

MANPOWER SURVEY STATISTICAL REPORT 2004

二 四年度人力調查統計報告書

# PRINTING AND PUBLISHING INDUSTRIES

職業訓練局印刷及出版業訓練委員會  
PRINTING AND PUBLISHING TRAINING BOARD  
VOCATIONAL TRAINING COUNCIL

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## 印刷及出版業

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## 二 四年度人力統計報告書

### **2004 MANPOWER STATISTICAL REPORT OF THE PRINTING AND PUBLISHING INDUSTRIES**

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# 第一章

## 簡 介

### **印刷及出版業訓練委員會**

1.1 印刷及出版業訓練委員會隸屬職業訓練局，成員由政府委任；職責包括：確定印刷及出版業的人力及訓練需求，並向局方建議適當措施，應付業內所需。本會委員名單載於附錄 1。

### **調查目的**

1.2 是次調查於二〇〇四年五月二十四日至六月三十日進行，旨在蒐集業內主要職務的最新人力資料。

### **調查範圍**

1.3 調查包括下列類別：

#### **A. 印刷業**

- (i) 報紙印刷業
- (ii) 承印業
- (iii) 其他印刷及有關行業
- (iv) 紙盒及其他紙製容器製造業
- (v) 印刷代理
- (vi) 教育及訓練機構的印刷學系和政府的印刷部門

## B. 出版業

- (i) 出版及有關行業
- (ii) 書報及刊物批發
- (iii) 書報及刊物進出口貿易
- (iv) 選定機構

### **調查方法**

1.4 鑑於資源有限，本會採用了分層隨機抽樣法，在指定範圍內的 5 493 間機構中，選出 735 間為調查對象。

## 第二章

### 調查結果摘要

#### 僱員人數

2.1 調查顯示，二〇〇四年六月時，印刷業共有僱員 21 222 名，出版業則有 7 716 名。

2.2 兩個行業僱員按門類和技能等級劃分的情況如下：

#### A. 印刷業

技能等級 門類	技師級	技術員級	技工級	操作 工級	非技術 人員級	總數	佔僱員總 數 百分率
報紙印刷業	13	136	497	23	37	706	3.3%
承印業	334	3 077	8 326	507	1 295	13 539	63.8%
其他印刷及 有關行業	29	693	2 531	224	176	3 653	17.2%
紙盒及其他 紙製容器製 造業	7	59	223	66	27	382	1.8%
印刷代理	368	2 187	58	-	2	2 615	12.3%
教育及訓練 機構的印刷 學系和政府的 印刷部門	8	56	181	40	42	327	1.6%
總數	759	6 208	11 816	860	1 579	21 222	100%
佔僱員總數 百分率	3.6%	29.2%	55.7%	4.1%	7.4%	100%	

## B. 出版業

技能等級 門類	經理級	主任級	技術 輔 助 人員級	總數	佔僱員總數 百分率
出版及有關行業	671	1 858	4 006	6 535	84.7%
書報及刊物批發	21	117	100	238	3.1%
書報及刊物 進出口貿易	36	195	387	618	8.0%
選定機構	50	120	155	325	4.2%
總數	778	2 290	4 648	7 716	100%
佔僱員總數 百分率	10.1%	29.7%	60.2%	100%	

2.3 各門類主要職務的人力數字（包括空缺數目）詳載於表 1 至 2。

## 空缺數目

2.4 調查期間，印刷業有職位空缺 242 個，佔僱員總數的 1.1%；出版業則有 109 個，佔僱員總數的 1.4%：

### A. 印刷業

技能等級 門類	技師級	技術員級	技工級	操作工級	非技術人員級	總數	佔同一門類 僱員總數 百分率
報紙印刷業	-	1	-	-	-	1	0.1%
承印業	5	56	96	10	19	186	1.4%
其他印刷及 有關行業	-	-	28	4	-	32	0.9%
紙盒及其他 紙製容器製 造業	-	1	1	-	-	2	0.5%
印刷代理	1	13	6	-	-	20	0.8%
教育及訓練 機構的印刷 學系和政府的 印刷部門	-	-	1	-	-	1	0.3%
總數	6	71	132	14	19	242	1.1%
佔同一技能 等級僱員總數 百分率	0.8%	1.1%	1.1%	1.6%	1.2%	1.1%	



B. 出版業

技能等級 門類	經理級	主任級	技術 輔助 人員級	總數	佔同一門類 僱員總數 百分率
出版及有關行業	2	4	85	91	1.4%
書報及刊物批發	-	-	-	-	-
書報及刊物進 出口貿易	-	-	6	6	1.0%
選定機構	1	3	8	12	3.7%
總數	3	7	99	109	1.4%
佔同一技能等級 僱員總數百分率	0.4%	0.3%	2.1%	1.4%	

## ***I. INTRODUCTION***

### **The Training Board**

1.1 The Printing and Publishing Training Board of the Vocational Training Council is appointed by the HKSAR Government to be responsible for determining the manpower situation and training needs in the printing and publishing industries and to recommend to the Vocational Training Council measures to meet the needs. Membership of the Training Board is at Appendix I.

### **Purpose of the Survey**

1.2 The survey was conducted by the Training Board during the period 24<sup>th</sup> May 2004 to 30<sup>th</sup> June 2004. The aim of the survey is to collect up-to-date manpower information in the principal jobs of the printing and publishing industries.

### **Scope of the Survey**

1.3 The survey covered the following branches of the printing and publishing industries:

(A) **Printing Industry**

- (i) Newspaper printing
- (ii) Job printing
- (iii) Other printing and allied industries
- (iv) Containers and boxes of paper and paperboard
- (v) Printing Agents
- (vi) Printing sections of educational and training institutions and the agencies and departments in the HKSAR Government

(B) **Publishing Industry**

- (i) Publishing and allied industries
- (ii) Wholesales of books, periodicals and newspapers
- (iii) Import and export of books, periodicals and newspapers
- (iv) Selected organizations

### **Method of the Survey**

1.4 In view of the limited resources, a stratified random sampling method was adopted to select 735 samples out of 5 493 establishments in the specified frame.

## **II. SUMMARY OF SURVEY FINDINGS**

### **Number of Persons/Workers Engaged/Employed**

2.1 The survey revealed that in June 2004, a total of 21 222 and 7 716 employees were employed in the printing industry as well as the publishing industry.

2.2 The distribution of workers according to the job level in the branches was as follows:

#### (A) Printing Industry

Job Level Branch	Technologist	Technician	Craftsman	Operative	Unskilled	Total	Percentage of Total Number of Employees
Newspaper Printing	13	136	497	23	37	706	3.3%
Job Printing	334	3 077	8 326	507	1 295	13 539	63.8%
Other Printing and Allied Industries	29	693	2 531	224	176	3 653	17.2%
Containers and Boxes of Paper and Paperboard	7	59	223	66	27	382	1.8%
Printing Agents	368	2 187	58	-	2	2 615	12.3%
Printing Sections of Educational and Training Institutions and the Agencies and Departments in the HKSAR Government	8	56	181	40	42	327	1.6%
Total	759	6 208	11 816	860	1 579	21 222	100%
Percentage of Total Number of Employees	3.6%	29.2%	55.7%	4.1%	7.4%	100%	

(B) Publishing Industry

Job Level Branch	Managerial	Supervisory	Technical Support	Total	Percentage of Total Number of Employees
Publishing and Allied Industries	671	1 858	4 006	6 535	84.7%
Wholesale of Books, Periodicals and Newspapers	21	117	100	238	3.1%
Import and Export of Books, Periodicals and Newspapers	36	195	387	618	8.0%
Selected Organizations	50	120	155	325	4.2%
Total	778	2 290	4 648	7 716	100%
Percentage of Total Number of Employees	10.1%	29.7%	60.2%	100%	

2.3 Detailed manpower statistics for each branch of the printing and publishing industries analyzed by principal jobs including number of vacancies are tabulated in Tables 1 and 2.

## Vacancies

2.4 Employers reported a total of 242 and 109 vacancies, representing about 1.1% and 1.4% of the total workforce in the printing and the publishing industries, respectively at the time of the Survey:

### (A) Printing Industry

Job Level Branch	Technologist / Managerial	Technician	Craftsman	Operative	Unskilled	Total	Percentage of Total Number of Employees at the Same Branch
Newspaper Printing	-	1	-	-	-	1	0.1%
Job Printing	5	56	96	10	19	186	1.4%
Other Printing and Allied Industries	-	-	28	4	-	32	0.9%
Containers and Boxes of Paper and Paperboard	-	1	1	-	-	2	0.5%
Printing Agents	1	13	6	-	-	20	0.8%
Printing Sections of Educational and Training Institutions and the Agencies and Departments in the HKSAR Government	-	-	1	-	-	1	0.3%
Total	6	71	132	14	19	242	1.1%
Percentage of Total Number of Employees at the Same Level	0.8%	1.1%	1.1%	1.6%	1.2%	1.1%	

(B) Publishing Industry

Branch \ Job Level	Managerial	Supervisory	Technical Support	Total	Percentage of Total Number of Employees at the Same Branch
Publishing and Allied Industries	2	4	85	91	1.4%
Wholesale of Books, Periodicals and Newspapers	-	-	-	-	-
Import and Export of Books, Periodicals and Newspapers	-	-	6	6	1.0%
Selected Organizations	1	3	8	12	3.7%
Total	3	7	99	109	1.4%
Percentage of Total Number of Employees at the Same Level	0.4%	0.3%	2.1%	1.4%	



PRINTING AND PUBLISHING TRAINING BOARD  
印刷及出版業訓練委員會

Membership (as at 1.4.2004 - 31.3.2005)  
委員名單 (二 四年四月一日至二 五年三月三十一日)

Chairman  
主席

Mr HO Ka-hun  
何家鏗先生

Vice-chairman  
副主席

Mr SINN Kwok-chung, Patrick  
冼國忠先生

Members  
委員

Mr CHAN Man-ming  
陳文明先生

Mr CHEUNG Wong-cheong, Dennis  
張煌昌先生

Mr CHAN Nam  
陳南先生

Mr KWONG Tze-hea, Patrick  
鄺子器先生

Mr LAU Hoi-tung  
劉海東先生

Mr LEE Shun-hay  
李純熙先生



Miss AU Suk-mei, May  
區淑美小姐

Mr LEE Tak-wing, James  
李德榮先生

Mr LEUNG Wing-chung, Terence  
梁榮鏘先生

Mr LIN Kai-yin, Stanley  
連繼賢先生

Mr Constant LAM  
林業偉先生

Dr MA Kwai-min, Kenneth  
馬桂綿博士

Mr NG Kai-shui, Stephen  
吳啟瑞先生

Mr SHUM Yiu-nam, Sunny  
岑耀南先生

Mr SHUM Pui-chak  
沈培澤先生

Mr TSANG Hip-tai  
曾協泰先生

Mr YIP Wai-chi, Derek  
葉偉慈先生

Mr TSANG Chiu-hok, Victor  
曾昭學先生

Secretary  
秘書

Mr WAI Chun-kwok  
韋鎮國先生

Table 1: MANPOWER STATISTICS IN THE PRINTING INDUSTRY  
 表一：印刷業人力統計數字

Job Title 職稱	Number of Employees Employed 現有僱員人數	Number of Trainees 受訓者 人數	Number of Vacancies at Date of Survey 調查期間 的空缺額	Forecast Number of Employees by June 2005 估計到二 五 年六月時的 僱員人數
TECHNOLOGIST / MANAGERIAL LEVEL		技師級 管理級		
Factory Manager 廠長	139	-	-	139
Production Manager 生產經理 廠務經理	188	-	-	188
Quality Manager 品質經理	68	-	-	68
Sales/Customer Services/ Marketing Manager 營業 客戶服務 市場推廣經理	364	-	6	371
Sub-total 小計	759	-	6	766
TECHNICIAN / SUPERVISORY LEVEL		技術員 / 督導級		
Cost Estimator 印刷估價員	520	-	2	525
Production Planner/Controller/ Customer Services Co-ordinator 生產策劃員 管制員 客戶服務統籌員	1 126	-	13	1 132
Sales Representative 營業代表	3 189	-	52	3 308
Overseer/Supervisor 督導員 管理員	954	-	1	955
Quality Controller 品質管制員	209	-	1	210
Proof Reader 校對員	78	-	-	78
Electrical & Mechanical Maintenance Technician (Printing) 機電維修 (印刷) 技術員	132	-	2	134
Sub-total 小計	6 208	-	71	6 342
CRAFTSMAN LEVEL		技工級		
Colour Scanner Craftsman 分色機操作技工	290	6	3	310

Job Title 職稱	Number of Employees Employed 現有僱員人數	Number of Trainees 受訓者 人數	Number of Vacancies at Date of Survey 調查期間 的空缺額	Forecast Number of Employees by June 2005 估計到二 五 年六月時的 僱員人數
CRAFTSMAN LEVEL (Continued) 技工級 (續)				
Electronic Prepress System Craftsman 電子印前系統操作技工	2 287	23	23	2 339
Letterpress Platemaker 凸版(活版) 製版技工	134	-	1	135
Offset Lithographic Platemaker 柯式版製作技工	1 353	5	23	1 380
Proofing Press Craftsman 打稿技工	142	-	-	142
Digital Printing System Craftsman 數碼印刷系統操作技工	162	8	-	162
Printing Machine Craftsman (Letterpress) 活版機印刷技工	549	-	-	549
Label Printing Machine Craftsman (Relief Process) 凸版標籤印刷機技工	454	-	-	434
Printing Machine Craftsman (Offset Litho)(Sheet-fed) 單張給紙式柯式平版 機印刷技工	4 276	30	68	4 414
Printing Machine Craftsman (Offset Litho)(Web-fed) 捲筒給紙式柯式平版 機印刷技工	729	26	5	734
Screen Printing Craftsman 絲網印刷技工	30	-	-	30
Flexographic Printing Craftsman 柔性版印刷機操作技工	1	-	-	1
Binding Craftsman 裝訂技工	1 175	-	8	1 183
Die Cutting/Tool Making Craftsman 啤盒工 造模工	172	3	1	173
Package Finishing Machine Craftsman 包裝盒完成機技工	12	-	-	12

Job Title 職稱	Number of Employees Employed 現有僱員人數	Number of Trainees 受訓者 人數	Number of Vacancies at Date of Survey 調查期間 的空缺額	Forecast Number of Employees by June 2005 估計到二 五 年六月時的 僱員人數
CRAFTSMAN LEVEL (Continued) 技工級 (續)				
Other Craftsman Level Employee 其他技工級僱員	50	-	-	50
Sub-total 小計	11 816	101	132	12 048
OPERATIVE LEVEL 操作工級				
Bookbinding Machine Operator 裝訂機械操作工	804	-	11	821
Computerised Label Imprinter Operator 電腦標籤加印機操作員	56	-	3	59
Sub-total 小計	860	-	14	880
UNSKILLED LEVEL 非技術人員級				
General Worker 雜工	1 579	-	19	1 578
Sub-total 小計	1 579	-	19	1 578
GRAND TOTAL 總計	21 222	101	242	21 614

Table 2 : MANPOWER STATISTICS IN THE PUBLISHING INDUSTRY

表二：出版業人力統計數字

Job Title 職稱	Number of Employees Employed 現有僱員人數	Number of Trainees 受訓者人數	Number of Vacancies at Date of Survey 調查期間 的空缺額	Forecast Number of Employees by June 2005 估計到 二 五年 六月時的 僱員人數
<b>MANAGERIAL LEVEL 經理級</b>				
Managing Director/ General Manager/Publisher/ Chief Executive Director/President 董事經理 總經理 出版人 / 社長	125	-	-	125
Editorial Director/Chief Editor/ Managing Editor/Publishing Director/Editorial Manager 總編輯 主編	187	-	-	187
Design Director/Art Director 設計總監 美術總監	66	-	-	66
Production Director/ Production Manager 製作總監 製作經理	52	-	2	54
Marketing Director/ Marketing Manager 市場總監 市場經理	107	-	-	107
Sales Director/Sales Manager (Newspaper and Magazine Publications) 營業總監 營業經理 (報刊)	139	-	-	139
Sales Director/Sales Manager (Book Publications) 營業總監 營業經理 (書刊)	40	-	-	40
Editorial Manager 編輯經理	62	-	1	63
Sub-total 小計	778	-	3	781
<b>SUPERVISORY LEVEL 主任級</b>				
Commissioning Editor/ Acquisition Editor 策劃編輯	288	-	-	288
Senior Editor 高級編輯	839	-	5	844
Senior Designer 高級設計師	228	-	-	228

Job Title 職稱	Number of Employees Employed 現有僱員人數	Number of Trainees 受訓者人數	Number of Vacancies at Date of Survey 調查期間的空缺額	Forecast Number of Employees by June 2005 估計到二五年六月時的僱員人數
<b>SUPERVISORY LEVEL (Continued) 主任級 (續)</b>				
Production Supervisor 製作主任	112	-	-	111
Sales Supervisor 營業主任	431	-	1	432
Marketing/Publicity Supervisor 市場 宣傳主任	136	-	1	137
Customer Services Supervisor/ Officer (Text Books) 客戶服務主任 (書籍)	123	-	-	127
Circulation Supervisor (Magazine & Newspapers) 發行主任 (報刊)	133	-	-	133
Sub-total 小計	2 290	-	7	2 300
<b>TECHNICAL SUPPORT LEVEL 技術輔助人員級</b>				
Assistant Editor/Copy Editor/ Art Editor/Proof Reader 助理編輯 稿件編輯 美術編輯 / 校對員	1 615	-	23	1 636
Art Designer 美術設計員	828	-	15	843
Illustrator 插圖員	165	-	-	165
Desktop Publishing (DTP) Operator 桌面排版操作員	238	-	4	241
Production Assistant 製作助理	209	-	2	211
Sales Representative/ Sales Executive 營業代表	1 167	-	46	1 230
Marketing/Publicity Assistant 營業助理 宣傳助理	364	-	9	373
Other Publishing Related Job 其他出版業有關職位	62	-	-	62
Sub-total 小計	4 648	-	99	4 761
<b>GRAND TOTAL 總計</b>	<b>7 716</b>	<b>-</b>	<b>109</b>	<b>7 842</b>