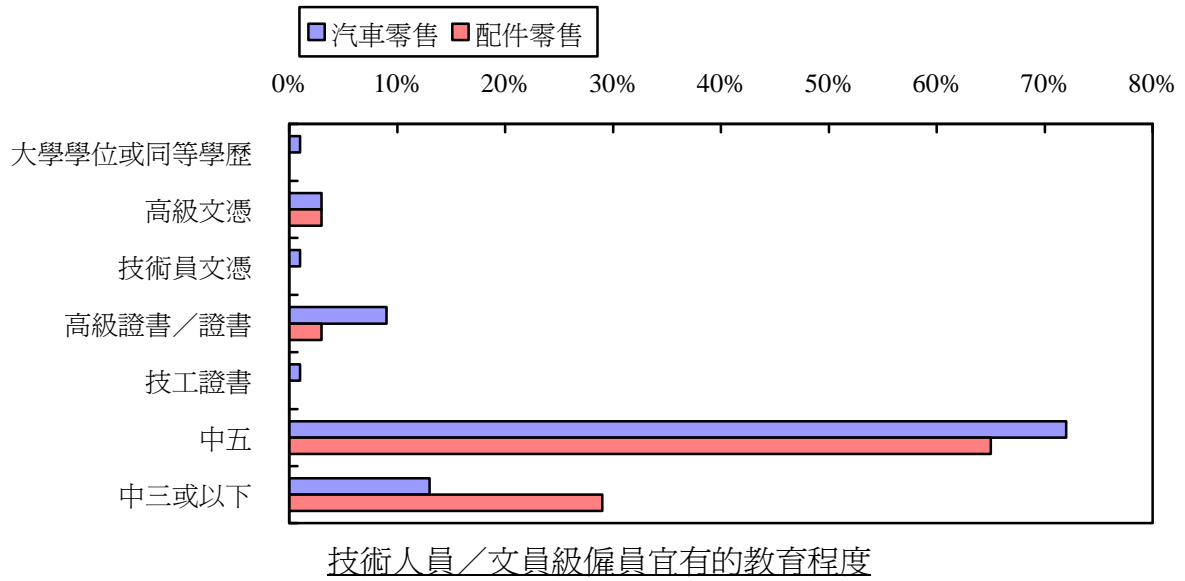
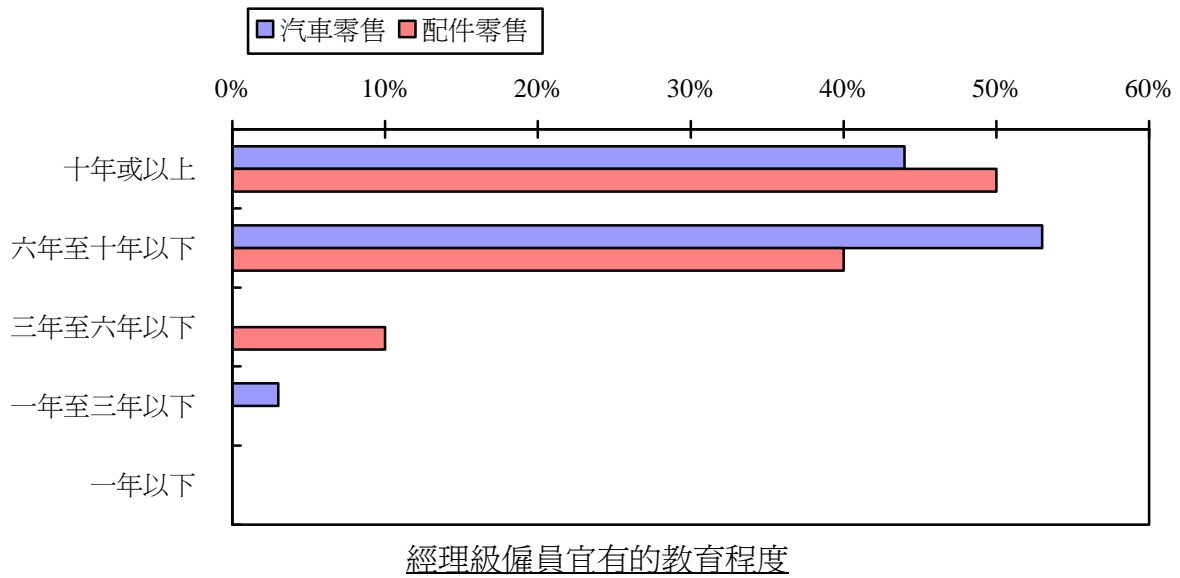
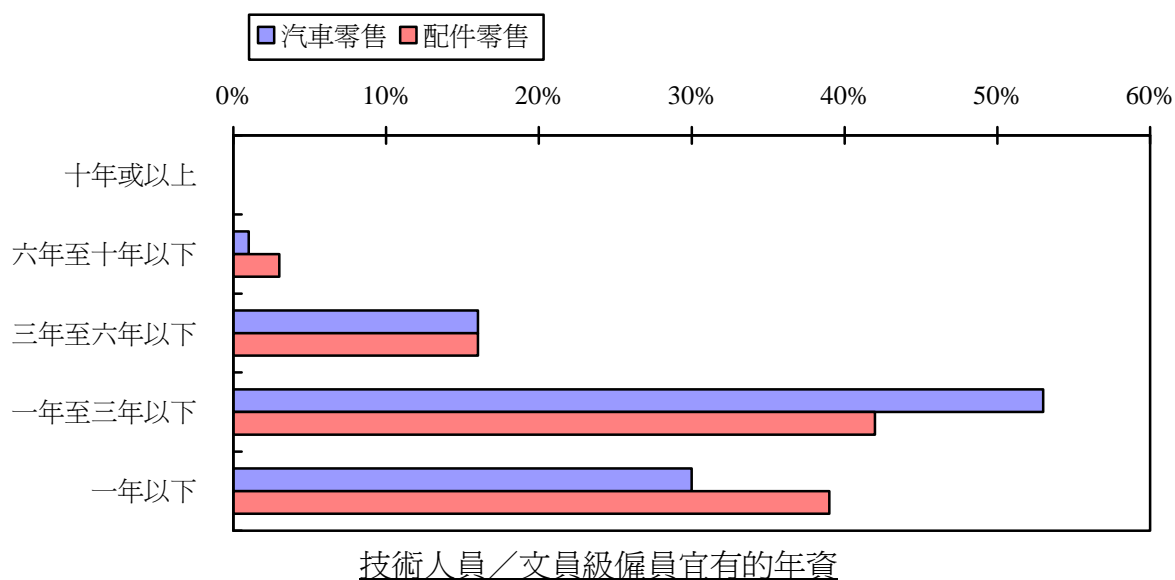
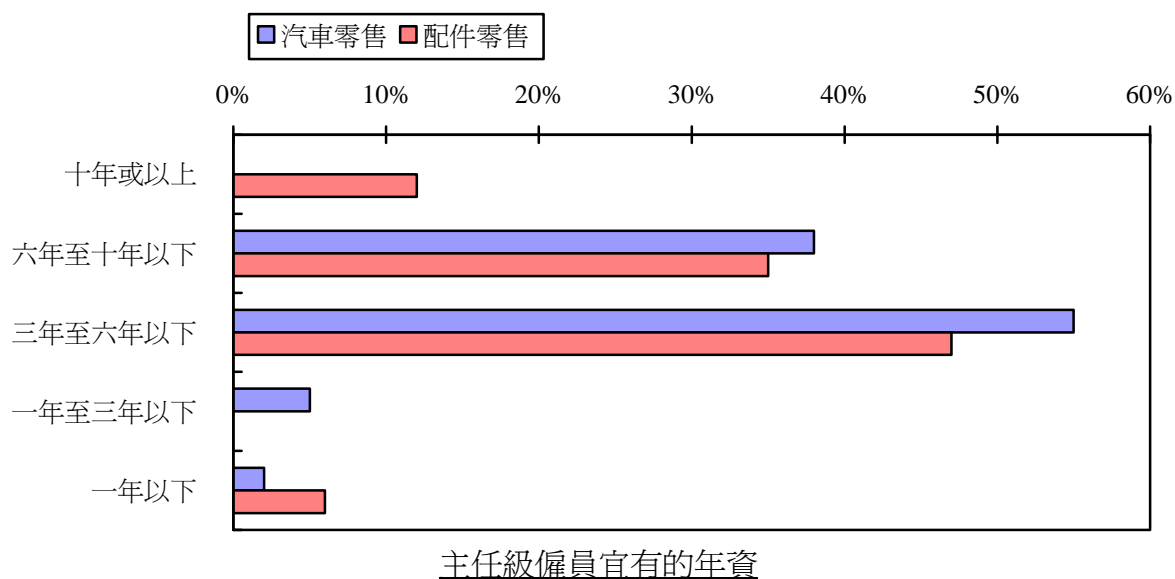


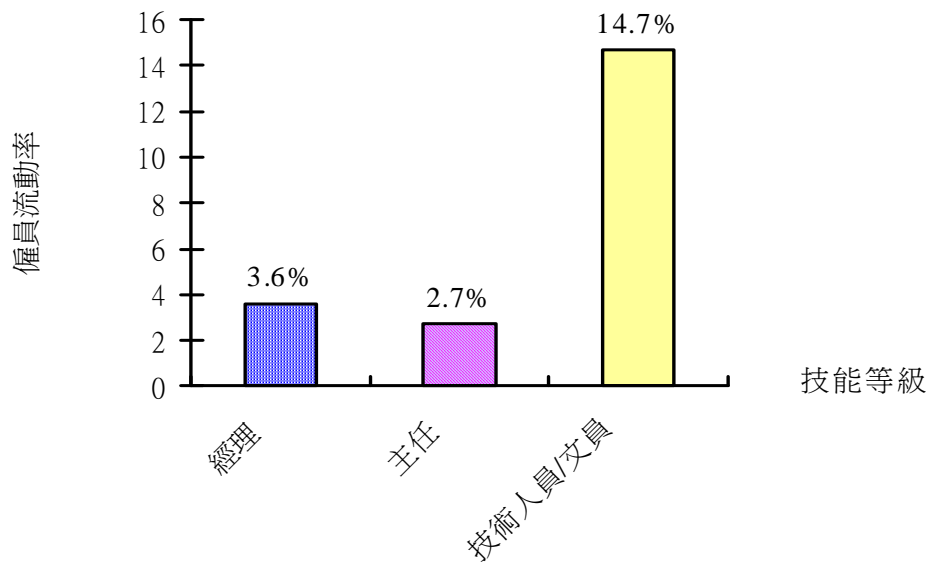
圖 10 僱主認為僱員宜有的年資  
(按汽車／零件零售類別各技能等級)





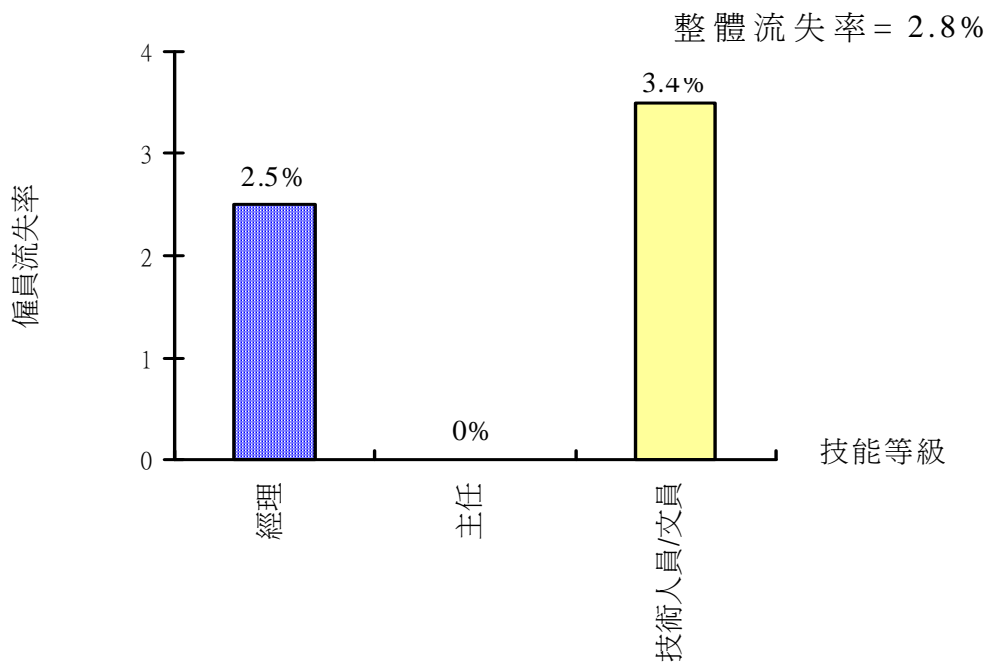
2.16 僱主報稱，過去 12 個月離職的汽車／零件零售類別僱員有 470 名（相當於職位總數的 12.2%），其中，技術人員/文員錄得 445 人離職，人數最多，各技能等級僱員流動率見下圖 11：

圖 11：汽車／零件零售類別各技能等級僱員流動率



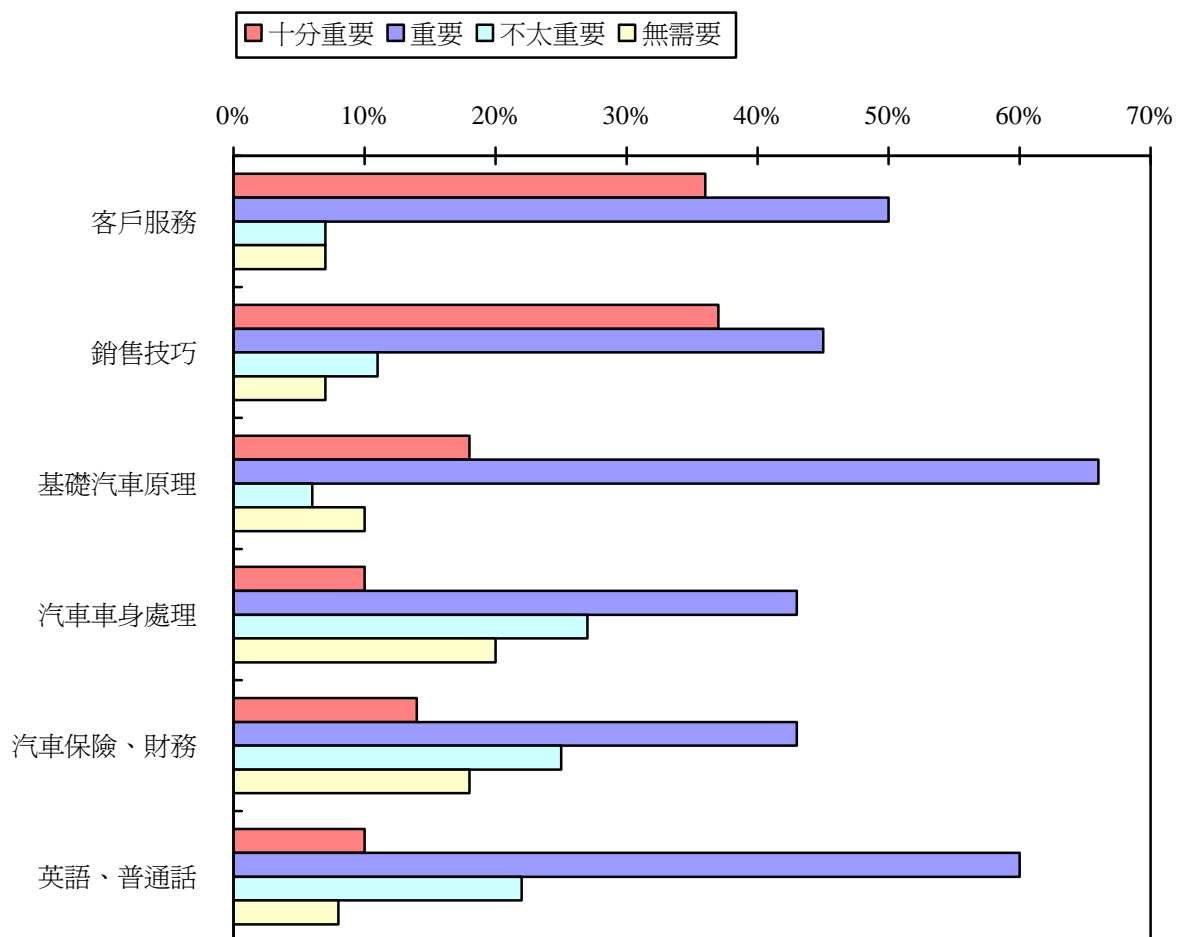
2.17 在調查前的 12 個月共有 470 名僱員離職，363 位曾從事相關職務的人士獲招聘。故此，行業流失了 107 人，佔人力總數 2.8%。其中以技術人員/文員流失的人數最多，達 103 人，佔該技能等級人力總數 3.4%。各技能等級僱員流失率見下圖 12：

圖 12：汽車／零件零售類別各技能等級僱員流失率



2.18 僱主就汽車／零件零售類別前線銷售人員的培訓需求六項訓練範疇作出評估，下圖為僱主的意見：

圖 13： 汽車／零件零售類別前線銷售人員的培訓需求



### 統計表

2.19 汽車業各類別各主要職務的人力統計數據詳情（包括受訓者人數、空缺數目，以及僱主預測 2011 年 4 月時的僱員人數），分別載於附錄 3 表一及表二。

Automobile Training Board

Membership  
(As at 1<sup>st</sup> April 2010)

Chairman:

Mr LEE Yiu-pui, Ringo (nominated by the Hong Kong Vehicle Repair Merchants Association Ltd.)

Members:

Mr CHAN Yan-ting, Gordon (nominated by the Hong Kong Auto Parts Industry Association)

Mr CHENG Chung-yan, Ramuel (nominated by a bus company)

Mr LAM Hing-cheong (nominated by a motor vehicle servicing establishment other than vehicle distributors)

Mr LEUNG Tat-ming (nominated by a motor vehicle distributor)

Ir Kenny PAK (nominated by the Service Managers Association)

Mr TANG Kwok-fai, Paul (nominated by the Motor Transport Workers General Union)

Mr TONG Kwok-kei (nominated by a motor vehicle distributor)

Mr WONG Kin-fai, Jones (nominated by a motor vehicle distributor)

Mr YAU Kwok-keung (nominated by a motor vehicle distributor)

Dr CHAN Wan-ching, Lawrence (representative of the Executive Director of the Vocational Training Council)

Mr LI Ying-ming (representative of the Director of Electrical and Mechanical Services)

Mr Tang Man-chiu (representative of the Commissioner for Labour)

Mr TSANG Man-wai, David (representative of the Commissioner for Transport)

Mr YAM Yat-shing (representative of the Director of Environmental Protection)

In-attendance:

Mr WONG Yiu-kwong (Hong Kong Vehicle Repair Merchants Association Ltd.)

Dr TANG Shung-tse, Alan (representative of the Hong Kong Institute of Vocational Education)

Mr WONG Chun-keung

(Centre Manager, Pro-Act Training and  
Development Centre (Automobile))

Secretary:

Mr FUNG Ming-kong, Steve

(Vocational Training Council)



汽車業訓練委員會  
委員名單  
(截至 2010 年 4 月 1 日)

主席：

李耀培先生 (香港汽車修理同業商會有限公司提名)

委員：

陳仁錠先生 (香港汽車零部件工業協會提名)

鄭中仁先生 (某巴士公司提名)

林慶昌先生 (某汽車分銷商以外的汽車維修機構提名)

梁達明先生 (某汽車分銷商提名)

白正曦工程師 (汽車維修管理協會提名)

鄧國輝先生 (汽車交通運輸業總工會提名)

湯國基先生 (某汽車分銷商提名)

黃健輝先生 (某汽車分銷商提名)

邱國強先生 (某汽車分銷商提名)

陳雲青博士 (職業訓練局執行幹事代表)

李英明先生 (機電工程署署長代表)

鄧文釗先生 (勞工處處長代表)

曾文瑋先生 (運輸署署長代表)

任日成先生 (環境保護署署長代表)

列席者：

王耀光先生 (香港汽車修理同業商會有限公司)

鄧崇智博士 (香港專業教育學院代表)

黃振強先生 (卓越培訓發展中心(汽車業)主任)

秘書：

馮明港先生 (職業訓練局)

JOB DESCRIPTIONS FOR PRINCIPAL JOBS  
IN THE AUTOMOBILE INDUSTRY  
汽車業主要職務的工作說明

**Sector A: Vehicle Servicing Sector 汽車維修類別**

Code No. 編號	Job Title 職稱	Job Description 工作說明
TECHNOLOGIST LEVEL 技師級		
101	Mechanical Engineer (Automotive)           汽車機械工程師	Engages in one or more of the following activities:  (i) Carrying out feasibility studies.  (ii) Procurement of vehicles and workshop equipment, including devising of technical specifications, tender assessment and commissioning.  (iii) Making modification or improvement on vehicles and auxiliary equipment.  (iv) Investigating, analysing and compiling reports on vehicle failures.  (v) Undertaking inspections and tests, assessing equipment performance and giving technical advice.  (vi) Devising preventive maintenance programme for large fleet of vehicles.  (vii) Managing engineering activities of an organization engaged in motor vehicle repairs and servicing, including safety and health matters.  從事下列一項或多項工作：  (i) 進行可行性研究；  (ii) 負責購置汽車及工場設備，並製訂技術規格、評估標書及驗收；  (iii) 為汽車及輔助設備進行改裝或改良；  (iv) 調查與分析汽車故障，並編製報告；

Code No. 編號	Job Title 職稱	Job Description 工作說明
<b>TECHNOLOGIST LEVEL (Continued) 技師級 (續)</b>		
		<p>(v) 進行檢查及測試，評估設備性能以及提供技術方面的意見；</p> <p>(vi) 為大型車隊訂定預防性維修計劃；</p> <p>(vii) 負責管理汽車維修機構內一切工程及有關事宜，包括工作安全及員工健康。</p>
102	<p>Service Manager</p> <p>維修部經理</p>	<p>Manages all commercial and technical activities of an organization engaged in motor vehicle repairs and servicing, including safety and health matters.</p> <p>負責管理汽車維修機構內一切業務及技術方面的工作，包括工作安全及員工健康。</p>
<b>TECHNICIAN LEVEL 技術員級</b>		
201	<p>Service Instructor</p> <p>維修教導員</p>	<p>Instructs apprentices, trainees and other employees in motor vehicle servicing and repairs.</p> <p>教導學徒、受訓者及其他僱員有關汽車維修的知識及技能。</p>
202	<p>Motor Vehicle Examiner/Tester</p> <p>汽車檢查員／測試員</p>	<p>Inspects and tests motor vehicles for their conditions and road-worthiness compliance, including inspection before and after repairs, as well as testing in compliance with legal requirements.</p> <p>檢查及測試汽車的狀況和路面行駛性能，包括維修前或維修後檢查或測試有關車輛是否符合法律的規定。</p>
203	<p>Service Supervisor</p>	<p>Performs supervisory duties contributory to:</p> <p>(i) the planning and allocation of tasks to foremen and other employees,</p> <p>(ii) the inspection, servicing and repairs of motor vehicles, and</p> <p>(iii) the installation and maintenance of workshop equipment.</p>

Code No. 編號	Job Title 職稱	Job Description 工作說明
<b>TECHNICIAN LEVEL (Continued) 技術員級 (續)</b>		
	維修監督	執行下列監督工作，以便協助：  (i) 策劃及分配工作予管工及其他僱員；  (ii) 檢查與維修汽車；  (iii) 安裝與維修工場設備。
204	Services Adviser/ Receptionist  維修服務員／款待員	Records customers' requirements, recommends repairs and servicing, advises and liaises with customers regarding progress of work.  記錄顧客的要求，建議適當的維修服務，並與顧客聯絡，知會有關工作的進展。
205	Engineering Technician  工程技術員	Performs technical tasks contributory to the modification or improvement work on vehicles, the design, installation and maintenance of workshop facilities, and technical support for vehicle servicing, either independently or under the direction of a mechanical engineer (automotive) or a service manager.  獨立或在汽車機械工程師／維修部經理的指導下執行技術職務，以協助進行：汽車的改裝或改良；工場設備的設計、安裝及維修；汽車維修方面的技術支援。
<b>CRAFTSMAN LEVEL 技工級</b>		
301	Vehicle Mechanic  汽車機械工	Services and repairs all types of vehicles.  維修各類型汽車。
302	Vehicle Electrician  汽車電工	Services and repairs electrical and electronic systems and components of motor vehicles.  維修汽車電氣、電子系統和組件。
303	Vehicle Body Repairer  車身修理工	Repairs motor vehicle bodies.  修理汽車車身。
304	Vehicle Body Builder  車身建造工	Constructs and converts motor vehicle bodies.  建造與改裝汽車車身。

Code No. 編號	Job Title 職稱	Job Description 工作說明
305	Vehicle Painter 汽車噴漆工	Prepares and paints vehicle bodies. 負責噴漆前的準備工作以及噴塗車身。
306	Vehicle Air-Conditioning Mechanic 汽車冷氣工	Installs, services and repairs vehicle air-conditioners. 安裝與維修汽車冷氣機。
307	Vehicle Upholsterer 車內裝飾工	Provides seats, seat covers, floor covers and interior trim in vehicles. 製造及裝設車椅、車椅面、車地板面及車內一切裝飾。
308	Machinist 機床工	Produces and reconditions vehicle components by the use of common or special purpose machine tools. 使用一般或專門的機床生產與整修汽車零件。
309	Industrial Vehicle Mechanic 工業機車技工	Services and repairs all types of industrial vehicles (e.g. fork lift truck, straddle carrier, shovel loader, etc.). 維修各類型工業機車（例如：叉式鏟車、貨櫃搬機車及鏟斗式裝載車等）。
310	Motorcycle Mechanic 電單車機械工	Services and repairs motorcycles. 維修電單車。
<b>UNSKILLED LEVEL    非技術工人級</b>		
401	General Worker/ Cleaner/Greaser  雜工／清潔工／ 加滑油工	Performs duties of a general nature not requiring any training or skill, such as cleaning, greasing, lubricating and polishing of motor vehicles after repairs and servicing, and tidying up garage.  擔任不需專門訓練或技能的一般性質工作，例如汽車維修後的清抹、加渴油與滑油，以及車房的清潔工作。

**Sector B: Vehicle / Auto-parts Retail 汽車／零件零售類別**

Code No. 編號	Job Title 職稱	Job Description 工作說明
<b>MANAGERIAL LEVEL 經理級</b>		
111	Owner/Sole Proprietor/ Working Partner  東主／獨資經營者／ 執行合夥董事	Owns and runs the business.  擁有和經營業務。
112	General Manager  總經理	Assumes total responsibility for retail operations, merchandising, sales and marketing functions.  負責機構內零售業務、採購、銷售和市場推廣所有事宜。
113	Sales Manager  營業經理	Plans, directs and manages sales-related activities aiming at maximizing sales. Directly contacts clients to promote sales.  策劃、指導和管理有關銷售的工作，以盡量提升營業額。直接聯絡客戶，以推廣業務。
114	Marketing Manager  市場推廣經理	Plans, directs and manages marketing functions including advertising, public relations and corporate communications.  策劃、指導和管理市場推廣工作，包括廣告、公共關係及企業傳訊。
115	Customer Services Manager  客戶服務經理	Plans, organizes, directs and controls activities relating to customer services. Contacts customers, liaises with internal departments to ensure provision of high standard customer services.  策劃、組織、指導客戶服務工作。聯絡客戶及公司內部門，確保客戶服務達到理想水平。
116	Merchandising Manager  採購經理	Plans, organizes, directs and controls merchandising or buying activities. Assesses market demand by carrying out market surveys or studies. Contacts suppliers, coordinates with appropriate departments to ensure continuity and quality of merchandise supply.  策劃、組織、監管採購工作。調查和研究市場情況，以釐訂需求。聯絡供應商，協調有關部門工作，確保貨源充足，並符合品質要求。

Code No. 編號	Job Title 職稱	Job Description 工作說明
<b>MANAGERIAL LEVEL (Continued) 經理級 (續)</b>		
117	Logistics / Distribution / Warehouse Manager  物流／運輸／倉庫經理	Plans, directs and manages logistics/distribution/warehousing activities to ensure smooth operation of merchandise flow.  策劃、指導和管理物流／運輸／存倉工作，確保物流順利。
<b>SUPERVISORY LEVEL 主任級</b>		
211	Store / Branch Supervisor  店舖／分店營業主任	Responsible for the sale of a particular merchandise or a range of merchandises in a store/outlet. Checks and studies sales figures, stock and customers' preference and makes subsequent recommendations. Supervises a team of sales staff.  負責某種貨品或數種貨品在一間店舖／經銷店的銷售。查核和研究銷售數字、貨品存貨及顧客要求，然後提出建議。監督一組售貨員的工作。
212	Customer Services Supervisor  客戶服務主任	Supervises and implements activities relating to customer services. Provides services directly to customers.  監督、推行與客戶服務有關的工作。直接向客戶提供服務。
213	Merchandiser/Buyer  採購主任	Responsible for merchandising or buying functions. Liaises and negotiates with suppliers and appropriate departments to ensure continuity and quality of merchandise supply.  負責商品採購工作。與供應商及有關部門聯絡洽商，確保貨源充足，並符合品質要求。
214	Parts / Logistics / Distribution/ Warehouse Supervisor  配件／物流／運輸／倉庫主任	Engaged in promotion and effect of the sales of automotive parts and accessories. Supervises logistics, distribution and warehousing of merchandise to achieve planned levels of services to users and customers.  推銷、出售汽車零件及附件。監督貨品的物流、運輸及存倉工作，以便為使用者及顧客提供有系統服務。

Code No. 編號	Job Title 職稱	Job Description 工作說明
<b>OPERATIVE/CLERICAL SUPPORT LEVEL    技術人員／文員級</b>		
511	Senior Sales Representative / Staff  高級營業員 / 售貨員	Sells merchandise, provides customer service, and / or operates cash register in retail store. Typically has more sales experiences and/or good sales records. (If companies do not have their own system of classification, sales staff having 5 years or more relevant experience in the industry will be classified as senior.)  在零售店／經銷店售賣貨品，提供顧客服務及／或負責收銀工作；具較多銷售經驗及／或良好銷售紀錄。（如公司沒有特別說明，具五年或以上相關經驗者為高級售貨員）
512	Junior Sales Representative / Staff  初級營業員 / 售貨員	Sells merchandise, provides customer service, and / or operates cash register in retail store. Usually has less sales experience. (If companies do not have their own system of classification, sales staff having less than 5 years of relevant experience in the industry will be classified as junior.)  在零售店／經銷店售賣貨品，提供顧客服務及／或負責收銀工作；通常銷售經驗較少。（如公司沒有特別說明，具少於五年相關經驗者為初級售貨員）
513	Stock Assistant  存貨助理	Delivers and receives merchandise, arranges storage, fills up shelves in warehouse and / or in stores.  收發貨品，安排儲存，添補貨倉及／或店舖貨架的存貨。
514	Part Time Sales/Service Staff  兼職售貨員／服務員	Employed on part time basis. Sells merchandise, provides customer service, and / or operates cash register in retail store.  以兼職方式受僱。在零售店／經銷店售賣貨品，提供顧客服務及／或負責收銀工作。
515	Other Clerks/Supportive Staff  其他文員／輔助人員 (請說明其職稱)	



TABLE 1 : AUTOMOBILE INDUSTRY MANPOWER STATISTICS

(Sector A: Vehicle Servicing)

表一：汽車業人力統計數字（汽車維修類別）

Job Title 職 稱	Number of Employees Employed 現有僱員 人數	Number of Trainees 現有受訓者 人數	Number of Vacancies at Date of Survey 現有的 空缺額	Forecast of Number Employed by April 2011 預計在 2011年 4月時的 僱員總數
<b>TECHNOLOGIST LEVEL</b> 技師級				
Mechanical Engineer (Automotive) 汽車機械工程師	86	7	0	87
Service Manager 維修部經理	159	0	1	160
Sub-total 分類總數	245	7	1	247
<b>TECHNICIAN LEVEL</b> 技術員級				
Service Instructor 維修教導員	83	2	0	82
Motor Vehicle Examiner/Tester 汽車檢查員／測試員	376	0	2	380
Service Supervisor 維修監督	596	0	5	599
Services Adviser/Receptionist 維修服務員／款待員	319	1	11	333
Engineering Technician 工程技術員	375	21	2	378
Sub-total 分類總數	1 749	24	20	1 772
<b>CRAFTSMAN LEVEL</b> 技工級				
Vehicle Mechanic 汽車機械工	5 901	287	198	6 139
Vehicle Electrician 汽車電工	705	122	8	745
Vehicle Body Repairer 車身修理工	885	52	16	878
Vehicle Body Builder 車身建造工	271	0	2	273
Vehicle Painter 汽車噴漆工	570	14	26	609

Job Title 職 稱	Number of Employees Employed 現有僱員 人數	Number of Trainees 現有受訓者 人數	Number of Vacancies at Date of Survey 現有的 空缺額	Forecast of Number Employed by April 2011 預計在 2011年 4月時的 僱員總數
<b>CRAFTSMAN LEVEL (Continued) 技工級 (續)</b>				
Vehicle Air-Conditioning Mechanic 汽車冷氣工	187	12	2	189
Vehicle Upholsterer 車內裝飾工	86	2	3	89
Machinist 機床工	56	3	0	56
Industrial Vehicle Mechanic 工業機車技工	43	1	0	44
Motorcycle Mechanic 電單車機械工	217	1	7	224
Sub-total 分類總數	8 921	494	262	9 246
<b>UNSKILLED LEVEL 非技術工人級</b>				
General Worker/Cleaner/Greaser 雜工/清潔工/加滑油工	912	6	18	906
Sub-total 分類總數	912	6	18	906
<b>GRAND TOTAL 總數</b>	<b>11 827</b>	<b>531</b>	<b>301</b>	<b>12 171</b>

TABLE 2 : AUTOMOBILE INDUSTRY MANPOWER STATISTICS

(Sector B : Vehicle / Auto-parts Retail)

表二：汽車業人力統計數字（汽車／零件零售類別）

Job Title 職 稱	Number of Employees Employed 現有僱員 人數	Number of Trainees 現有受訓者 人數	Number of Vacancies at Date of Survey 現有的 空缺額	Forecast of Number Employed by April 2011 預計在 2011年 4月時的 僱員總數
<b>MANAGERIAL LEVEL</b>		<b>經理級</b>		
Owner/Sole Proprietor/ Working Partner 東主／獨資經營者／ 執行合夥董事	100	0	0	100
General Manager 總經理	14	0	0	14
Sales Manager 營業經理	123	0	0	123
Marketing Manager 市場推廣經理	20	0	0	20
Customer Services Manager 客戶服務經理	4	0	0	4
Merchandising Manager 採購經理	5	0	0	5
Logistics / Distribution / Warehouse Manager 物流／運輸／倉庫經理	10	0	0	9
Sub-total 分類總數	276	0	0	275
<b>SUPERVISORY LEVEL</b>		<b>主任級</b>		
Store / Branch Supervisor 店舖／分店營業主任	330	0	0	330
Customer Services Supervisor 客戶服務主任	99	0	0	99
Merchandiser/Buyer 採購主任	32	0	0	32
Parts / Logistics /Distribution/ Warehouse Supervisor 配件／物流／運輸／倉庫主任	85	0	0	85
Sub-total 分類總數	546	0	0	546

Job Title 職 稱	Number of Employees Employed 現有僱員 人數	Number of Trainees 現有受訓者 人數	Number of Vacancies at Date of Survey 現有的 空缺額	Forecast of Number Employed by April 2011 預計在 2011 年 4 月時的 僱員總數
<b>OPERATIVE/CLERICAL SUPPORT LEVEL</b>		<b>技術人員／文員級</b>		
Senior Sales Representative / Staff 高級營業員 / 售貨員	1 299	0	21	1 321
Junior Sales Representative / Staff 初級營業員 / 售貨員	748	17	33	781
Stock Assistant 存貨助理	163	0	2	166
Part Time Sales/Service Staff 兼職售貨員／服務員	9	0	0	9
Other Clerks/Supportive Staff 其他文員／輔助人員 (請說明其職稱)	807	0	0	789
Sub-total 分類總數	3 026	17	56	3 066
<b>GRAND TOTAL</b> 總數	<b>3 848</b>	<b>17</b>	<b>56</b>	<b>3 887</b>

TABLE 3: DISTRIBUTION OF EMPLOYEES BY MONTHLY INCOME RANGE

(Sector A: Vehicle Servicing)

表三：根據每月總收入幅度劃分的僱員分布情況（汽車維修類別）

Job Title 職稱	Under \$5,001 以下	\$5,001 - \$6,000	\$6,001 - \$8,000	\$8,001 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	Over \$25,000 以上	Unspecified 未列明
<b>TECHNOLOGIST LEVEL 技師級</b>									
Mechanical Engineer (Automotive) 汽車機械工程師	-	-	-	-	1	6	36	43	-
Service Manager 維修部經理	-	-	-	-	2	7	37	92	21
Sub-total 分類總數	-	-	-	-	3	13	73	135	21
<b>TECHNICIAN LEVEL 技術員級</b>									
Service Instructor 維修教導員	-	-	-	-	3	15	4	35	26
Motor Vehicle Examiner/Tester 汽車檢查員／測試員	-	-	-	-	94	169	113	-	-
Service Supervisor 維修監督	-	-	-	1	104	332	127	7	25
Services Adviser/Receptionist 維修服務員／款待員	-	-	-	13	154	110	12	-	30
Engineering Technician 工程技術員	-	-	-	4	244	78	13	2	34
Sub-total 分類總數	-	-	-	18	599	704	269	44	115

Job Title 職稱	Under \$5,001 以下	\$5,001 - \$6,000	\$6,001 - \$8,000	\$8,001 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	Over \$25,000 以上	Unspecified 未列明
<b>CRAFTSMAN LEVEL 技工級</b>									
Vehicle Mechanic 汽車機械工	45	48	115	1 986	3 186	263	-	-	258
Vehicle Electrician 汽車電工	-	-	-	390	215	51	2	-	47
Vehicle Body Repairer 車身修理工	-	-	11	370	381	76	-	-	47
Vehicle Body Builder 車身建造工	-	-	-	29	217	20	2	-	3
Vehicle Painter 汽車噴漆工	-	-	-	25	387	74	11	-	73
Vehicle Air-Conditioning Mechanic 汽車冷氣工	-	12	-	66	102	5	-	2	-
Vehicle Upholsterer 車內裝飾工	-	-	-	14	70	-	-	-	2
Machinist 機床工	-	-	-	36	11	9	-	-	-
Industrial Vehicle Mechanic 工業機車技工	-	-	2	-	1	-	-	-	40
Motorcycle Mechanic 電單車機械工	-	-	46	77	91	-	-	3	-
Sub-total 分類總數	45	60	174	2 993	4 661	498	15	5	470
<b>UNSKILLED LEVEL 非技術工人級</b>									
General Worker/Cleaner/Greaser 雜工/清潔工/加滑油工	13	20	241	551	62	12	-	-	13
Sub-total 分類總數	13	20	241	551	62	12	-	-	13

TABLE 4: DISTRIBUTION OF EMPLOYEES BY MONTHLY INCOME RANGE

(Sector B : Vehicle / Auto-parts Retail)

表四：根據每月總收入幅度劃分的僱員分布情況（汽車／零件零售類別）

(a) Retail Sale of Motor Vehicles and Motorcycles 汽車／電單車零售

Job Title 職稱	Under \$5,001 以下	\$5,001 - \$6,000	\$6,001 - \$8,000	\$8,001 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	Over \$25,000 以上	Unspecified 未列明
<b>MANAGERIAL LEVEL</b> 經理級									
Owner/Sole Proprietor/ Working Partner 東主／獨資經營者／執行合夥董事	-	-	-	-	-	16	14	26	2
General Manager 總經理	-	-	-	-	-	-	-	7	4
Sales Manager 營業經理	-	-	-	-	-	16	-	52	18
Marketing Manager 市場推廣經理	-	-	-	-	-	2	3	12	-
Customer Services Manager 客戶服務經理	-	-	-	-	-	-	1	3	-
Merchandising Manager 採購經理	-	-	-	-	-	-	-	5	-
Logistics / Distribution / Warehouse Manager 物流／運輸／倉庫經理	-	-	-	-	-	2	-	2	-
Sub-total 分類總數	-	-	-	-	-	36	18	107	24

Job Title 職稱	Under \$5,001 以下	\$5,001 - \$6,000	\$6,001 - \$8,000	\$8,001 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	Over \$25,000 以上	Unspecified 未列明
<b>SUPERVISORY LEVEL 主任級</b>									
Store / Branch Supervisor 店舖／分店營業主任	-	-	-	-	148	1	11	52	3
Customer Services Supervisor 客戶服務主任	-	-	-	-	60	-	1	-	-
Merchandiser/Buyer 採購主任	-	-	-	-	24	-	-	-	-
Parts / Logistics /Distribution/ Warehouse Supervisor 配件／物流／運輸／倉庫主任	-	-	-	-	3	25	-	-	30
Sub-total 分類總數	-	-	-	-	235	26	12	52	33
<b>OPERATIVE/CLERICAL SUPPORT LEVEL 技術人員／文員級</b>									
Senior Sales Representative / Staff 高級營業員 / 售貨員	-	-	28	133	261	97	90	118	253
Junior Sales Representative / Staff 初級營業員 / 售貨員	15	-	63	159	117	4	32	1	3
Stock Assistant 存貨助理	-	-	-	29	27	-	-	-	-
Part Time Sales/Service Staff 兼職售貨員／服務員	-	-	-	9	-	-	-	-	-
Other Clerks/Supportive Staff 其他文員／輔助人員 (請說明其職稱)	-	9	91	320	136	-	-	-	45
Sub-total 分類總數	15	9	182	650	541	101	122	119	301



## (b) Retail Sale of Motor Vehicles and Motorcycles Parts and Accessories 汽車及電單車配件及零件零售

Job Title 職稱	Under \$5,001 以下	\$5,001 - \$6,000	\$6,001 - \$8,000	\$8,001 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	Over \$25,000 以上	Unspecified 未列明
<b>MANAGERIAL LEVEL</b> 經理級									
Owner/Sole Proprietor/ Working Partner 東主／獨資經營者／執行合夥董事	-	-	-	-	-	19	17	6	-
General Manager 總經理	-	-	-	-	-	-	-	-	-
Sales Manager 營業經理	-	-	-	-	-	2	22	-	-
Marketing Manager 市場推廣經理	-	-	-	-	-	-	-	-	-
Customer Services Manager 客戶服務經理	-	-	-	-	-	-	-	-	-
Merchandising Manager 採購經理	-	-	-	-	-	-	-	-	-
Logistics / Distribution / Warehouse Manager 物流／運輸／倉庫經理	-	-	-	-	-	1	-	-	-
Sub-total 分類總數	-	-	-	-	-	22	39	6	-

Job Title 職稱	Under \$5,001 以下	\$5,001 - \$6,000	\$6,001 - \$8,000	\$8,001 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	Over \$25,000 以上	Unspecified 未列明
<b>SUPERVISORY LEVEL 主任級</b>									
Store / Branch Supervisor 店舖／分店營業主任	-	-	-	-	92	3	-	-	-
Customer Services Supervisor 客戶服務主任	-	-	-	-	37	-	-	-	-
Merchandiser/Buyer 採購主任	-	-	-	-	3	-	-	-	-
Parts / Logistics /Distribution/ Warehouse Supervisor 配件／物流／運輸／倉庫主任	-	-	-	-	4	-	-	-	-
Sub-total 分類總數	-	-	-	-	136	3	-	-	-
<b>OPERATIVE/CLERICAL SUPPORT LEVEL 技術人員／文員級</b>									
Senior Sales Representative / Staff 高級營業員 / 售貨員	-	-	-	124	128	7	-	33	-
Junior Sales Representative / Staff 初級營業員 / 售貨員	-	17	54	170	87	23	-	-	-
Stock Assistant 存貨助理	-	-	76	4	8	-	-	-	-
Part Time Sales/Service Staff 兼職售貨員／服務員	-	-	-	-	-	-	-	-	-
Other Clerks/Supportive Staff 其他文員／輔助人員 (請說明其職稱)	-	-	3	133	2	-	-	-	-
Sub-total 分類總數	-	17	133	431	225	30	-	33	-