



Import / Export and Wholesale Trades Training Board
出入口及批發業訓練委員會

2008

MANPOWER SURVEY REPORT • IMPORT/EXPORT AND WHOLESALE TRADES

人力調查報告書 • 出入口及批發業

MANPOWER SURVEY REPORT 2008 IMPORT/EXPORT AND WHOLESALE TRADES

出入口及批發業2008年度人力調查報告書



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2008 Manpower Survey Report
Import/Export and Wholesale Trades

出入口及批發業
二零零八年人力調查報告

Import/Export and Wholesale Trades Training Board
Vocational Training Council

職業訓練局
出入口及批發業訓練委員會

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EXECUTIVE SUMMARY

Introduction

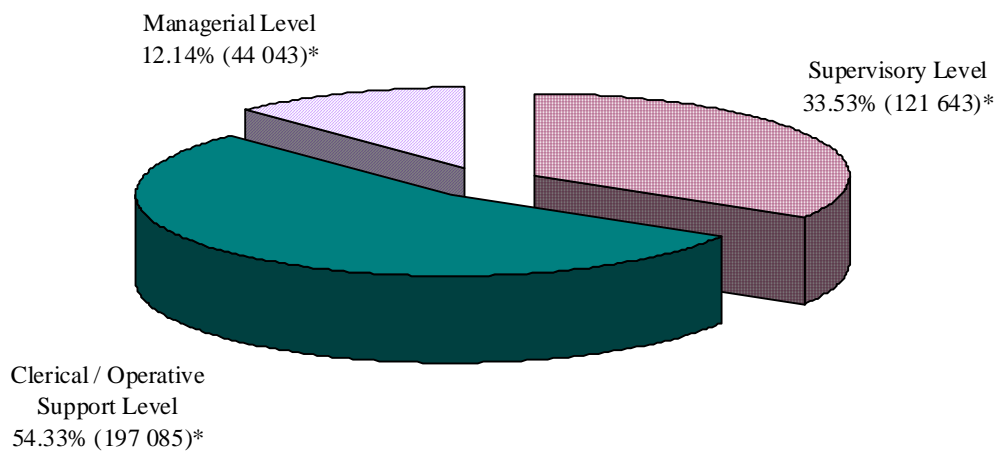
1. The Import/Export and Wholesale Trades Training Board of the Vocational Training Council (“VTC”) conducts a manpower survey biennially with a view to assessing the manpower situation and training needs in the import/export and wholesale trades.

2. The 2008 Manpower Survey of the Import/Export and Wholesale Trades (“the Survey”) was conducted between November 2008 to March 2009 with 3rd November 2008 as the time reference of data. A total of 869 companies from the import/export trade (“IE trade”) and 202 companies from the Wholesale trade had been selected for the Survey by the stratified random sampling method. The effective response rates were 91.6% for the import/export trade and 93% for the wholesale trade.

Number Engaged

3. According to the Survey, 362 771 persons were engaged in the principal jobs (“technical manpower”) of the import/export trade, comprising 44 043 managerial staff (vs 54 068 in 2006), 121 643 supervisory staff (vs 124 252 in 2006) and 197 085 clerical/operative support staff (vs 151 590 in 2006). The distribution of IE trade employees by job level is shown in Figure 1.

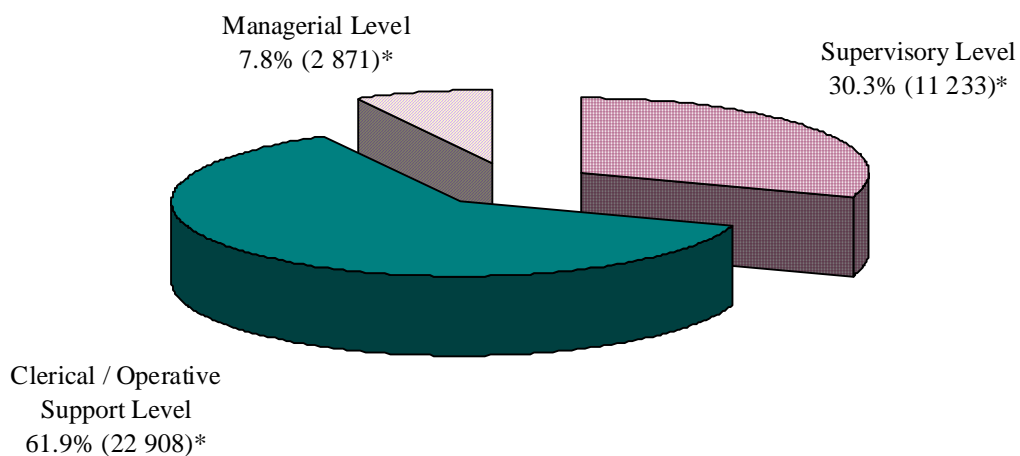
Figure 1 **IE Trade**
Distribution of Employees by Job Level
(As in November 2008)
(Total 362 771)



* Number of employees in brackets.

4. The wholesale trade had a technical manpower of 37 012 persons at the time of the Survey, of which 2 871 were managerial staff (vs 2 936 in 2006), 11 233 were supervisory staff (vs 7 743 in 2006) and 22 908 were clerical/operative support staff (vs 21 421 in 2006). The distribution of wholesale trade employees by job level is shown in Figure 2.

**Figure 2 Wholesale Trade
Distribution of Employees by Job Level
(As in November 2008)
(Total 37 012)**



* Number of employees in brackets.

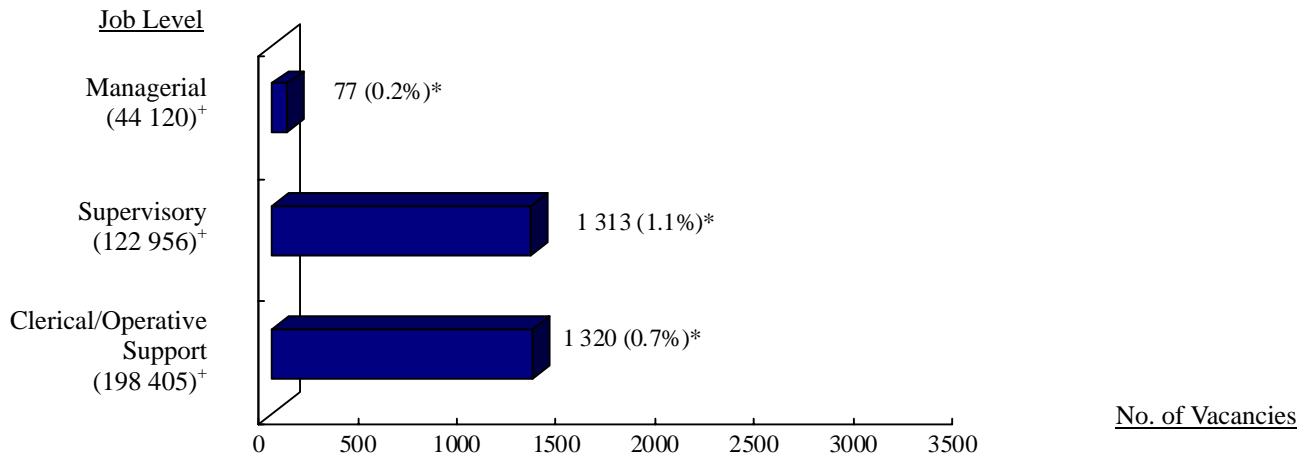
5. When comparing with the 2006 survey, the number of persons engaged in principal jobs had registered an increase by 32 861 or 10.0% for the IE trade and 4 912 or 15.3% for the wholesale trade.

6. As regards the total workforce, which represents technical manpower plus administrative/other supportive employees, the trends of the two trades went on the same direction, i.e., increased from 469 643 in 2006 to 497 464 in 2008 (+27 821 or +5.9%) for the IE trade and 51 149 in 2006 to 60 773 in 2008 (+9 624 or +18.8%) for the wholesale trade.

Vacancies

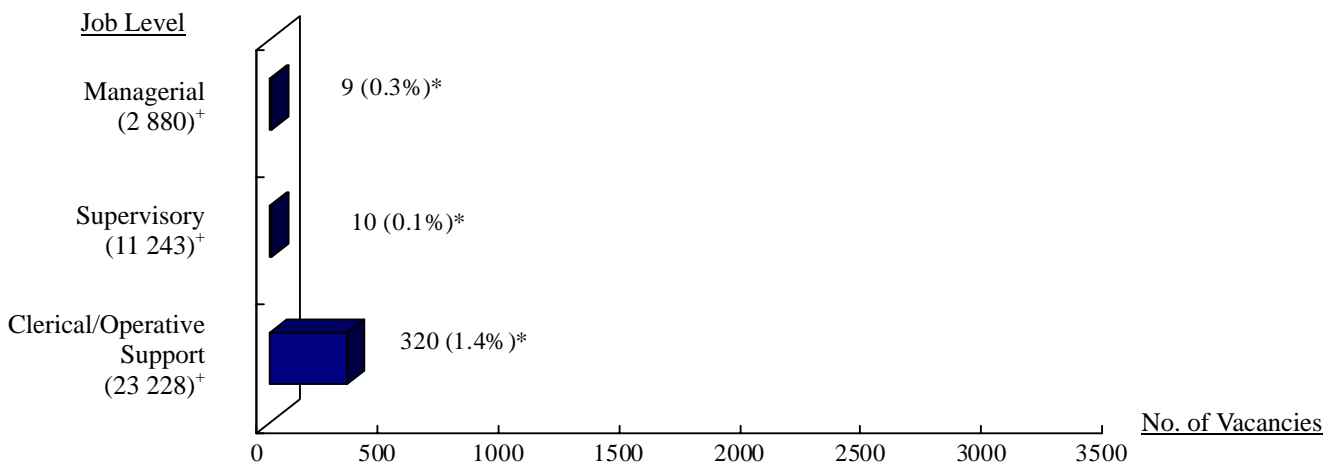
7. There were a total of 2 710 vacancies or 0.7% (vs 4 225 or 1.3% in 2006) out of the 365 481 IE posts available at the time of the Survey, revealing employment gaps of 77 persons (vs 251 in 2006) for managerial staff, 1 313 (vs. 1 333 in 2006) for supervisory staff and 1 320 (vs 2 641 in 2006) for clerical/operative support staff, as shown in Figure 3.

Figure 3 **IE Trade**
Vacancies by Job Level
(As in November 2008)
(Total 2 710)



8. By comparison, vacancies in the wholesale posts were 339 for all job levels, more or less the same from 333 in 2006. The total vacancies represented 0.9% of the 37 351 wholesale posts in 2008 and the clerical/operative support level taking up the majority of 320 vacancies. Distribution of the vacancies in the wholesale trade is shown in Figure 4.

Figure 4 **Wholesale Trade**
Vacancies by Job Level
(As in November 2008)
(Total 339)



Note: (For Figures 3 and 4)

* As a percentage of the number of IE or wholesale posts by job level.

+ Number of IE or wholesale posts by job level.

Employers' Forecast of Manpower Demand by November 2009

9. Based on the employers' forecast, the numbers of IE and wholesale posts would be 367 469 and 37 287 respectively by November 2009. The predicted manpower growths are in the opposite directions between two trades. Employees' forecasted there would be +1 988 posts (or +0.54%) for IE trade and -64 posts (or -0.17%) for wholesale trade by November 2009 over the 2008 manpower demand. Details of the employers' forecast of the manpower demand by November 2009 by job level are shown in Figures 5 and 6.

Figure 5 **IE Trade**
Employers' Forecast of Manpower Demand by Job Level
(By November 2009)
(Total 367 469)

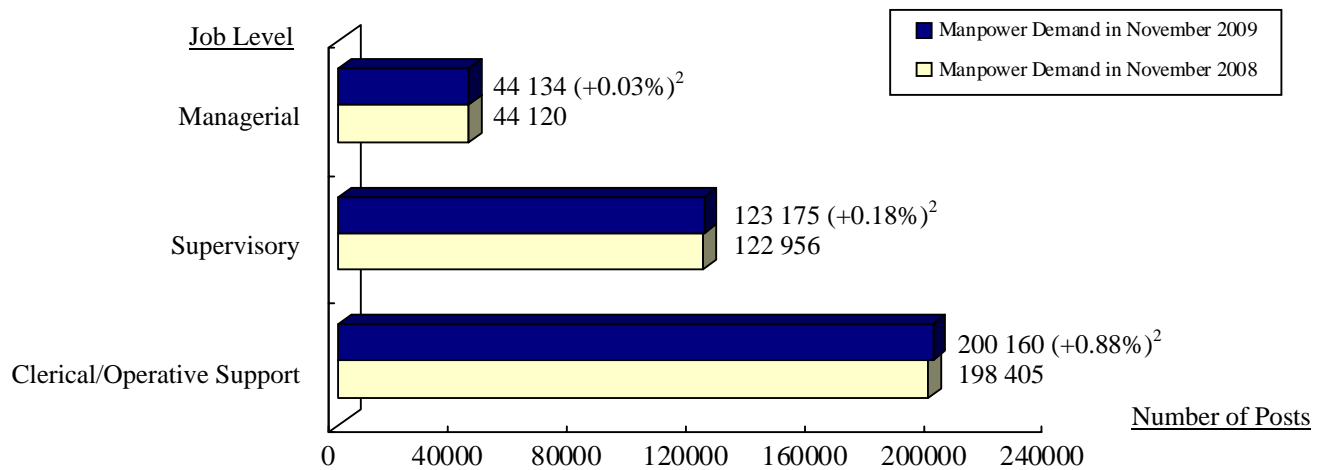
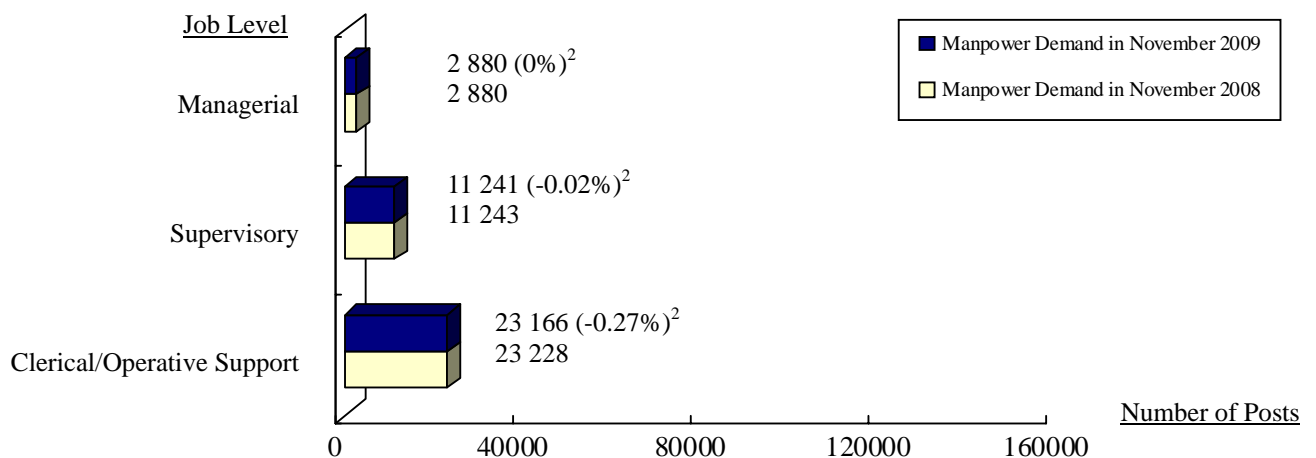


Figure 6 **Wholesale Trade**
Employers' Forecast of Manpower Demand by Job Level
(By November 2009)
(Total 37 287)



Note: (For Figures 5 and 6)

1 Manpower demand = Number of existing employees + Vacancies at each job level.

2 Growth rate (in brackets) as percentage of number of IE or wholesale posts at the same job level in November 2008.

Staff Turnover in the Past 12 Months

10. In respect of the IE trade, during the 12 months preceding the Survey, 53 149 IE employees (or 14.5% of the total IE posts) left their jobs. Of those employees with known whereabouts, 30 806 (or 58.0%) changed employment within the IE field, 3 000 (or 5.6%) took up employment in other fields and 3 266 (or 6.1%) left due to emigration, retirement, further studies or other reasons.

11. On the other hand, the wholesale trade, in the past 12 months, 6 629 employees (or 17.7% of the total wholesale posts) left their companies but the majority, namely 3 469 (or 52.3%), joined other companies of the same trade. Those who took up non-trade related employment amounted to 1 275 (or 19.2%) only, let alone the 253 (or 3.8%) employees quitting as a result of emigration, retirement, further studies or other reasons.

12. The staff turnover rates in the past 12 months for the IE and wholesale trades by job level are shown in Figures 7 & 8.

Figure 7 **IE Trade**
Staff Turnover Rates by Job Level in the Past 12 Months
(Total No. Left 53 149)

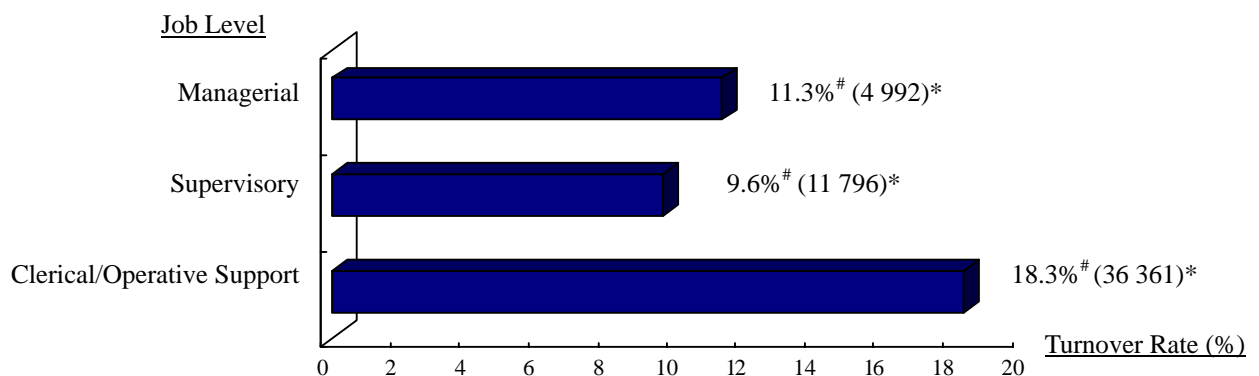
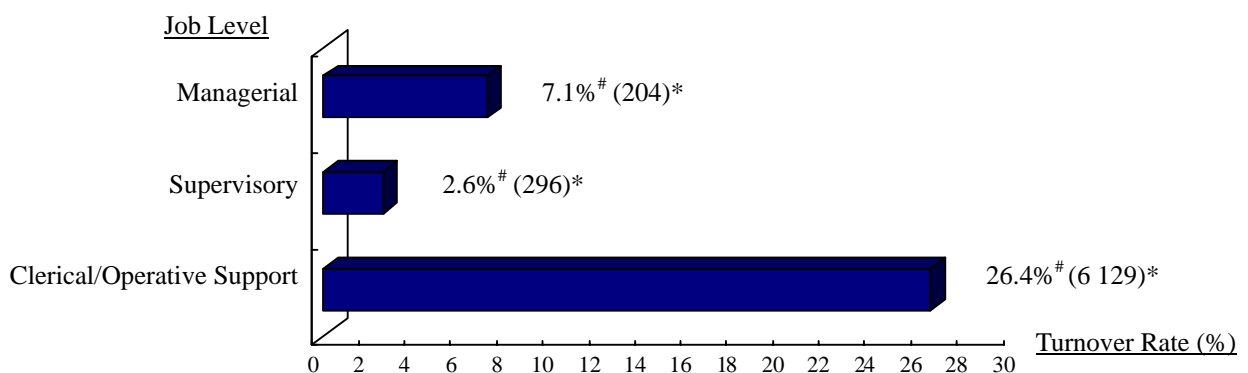


Figure 8 **Wholesale Trade**
Staff Turnover Rates by Job Level in the Past 12 Months
(Total No. Left 6 629)



Note: (For Figures 7 and 8)

* Number of IE or wholesale employees who left the companies at the same job level.

As a percentage of the number of IE or wholesale posts at the same job level.

Training Needs

13. Due to the recent global economic downturn, most employers became more modest to provide or sponsor staff training in the year ahead. The 2008 Survey registered a total of 132 748 (vs 236 150 in 2006) training places for the IE trade and 3 891 (vs 5 992 in 2006) for the wholesale trade. The figures of both trades decreased sharply as compared with 2006 Survey.

14. The top five most popular training types, assessed in terms of the number of training places, to be provided or sponsored by employers in the coming 12 months would be:

IE trade

1. Putonghua (21 598)
2. Spoken English (18 082)
3. Written English (15 200)
4. Product Knowledge (9 306)
5. Supervisory Skills (8 728)

Wholesale trade

1. Product Knowledge (682)
2. Spoken English (496)
3. Putonghua (442)
4. Written English (416)
5. Customer Relationship (388)

Manpower Changes from 2006 to 2008

15. A comparison of the total number of IE employees engaged in 2006 and 2008 respectively by job level is shown in Figure 9. In general, despite the fact that the total workforce had increased in 2008 by 27 821 employees (or 5.9%) over that in 2006, manpower at the managerial and supervisory levels had slumped against the growth in the number of companies, from 72 588 in 2006 to 78 502 in 2008, an increase by 5 914 (or 8.1%).

16. The rapid growth of the economy since 2006 brought the total workforce (51 149 in 2006 vs 60 773 in 2008) and number of companies (10 416 in 2006 to 11 402 in 2008) of the wholesale trade with a growth of 18.8% and 9.5% respectively, but staff at managerial level (2 936 in 2006 vs 2 871 in 2008) demonstrated a slightly decline. Both supervisory level (7 743 in 2006 to 11 233 in 2008) and clerical/operative support level (21 421 in 2006 to 22 908 in 2008) demonstrated some growth. A comparison between the two years is shown in Figure 10.

Figure 9

**IE Trade
Changes of Employees by Job Level
(2006 vs 2008)**

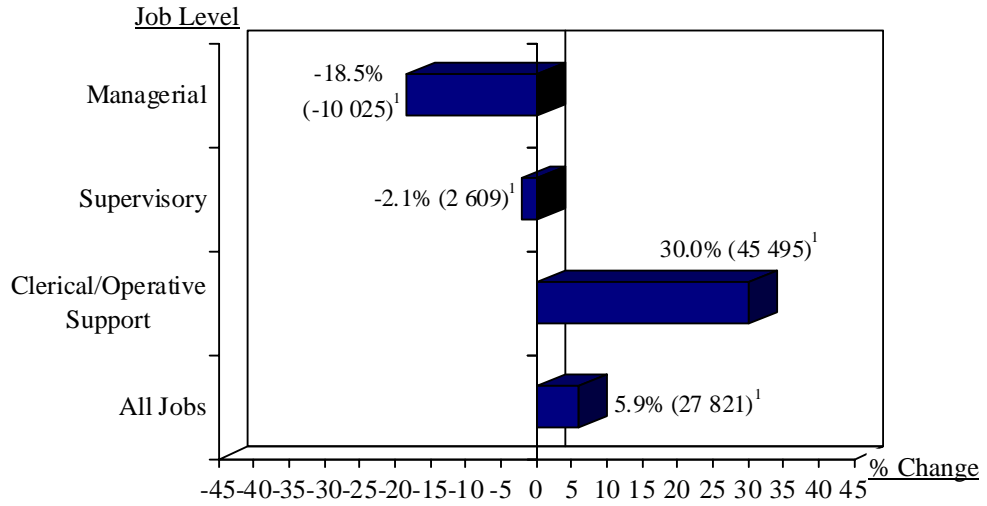
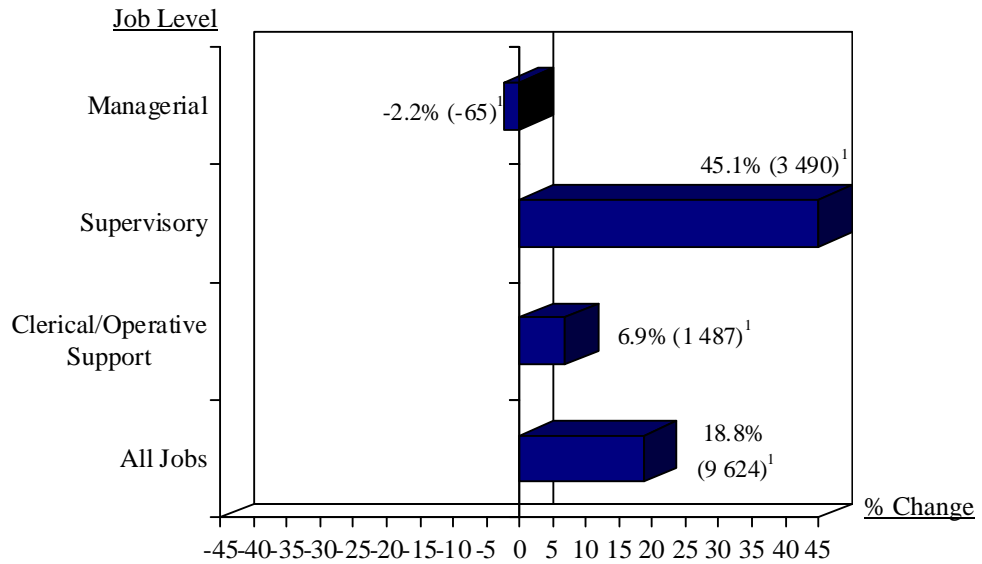


Figure 10

**Wholesale Trade
Changes of Employees by Job Level
(2006 vs 2008)**



Note: (For Figures 9 and 10)

¹ Numbers of employees included both technical and non-technical manpower.

Additional Manpower Requirement by November 2009

17. The manpower left the trades in the past 12 months is termed 'wastage'. An analysis of the combined effect of this wastage and the forecast additional manpower requirement by November 2009 was compiled and shown in Table A.

**Table A Forecast Additional Manpower Requirement by Job Level
(By November 2009)**

Job Level	Number of Employees in November 2008	Employers' Forecast of Manpower Growth by November 2009	Number of additional Employees to Replenish Wastage		Total Number of Additional Employees by November 2009
			Number	(%) ¹	
<i>Import/Export Trade</i>					
Managerial	44 043	14	1 000	2.2	1 014
Supervisory	121 643	219	1 532	1.3	1 751
Clerical/Operative Support	197 085	1 755	3 734	1.9	5 489
<i>Sub-Total</i>	<i>362 771</i>	<i>1 988</i>	<i>6 266</i>	<i>1.7</i>	<i>8 254</i>
<i>Wholesale Trade</i>					
Managerial	2 871	0	30	1.0	30
Supervisory	11 233	-2	53	0.5	51
Clerical/Operative Support	22 908	-62	1 445	6.3	196
<i>Sub-Total</i>	<i>37 012</i>	<i>-64</i>	<i>1 528</i>	<i>4.1</i>	<i>277</i>
Total	399 783	1 924	7 794	1.9	8 531

Note:

1 "Wastage rate" is defined as the percentage of employees leaving their current IE or wholesale jobs and taking up non-IE or wholesale positions, through emigration, retirement, further studies or for other reasons, out of the total number of IE or wholesale employees.

Projected Manpower Requirement from 2009 to 2013

18. On top of the employers' forecast on the manpower demand of the IE and wholesale trades by November 2009, which might be prudent and subjective, other statistical methods had also been devised to project the changes in manpower in order to provide a more objective view.

19. In the case of the IE trade, as in previous years, a labour market analysis ("LMA") approach was adopted for projecting the annual manpower requirement in the Survey. The LMA approach has among others the advantage of objectivity. By this method, a total of 7 economic indicators relevant to the trades had been used to arrive at the forecast data. Projections of the IE trade for 2009 to 2013 using the LMA approach is shown in Table B.

Table B **IE Trade**
Projected Manpower Requirement from 2009 to 2013
by Labour Market Analysis Approach

Year	Manpower Demand	Projection by LMA	Employers' Forecast
2008	365 481		
2009	-	347 540 (-4.9%*)	367 469 (+0.5%*)
2010	-	357 312 (+2.8%**)	
2011	-	360 912 (+1.0%**)	
2012	-	364 347 (+1.0%**)	
2013	-	367 649 (+0.9%**)	

Note:

- 1 All figures include technical manpower only.
- * As percentage change vs actual manpower in 2008
- ** As percentage change vs projected manpower in previous year

LMA: Labour Market Analysis

EF: Employers' Forecast at the date of the survey

20. The manpower forecast of 2009 derived from the LMA Approach at -4.9% shows a difference, in terms of both magnitude and direction, from the Employers' Forecast at +0.5%. Such deviation might be due to the fact that the survey was conducted in November 2008 while the LMA Approach referred to the most updated economic indicators in the first quarter of 2009 for the IE trade manpower projection.

21. Due to fluctuations of historical data in the past years, no economic indicators can be identified to project the wholesale trade manpower requirement and thus LMA approach cannot be applied in the Wholesale Industry. AFM is used to project the manpower requirement for the Wholesale Industry and a summary table for the manpower projection by AFM and EF is presented as below.

SECTION 1

INTRODUCTION

The Training Board

1.1 The Import/Export and Wholesale Trades Training Board (“the Training Board”) of the Vocational Training Council is appointed by the HKSAR Government to be responsible for, among other duties, assessing the manpower situation and training needs in the import/export and wholesale trades and recommending to the Vocational Training Council measures to enhance development of vocational education and training facilities to meet the assessed manpower demand. The Training Board’s Terms of Reference and Membership List are given in Appendices 1 and 2.

Working Group on Manpower Survey

1.2 In order to fulfill the objectives mentioned above, manpower surveys on the import/export and wholesale trades have been conducted by the Training Board biennially since early 1980s. Under the Training Board, a Working Group is formed to manage and guide the survey on processes such as questionnaire design, sampling, data analysis and reporting. In addition, it works closely with the Census and Statistics Department (“C&SD”), whose duties involved fieldwork, data input and tabulation. A Membership List of the Working Group on the 2008 Manpower Survey is given in Appendix 3.

Focus Group on Manpower Survey

1.3 A Focus Group had been established to solicit views on the outlook of the economic and manpower perspective of the Industry. The composition of the Focus Group is given in Appendix 4.

The 2008 Survey

1.4 During the period from November 2008 to March 2009, the Training Board in collaboration with the C&SD conducted fieldwork to collect current manpower information about the trades. The data gathered was then sorted and analysed for reporting purpose. In the past, reports had been issued separately for the import/export (“IE”) and wholesale trades. Since the 2006 Survey, these two reports have been merged into one in view of the close relationship between the two trades.

Scope of the Survey

1.5 The sampling frames of the IE and wholesale trades in the Survey covered the following companies maintained under the Central Register of Companies Section of the C&SD.

a. IE trade

those engaged in:

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

b. Wholesale trade

those engaged in:

- the resale (without transformation) of new and used goods to retailers
- the industrial, commercial, institutional or professional users
- other wholesalers, or those acting as agents in buying merchandise for, or selling merchandise to, such persons or companies

1.6 The Industry Codes of the IE and wholesale trades based on the Hong Kong Standard Industrial Classification (“HSIC”) covered in the survey are:

<u>Industry Code under the HSIC</u>	<u>Descriptions</u>
631	Foodstuffs; alcoholic drinks and tobacco; fuel; clothing, footwear and allied products; consumer goods; transport equipment; durable goods (IE trade)
632	Raw materials and semi-manufactures; general commodities (IE trade)
611	Foodstuffs; alcoholic drinks and tobacco; fuel; clothing, footwear and allied products; consumer goods; machinery, equipment and parts; transport equipment; durable goods (wholesale trade)
612	Raw materials and semi-manufactures; general commodities (wholesale trade)

Method of the Survey

1.7 In the Survey, a stratified random sampling method was adopted to select 869 samples of IE companies and 202 of wholesale companies in the specified frames.

1.8 The sampled companies were each sent a detailed questionnaire for completion, with 3rd November 2008 as the time reference of data for the Survey. While the Part I (core) questions in the questionnaire of both trades were the same, supplementary questions in Part II differed slightly between the two trades. Samples of the questionnaires used for IE and wholesale trades are provided in Appendices 5 to 10.

1.9 Fieldwork officers of the C&SD were carefully briefed prior to visiting the sampled companies on issues including the structure of the questionnaire and the importance of proper matching of job codes which were divided into three main categories, namely managerial, supervisory and clerical/operative support. Fieldwork officers then visited the sampled companies to ensure proper collection of information. The fieldwork took place from November 2008 to March 2009. The majority of the questionnaires were completed and returned in the first two months as planned, while follow up cases were conducted during the extended period up to March 2009 until more satisfactory response rates were achieved.

1.10 Questionnaires collected were checked, coded and if necessary verified with the respondents. The survey data was then grossed up statistically by the C&SD to reflect the overall manpower situation of the two trades for tabulation.

Analysis of the Responses

1.11 For the IE trade, out of the 869 selected companies, 655 had completed and returned the questionnaires while 60 refused to respond. Disregarding those 154 companies which had closed, moved, were untraceable or had registered offices without operations, were temporarily not in operation, were not engaged in specific trade and others; the effective response rate was 91.6%.

1.12 For the wholesale trade, out of the 202 selected companies, 146 had completed and returned the questionnaires while 11 refused to respond. Disregarding those 45 companies which had closed, moved, were untraceable or had registered offices without operations, were temporarily not in operation, were not engaged in specific trade and others; the effective response rate was 93%.

Presentation of Survey Findings

1.13 Survey findings for both IE and wholesale trades are given in Section II, followed by conclusions and recommendations in Sections III and IV addressing the problem areas and opportunities identified.

1.14 In the 2008 Survey, Owner/Sole Proprietor/Working Partner' were included in the category of 'Managerial Level' to avoid uncertainty in classification as their functions sometimes overlapped and distinction blurred; revising some job descriptions for clarity and ease of matching; introducing new trade specific skills to cater for the change in manpower development in the trades.

SECTION II

SUMMARY OF SURVEY FINDINGS

Number of Companies

2.1 With the remarkable economic growth in recent years, the year-on-year real GDP increased from 6.7% in 2006 to 9.3% in 2007 while the number of IE companies also increased from 72 588 in 2006 to 78 502 in 2008 (+5 914 or +8.1%). With regard to the wholesale trade, the increment in the number of companies was even more significant, by as much as 9.5% from 10 416 in 2006 to 11 402 in 2008.

Number of Persons Engaged

2.2 According to the result of the Survey in November 2008, the technical manpower (refers to people engaged in the principal jobs of the trade) was 362 771 for the IE trade and 37 012 for the wholesale trade, both numbers showing an increase over the 2006 Survey, which were 329 910 and 32 100 respectively. Further breakdown of the manpower statistics of both trades can be found in Appendices 11 and 12.

2.3 The manpower structures of the IE and wholesale trades by job level are shown in Tables D and E.

Table D **IE Trade**
Manpower Structure by Job Level
(As in November 2008)

Job Level	Number of Persons
Managerial	44 043
Supervisory	121 643
Clerical / Operative Support	197 085
Total Technical Manpower	362 771
Other Supporting Managers ¹	11 214
Other Supporting Supervisors ²	16 109
Other Clerical / Operative Support Staff ³	78 479
Other Supportive Staff ⁴	28 891
Total Workforce	497 464

**Table E Wholesale Trade
Manpower Structure by Job Level
(As in November 2008)**

Job Level	Number of Persons
Managerial	2 871
Supervisory	11 233
Clerical / Operative Support	22 908
Total Technical Manpower	37 012
Other Supporting Managers ¹	701
Other Supporting Supervisors ²	1 846
Other Clerical / Operative Support Staff ³	9 494
Other Supportive Staff ⁴	11 720
Total Workforce	60 773

Note: (For Tables D and E)

- 1 Managers involved in engineering, production, personnel, accounting, finance, IT or other administrative work.
- 2 Supervisors performing administrative and supporting work in various areas such as in personnel, finance, accounting and IT.
- 3 Clerks providing supporting work in various areas such as in secretariat, personnel, finance, accounting and IT.
- 4 Staff involved in labour intensive work such as driver, amah, watchman, office assistant, cleaner and delivery man.

2.4 In terms of total workforce, the IE trade registered a modest growth of 5.9% (469 643 persons) and enormous growths 18.8% of wholesale trade over the 2006 Survey. The same direction headed by the two trades reflected that both trades reacted consistently to the change in internal and external environments underlying Hong Kong's broad-base and above-trend growth in the past two years.

Number of IE and Wholesale Employees

2.5 The Survey revealed that 362 771 persons were engaged in the principal IE jobs, out of which 44 043 (12.1%) were managerial level staff, 121 643 (33.5%) were supervisory level staff and the balance of 197 085 (54.3%) were clerical/operative support staff. Table F gives a comparison of the distribution of employees by job level between 2006 and 2008 for the IE trade.

Table F **IE Trade**
Distribution of Employees by Job Level
(2006 vs 2008)

Job Level	October 2006	November 2008	Increase / Decrease	% Change
Managerial	54 068	44 043	- 10 025	- 18.5
Supervisory	124 252	121 643	- 2 609	- 2.1
Clerical / Operative Support	151 590	197 085	+ 45 495	+ 30.0
Total Technical Manpower	329 910	362 771	+ 32 861	+ 10.0
Administrative & Other Supportive Staff	139 733	134 693	-5 040	- 3.6
Total Workforce	469 643	497 464	+ 27 821	+ 5.9

2.6 Of the three levels of technical manpower, the managerial and supervisory levels encountered some declines, while the clerical/operative level registered a double-digit percentage growth. The sharp plunge in the number of managerial employees resulted partly from the devolution of managerial roles to the supervisory level staff.

2.7 The 37 012 wholesale trade technical manpower comprised 2 871 (7.8%) managerial level, 11 233 (30.3%) supervisory level and 22 908 (61.9%) clerical/operative support staff. A comparison of the distribution of employees by job level between 2006 and 2008 for the wholesale trade is given in Table G.

Table G **Wholesale Trade**
Distribution of Employees by Job Level
(2006 vs 2008)

Job Level	October 2006	November 2008	Increase / Decrease	% Change
Managerial	2 936	2 871	- 65	- 2.2
Supervisory	7 743	11 233	+3 490	+ 45.1
Clerical / Operative Support	21 421	22 908	+1 487	+ 6.9
Total Technical Manpower	32 100	37 012	+ 4 912	+ 15.3
Administrative & Other Supportive Staff	19 049	23 761	+ 4 712	+ 24.7
Total Workforce	51 149	60 773	+ 9 624	+ 18.8

2.8 Despite the increasing number of companies in wholesale trade, the managerial level manpower did not increase in line with the growth of the trade, and recorded a fall by 2.2%.

2.9 It is also worth noting that in the IE trade, the number of employees involved in ‘Administrative and other supportive’ duties in 2008 dropped as compared with 2006, though to different extent. This commonality was indicative of the growing importance and practice of outsourcing administrative functions in IE trade, especially those related to logistics and warehousing, to professional service providers for cost saving and specialisation benefits.

Number of Existing Vacancies

2.10 At the time of survey, there were 2 710 vacancies of IE posts (or 0.7% of the total number of IE manpower) reported. In terms of job level, majority of the vacancies by number were found in the clerical/operative support and supervisory levels, translated to only 0.7% and 1.1% of the total IE posts of that levels respectively, indicating that the number of persons employed was actually close to saturation. A more detailed analysis of the findings by job level by job title is shown in Appendix 11.

2.11 For the wholesale trade, a mere 339 vacancies (or 0.9%) were recorded. In terms of job level, most of the vacancies were found in the clerical/operative support level, only a few vacancies were in the managerial and supervisory levels. A breakdown of the vacancies by job title is shown in Appendix 12.

2.12 Table H gives an account of the vacancies by job level for the IE and wholesale trades.

**Table H Number of Vacancies by Job Level
(As in November 2008)**

Trade \ Job Level	Managerial ⁴ (%) ¹	Supervisory (%) ¹	Clerical/ Operative Support (%) ¹	Total (%) ¹
Import/Export (365 481) ²	77 (0.2)	1 313 (1.1)	1 320 (0.7)	2 710 (0.7)
Wholesale (37 351) ³	9 (0.3)	10 (0.09)	320 (1.4)	339 (0.9)
Total (402 832)	86 (0.2)	1 323 (1.0)	1 640 (0.7)	3 049 (0.8)

Note:

- 1 As a percentage of the total number of IE or wholesale posts by job level.
- 2 Total number of IE posts in November 2008 (consisting of existing employees and vacancies), broken down into Managerial level (44 120), Supervisory level (122 956) and Clerical/Operative Support level (198 405).
- 3 Total number of wholesale posts in November 2008 (consisting of existing employees and vacancies), broken down into Managerial level (2 880), Supervisory level (11 243) and Clerical/Operative Support level (23 228).
- 4 Managerial level includes Owners / Sole Proprietors / Working Partners.

Employers' Forecast of Manpower Demand by November 2009

2.13 Employers' manpower demand forecasts for both IE and wholesale trades by November 2009 by job level are shown in Table I.

**Table I Employers' Manpower Demand Forecast by Job Level
(By November 2008)**

	No. of Employees in November 2008	No. of Vacancies in November 2008	Manpower Demand ³ in November 2008	Employers' Forecast Manpower Growth by November 2009 (%) ¹	Forecast Manpower Demand in November 2009
<i>Import/Export Trade</i>					
Managerial ²	44 043	77	44 120	14 (0.03)	44 134
Supervisory	121 643	1 313	122 956	219 (0.2)	123 175
Clerical/Operative Support	197 085	1 320	198 405	1 755 (0.9)	200 160
<i>Sub-Total</i>	<i>362 771</i>	<i>2 710</i>	<i>365 481</i>	<i>1 988 (0.5)</i>	<i>367 469</i>
<i>Wholesale Trade</i>					
Managerial ²	2 871	9	2 880	0 (0)	2 880
Supervisory	11 233	10	11 243	-2 (-0.02)	11 241
Clerical/Operative Support	22 908	320	23 228	-62 (-0.3)	23 166
<i>Sub-Total</i>	<i>37 012</i>	<i>339</i>	<i>37 351</i>	<i>-64 (-0.2)</i>	<i>37 287</i>
Total	399 783	3 049	402 832	1 924 (0.5)	404 756

Note:

- 1 Growth rate as a percentage of the number of IE or wholesale posts at the same job level in November 2008.
- 2 Managerial level includes Owners / Sole Proprietors / Working Partners.
- 3 Manpower demand includes the number of existing employees and vacancies.

2.14 With regard to the IE trade, as seen from Table I, employers of the IE trade forecasted that there would be 367 469 IE posts by November 2009, representing an increase of 0.5% (or 1 988 posts) over the number of the manpower demand in the IE trade in November 2008 (365 481). The forecast growth of either the managerial, the supervisory or the clerical/operative support level was less than 1%, reflecting a modest planning strategy had been adopted by employers.

2.15 For the wholesale trade, employers forecasted that there would be 37 287 principal jobs by November 2009, a decrease of 0.2% (or 64 posts) as compared with the total existing posts available (37 351). The decrease of the manpower in all job levels reflected the saturation of the wholesale trade.

2.16 Employers' forecast of the IE and wholesale manpower demand by November 2009 by job level are separately shown in Figures 5 and 6 under the Executive Summary. More detailed analysis of the findings for both trades by job title is presented in Appendices 11 and 12.

Internal Promotion in the Past 12 Months

2.17 It was noticed that within the 12 months preceding November 2008, 6 053 of IE employees (or 1.7% of the total IE employees) were promoted from within, almost doubled in both number and percentage by comparing with 2006 survey. Comparatively, the rate of internal promotion was the highest for the category 'Supervisory Level to Managerial Level' (3.8%), followed by 'Clerical/Operative Support Level to Supervisory Level' (3.5%). As usual, the promotion of 'Others to Clerical/Operative Support Level' was minimal, probably due to the fast turnover of employees at this level.

2.18 The wholesale trade headed the same direction with IE Trade, evidenced by a double rise in the number and percentage of promotion from within compared to 2006, by 205 or 0.6% of the total wholesale employees. A summary of the internal promotion pattern by job level for both trades is given in Table J.

Table J Internal Promotion of Employees in the Past 12 Months by Job Level

Job Level	No. of Employees in November 2008	No. of Employees Promoted from Within (%) ¹
<i>Import/Export Trade</i>		
From Supervisory Level to Managerial Level	44 043	1 652 (3.8)
From Clerical/Operative Support Level to Supervisory Level	121 643	4 226 (3.5)
From Others to Clerical/Operative Support Level	197 085	175 (0.1)
<i>Sub-Total</i>	<i>362 771</i>	<i>6 053 (1.7)</i>
<i>Wholesale Trade</i>		
From Supervisory Level to Managerial Level	2 871	95 (3.3)
From Clerical/Operative Support Level to Supervisory Level	11 233	110 (1.0)
From Others to Clerical/Operative Support Level	22 908	0 (0)
<i>Sub-Total</i>	<i>37 012</i>	<i>205 (0.6)</i>
Total	399 783	6 258 (1.6)

Note:

1 As a percentage of the number of IE or wholesale employees at the same job level.

Staff Turnover in the Past 12 Months

2.19 Although no evidence can conclude that promotion was an effective measure to retain staff, the number of IE employees who left in the past 12 months had surged to 53 149 (or 14.5% of total IE posts), up from the 2006 Survey of 40 461 persons. The majority of these employees, who accounted for around 58% of the total turnover, remained in the IE field (including starting up own business in the IE trade). By job level, the turnover rate of clerical/operative support staff was the highest (18.3%), less approximately 2.3% from the last survey, while those for managerial and supervisor staff had doubled the turnover rate against the 2006 Survey, by 11.3% and 9.6% respectively.

2.20 The turnover of the wholesale trade was significant. Altogether, 6 629 persons had left the trade (17.7% of the total wholesale posts) in 2008, which is about fourfold that of 2006 figures (1 776 persons). Similar to the case of IE, those who had left largely (52.3%) chose to remain in the same field.

2.21 A summary of the staff turnover situation is given in Table K below.

Table K Staff Turnover in the Past 12 Months by Whereabouts by Job Level

Employees' Whereabouts after Departure	Managerial (%) ¹	Supervisory (%) ¹	Clerical/Operative Support (%) ¹	Total (%) ¹ (%) ²	
<i>Import/Export Trade</i>					
Taking up import/export trade related jobs (including starting own business in related trade)	2 945 (6.7)	6 957 (5.7)	20 904 (10.5)	30 806 (8.4)	(58.0)
Taking up non-import/export trade related jobs (including starting own business in non-import/export trade)	839 (1.9)	525 (0.4)	1 636 (0.8)	3 000 (0.8)	(5.6)
Emigration, retirement, further studies or others	161 (0.4)	1 007 (0.8)	2 098 (1.1)	3 266 (0.9)	(6.1)
Whereabouts unknown to employers	1 047 (2.4)	3 307 (2.7)	11 723 (5.9)	16 077 (4.4)	(30.3)
<i>Sub-Total</i>	4 992 (11.3)	11 796 (9.6)	36 361 (18.3)	53 149 (14.5)	(100.0)

Note:

1 As a percentage of the number of IE posts at the same job level.

2 As a percentage of the number of total IE employees who left in the past 12 months.

Employees' Whereabouts after Departure	Managerial (%) ¹	Supervisory (%) ¹	Clerical/ Operative Support (%) ¹	Total (%) ¹ (%) ²	
Wholesale Trade					
Taking up wholesale trade related jobs (including starting own business in related trade)	44 (1.5)	112 (1.0)	3 313 (14.3)	3 469 (9.3)	(52.4)
Taking up non-wholesale trade related jobs (including starting own business in non-wholesale trade)	20 (0.7)	39 (0.3)	1 216 (5.2)	1 275 (3.4)	(19.2)
Emigration, retirement, further studies or others	10 (0.3)	14 (0.1)	229 (1.0)	253 (0.7)	(3.8)
Whereabouts unknown to employers	130 (4.5)	131 (1.2)	1 371 (5.9)	1 632 (4.4)	(24.6)
Sub-Total	204 (7.1)	296 (2.6)	6 129 (26.4)	6 629 (17.7)	(100.0)
Total	5 196 (11.1)	12 092 (9.0)	42 490 (19.2)	59 778 (14.8)	(100.0)

Note:

1 As a percentage of the number of wholesale posts at the same job level.

2 As a percentage of the number of total wholesale employees who left in the past 12 months.

Preferred Level of Education

2.22 According to the data in Appendix 13, approximately 65% of the employers in the IE trade would like their managerial staff to be equipped with university degree or professional qualifications. The Survey also demonstrated more employers preferred their supervisory staff had degree level qualification (27.3% in 2008 vs 20.4% in 2006). At the same time, employers' preference also focused on sub-degree level, comprising in particular associate degree/higher diploma, diploma/certificate and matriculation. Persons attaining Secondary 5 education were, as it was used to be, accepted for clerical/operative support level posts. Overall, the hiring requirements were more stringent than in the past as the market at large was looking for an upgrade in manpower quality.

2.23 The wholesale trade shared the same direction of the IE trade when hiring managerial post, as evidenced by an increase in employers' preferences of university qualification or above from 24% in 2006 to 40.2% in 2008. The situation for the supervisory and the clerical levels showed more employers preferred their staff to have 'associate degree/higher diploma' education, while more employers willing to hire clerical staff with 'secondary 3' or below level. The relaxation hiring criteria set by employers in clerical level was an indicator of the difficulty in attracting and retaining employees in the wholesale trade. Further details can be found in Appendix 14.

Preferred Relevant Years of Experience

2.24 Although employees have a higher education in general, IE employers would still prefer employees to have more relevant years of experience for managerial level as the experience requirement of '6 years or above' was 73.1% in 2008, more or less the same as 2006 Survey(70%).

2.25 With regard to the wholesale trade, the situation in respect of the preferred experience for managerial level by employers was similar to the 2006 Survey.

2.26 Appendices 15 and 16 provide a comprehensive breakdown of the preferred relevant years of experience by job title for the two trades.

Average Monthly Income

2.27 Similar to the 2006 Survey, the majority of the income for the IE management personnel in 2008 fell into the range 'HK\$20,001 to HK\$50,000'. Supervisory and clerical level personnel, as well, followed the 2006 patterns, with income ranges centred around 'HK\$10,001 to HK\$30,000' and 'HK\$6,001 to HK\$20,000' respectively. Nevertheless, there was a tendency that the average monthly income for all these levels had reduced which was in line with the declining economic situation. A summary of the average monthly income range of IE employees by job level is shown in Table L.

2.28 The scenario was similar to the wholesale trade. The number of management posts receiving 'HK\$30,001 to HK\$50,000' per month in 2008 only occupied 23.8%, less than half of the 2006 Survey (54.1%). The number of supervisory level personnel who received 'HK\$10,001 to HK\$20,000' increased from 39% in 2006 to 60.7% in 2008. The income trend for clerical employees was also declining as people getting 'HK\$8,001 to HK\$10,000' a month in 2008 occupied about half of the total employees (52.4%) in this level. Table M outlines the distribution of average monthly salary by job level for the wholesale trade.

Table L **IE Trade**
Average Monthly Income Range by Job Level

Average Monthly Income Range	Number of Employees			
	Managerial (%) ¹	Supervisory (%) ¹	Clerical/Operative Support (%) ¹	Total (%) ²
Under \$6,001	- (-)	- (-)	5 510 (2.8)	5 510 (1.5)
\$6,001 - \$8,000	- (-)	1 622 (1.3)	22 360 (11.3)	23 982 (6.6)
\$8,001 - \$10,000	406 (0.9)	8 159 (6.7)	81 678 (41.4)	90 243 (24.9)
\$10,001 - \$20,000	3 611 (8.2)	54 608 (44.9)	61 777 (31.3)	119 996 (33.0)
\$20,001 - \$30,000	14 725 (33.4)	29 549 (24.3)	7 957 (4.0)	52 231 (14.4)
\$30,001 - \$50,000	16 039 (36.4)	8 085 (6.6)	368 (0.2)	24 492 (6.8)
\$50,001 - \$70,000	2 521 (5.7)	146 (0.1)	- (-)	2 667 (0.7)
Over \$70,000	1 376 (3.1)	- (-)	- (-)	1 376 (0.4)
Unspecified	5 365 (12.2)	19 474 (16.0)	17 435 (8.8)	42 274 (11.7)
Total	44 043 (100.0)	121 643 (100.0)	197 085 (100.0)	362 771 (100.0)

Note:

- 1 As a percentage of number of IE employees at the same job level.
- 2 As a percentage of the total number of IE employees.

**Table M Wholesale Trade
Average Monthly Income Range by Job Level**

Average Monthly Income Range	Number of Employees			
	Managerial (%) ¹	Supervisory (%) ¹	Clerical/ Operative Support (%) ¹	Total (%) ²
Under \$6,001	- (-)	- (-)	786 (3.4)	786 (2.1)
\$6,001 - \$8,000	- (-)	14 (0.1)	4 087 (17.8)	4 101 (11.1)
\$8,001 - \$10,000	- (-)	1 024 (9.1)	12 012 (52.4)	13 036 (35.2)
\$10,001 - \$20,000	618 (21.5)	6 818 (60.7)	4 300 (18.8)	11 736 (31.7)
\$20,001 - \$30,000	1 224 (42.6)	1 906 (17.0)	138 (0.6)	3 268 (8.8)
\$30,001 - \$50,000	683 (23.8)	810 (7.2)	- (-)	1 493 (4.0)
\$50,001 - \$70,000	172 (6.0)	- (-)	- (-)	172 (0.5)
Over \$70,000	64 (2.2)	- (-)	- (-)	64 (0.2)
Unspecified	110 (3.8)	661 (5.9)	1 585 (6.9)	2 356 (6.4)
Total	2 871 (100.0)	11 233 (100.0)	22 908 (100.0)	37 012 (100.0)

Note:

- 1 As a percentage of number of wholesale employees at the same job level.
2 As a percentage of the total number of wholesale employees.

Training Needs

2.29 According to the Survey, employers of the IE trade were prepared to provide or sponsor 132 748 training places to their staff in the coming 12 months. The respective training needs for each skill set are shown hereunder:

- a. Language Skills (63 088 places or 47.5%)
- b. Trade Specific Skills (29 331 places or 22.1%)
- c. Management Skills (16 328 places or 12.3%)
- d. China-related Knowledge and World Vision (14 154 places or 10.7%)
- e. IT Skills (7 221 places or 5.4%)

2.30 In terms of the type of training to be provided, the top five named by employers were:

- a. Putonghua (21 598)
- b. Spoken English (18 082)
- c. Written English (15 200)
- d. Product Knowledge (9 306)
- e. Supervisory Skills (8 728)

2.31 By job level, the clerical/operative support staff will take up nearly half (60 186) of the training places, which are mainly on trade specific skills.

Table N **IE Trade**
Training (in terms of training places) to be Provided or
Sponsored by Employers in the Next 12 Months
by Type of Training by Job Level

Type of Training	Managerial	Supervisory	Clerical/ Operative Support	Total
<i>Management Skills</i>				
Business Development and Management	3 117	2 405	12	5 534
Supply Chain Management	785	1 281	0	2 066
Supervisory Skills	4 221	4 497	10	8 728
Sub-Total	8 123	8 183	22	16 328
<i>Trade Specific Skills</i>				
International Trade and Practices	1 093	1 316	1 270	3 679
Transport and Logistics	146	276	370	792
Product Development	345	586	921	1 852
Graphic Design	14	152	47	213
Merchandising	579	1 153	592	2 324
Customer Relationship	1 197	2 782	4 683	8 662
Product Knowledge	1 568	3 977	3 761	9 306
Quality Control	195	390	233	818
Compliance	382	623	680	1 685

Type of Training	Managerial	Supervisory	Clerical/ Operative Support	Total
<i>Sub-Total</i>	<i>5 519</i>	<i>11 255</i>	<i>12 557</i>	<i>29 331</i>
<i>IT Skills</i>				
e-Commerce Knowledge and Applications	367	2 493	2 260	5 120
Basic Computer Operation Skills including Chinese Input Method	60	946	600	1 606
Web Design	66	429	0	495
<i>Sub-Total</i>	<i>493</i>	<i>3 868</i>	<i>2 860</i>	<i>7 221</i>
<i>China-related Knowledge and World Vision</i>				
China Trade Business	1 342	848	4 581	6 771
Laws and Regulatory Restrictions for Access to China's Market	1 124	465	2 930	4 519
World Vision	787	875	1 202	2 864
<i>Sub-Total</i>	<i>3 253</i>	<i>2 188</i>	<i>8 713</i>	<i>14 154</i>
<i>Language Skills</i>				
Spoken English	1 175	6 526	10 381	18 082
Written English	987	5 228	8 985	15 200
Written Chinese	544	2 281	4 684	7 509
Putonghua	2 888	8 764	9 946	21 598
Japanese	135	192	372	699
<i>Sub-Total</i>	<i>5 729</i>	<i>22 991</i>	<i>34 368</i>	<i>63 088</i>
Others	56	904	1 666	2 626
Total	23 173	49 389	60 186	132 748

2.32 For the wholesale trade, 3 891 training places are expected to be provided by employers, covering:

- a. Language Skills (1 602 places or 41.2%)
- b. Trade Specific Skills (1 336 places or 34.3%)
- c. Management Skills (406 places or 10.4%)
- d. IT Skills (308 places or 7.9%)
- e. China-related Knowledge and World Vision (89 places or 2.3%)

2.33 In terms of the type of training, the top five most sought-after by employers are:

- a. Product Knowledge (682)
- b. Spoken English (496)
- c. Putonghua (442)
- d. Written English (416)
- e. Customer Relationship (388)

2.34 The majority of training resources will be utilized to train clerical/operative support staff and particularly on trade specific skills.

**Table O Wholesale Trade
Training (in terms of training places) to be Provided or
Sponsored by Employers in the Next 12 Months
by Type of Training by Job Level**

Type of Training	Managerial	Supervisory	Clerical/ Operative Support	Total
<i>Management Skills</i>				
Business Development and Management	104	41	0	145
Supply Chain Management	23	2	0	25
Supervisory Skills	113	102	21	236
<i>Sub-Total</i>	240	145	21	406
<i>Trade Specific Skills</i>				
International Trade and Practices	31	5	5	41
Transport and Logistics	8	15	14	37
Product Development	0	0	0	0
Graphic Design	0	7	0	7
Merchandising	13	34	27	74
Customer Relationship	54	137	197	388
Product Knowledge	158	175	349	682
Quality Control	6	12	3	21
Compliance	15	15	56	86
<i>Sub-Total</i>	285	400	651	1 336
<i>IT Skills</i>				
e-Commerce Knowledge and Applications	14	7	28	49
Basic Computer Operation Skills including Chinese Input Method	58	54	147	259
Web Design	0	0	0	0
<i>Sub-Total</i>	72	61	175	308

Type of Training	Managerial	Supervisory	Clerical/ Operative Support	Total
<i>China-related Knowledge and World Vision</i>				
China Trade Business	11	7	0	18
Laws and Regulatory Restrictions for Access to China's Market	9	14	0	23
World Vision	12	0	36	48
<i>Sub-Total</i>	32	21	36	89
<i>Language Skills</i>				
Spoken English	76	113	307	496
Written English	46	73	297	416
Written Chinese	29	28	191	248
Putonghua	62	93	287	442
Japanese	0	0	0	0
<i>Sub-Total</i>	213	307	1 082	1 602
Others	4	8	138	150
Total	846	942	2 103	3 891

Employees Working on the Mainland

2.35 At the time of the Survey, 64.4% of the IE companies indicated that they had deployed employees to work on the Mainland. The total number of employees involved were 114 937, comprising 14 038 on stationed basis and 100 899 on travelling basis.

2.36 By job level, the supervisory staff exhibited the greatest need to go to the Mainland, representing 44.9% of the total headcounts. The situation of deployment was also more apparent for small companies with less than 10 employees, which took up 64.9% of the total deployment. A summary of the number of employees deployed to work on the Mainland by employment size by job level is given at Table P.

Table P **IE Trade**
Number of Employees Deployed to Work on the Mainland by Employment Size by Job Level

Employment Size	Managerial	Supervisory	Clerical/ Operative Support	Total
<i>Stationed Basis</i>				
1 - 9	1 623	3 652	4 056	9 331
10 - 19	650	250	0	900
20 - 49	641	737	922	2 300
50 - 99	531	241	88	860
100 & Over	315	300	32	647
<i>Sub-Total</i>	<i>3 760</i>	<i>5 180</i>	<i>5 098</i>	<i>14 038</i>
<i>Travelling Basis</i>				
1 - 9	3 246	32 452	29 606	65 304
10 - 19	1 850	5 100	7 950	14 900
20 - 49	3 616	4 843	3 382	11 841
50 - 99	1 228	2 184	1 348	4 760
100 & Over	1 245	1 880	969	4 094
<i>Sub-Total</i>	<i>11 185</i>	<i>46 459</i>	<i>43 255</i>	<i>100 899</i>
Total	14 945	51 639	48 353	114 937

2.37 The percentage of wholesale companies requiring their employees to work on the Mainland, both on stationed or travelling basis, was distinctively lower (20.6%). Out of the 3 309 employees reported to be deployed, 3 295 were required to travel between the Mainland and Hong Kong from time to time only without having to stay over a long period.

2.38 Similar to the case of IE, the mobility of employees of smaller scale companies was higher. Table Q gives a breakdown of deployment by employment size in the wholesale trade.

**Table Q Wholesale Trade
Number of Employees Deployed to Work on the
Mainland by Employment Size by Job Level**

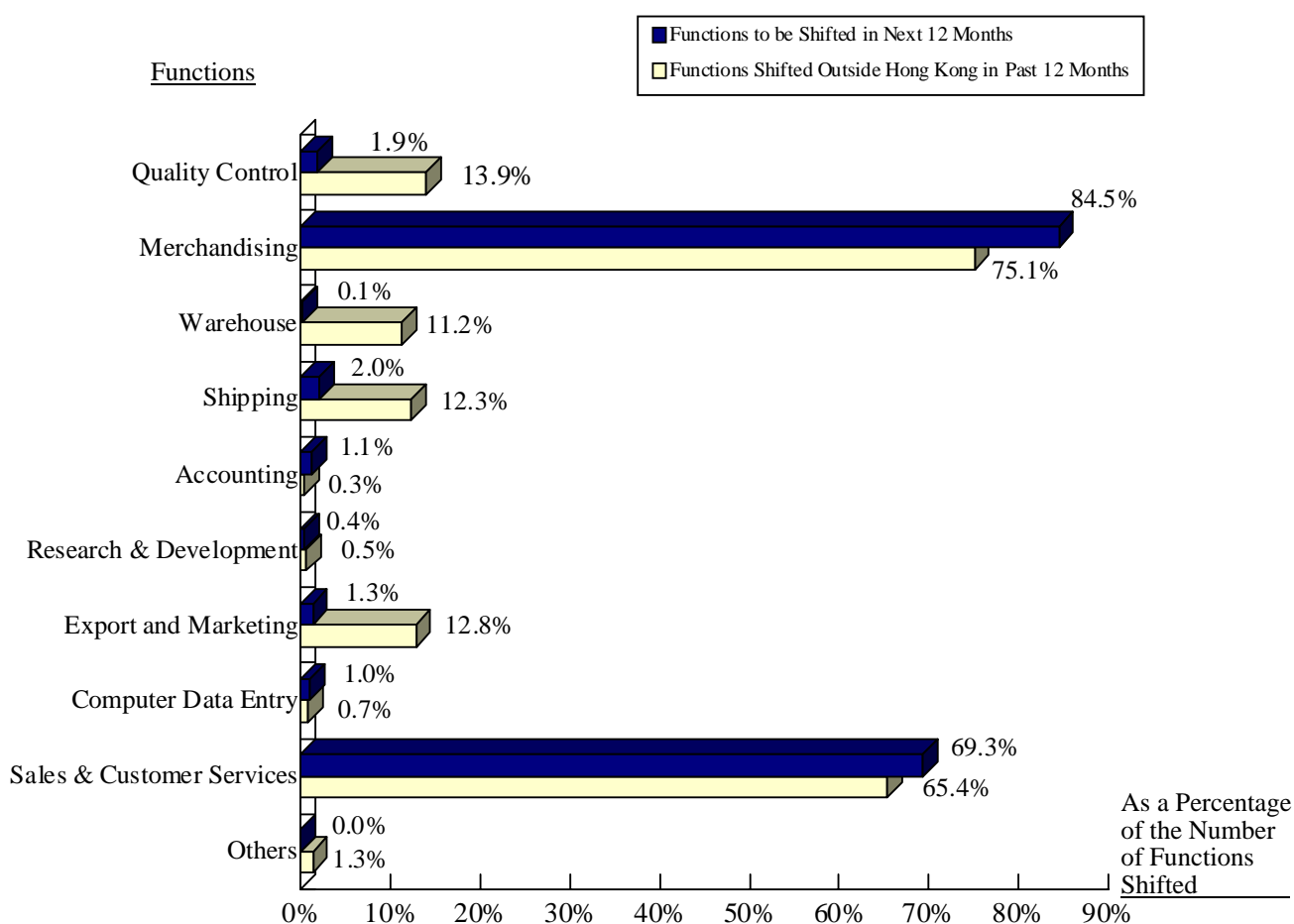
Employment Size	Managerial	Supervisory	Clerical/ Operative Support	Total
<i>Stationed Basis</i>				
1 - 4	0	0	0	0
5 - 9	0	0	0	0
10 - 19	0	0	0	0
20 - 49	7	0	0	7
50 - 99	0	0	0	0
100 & Over	6	1	0	7
<i>Sub-Total</i>	<i>13</i>	<i>1</i>	<i>0</i>	<i>14</i>
<i>Travelling Basis</i>				
1 - 4	0	2 286	762	3 048
5 - 9	0	0	0	0
10 - 19	0	0	0	0
20 - 49	63	105	14	182
50 - 99	25	22	11	58
100 & Over	3	4	0	7
<i>Sub-Total</i>	<i>91</i>	<i>2 417</i>	<i>787</i>	<i>3 295</i>
Total	104	2 418	787	3 309

Shifting Functions out of Hong Kong

2.39 In addition to despatching employees to work on the Mainland, some IE companies indicated that they had also shifted their functions, wholly or partially, outside Hong Kong in the past 12 months. Only 3 972 companies so reported accounted for 5.1% (18.7% in 2006 survey) of the total number of IE companies, and the underlying motive of relocation include to capture the benefits of cheaper operating/production costs, proximity to the market and lower threshold to set up businesses there. The more common functions that had been relocated include 'Merchandising', 'Sales and Customer Service' and 'Quality Control'.

2.40 Furthermore, 2 952 (3.8% of the total IE companies) companies (which may be within the 3 972 companies mentioned above) also had on their drawing boards plans to shift functions out of Hong Kong in the next 12 months. ‘Merchandising’, ‘Sales and Customer Services’ and ‘Shipping’ are the most preferred activities to be moved, with the Mainland being the main destination. A more detailed analysis of the findings is presented in Appendix 19.

Figure 11 **IE Trade**
Comparison between Companies Involved in Shifting Functions to Other Places Outside Hong Kong in the Past 12 Months and will be Involved in Shifting Their Functions in the Next 12 Months



SECTION III

CONCLUSIONS

Overall Manpower Structure in the Import/Export and Wholesale Trades

3.1 The Training Board has reviewed the survey findings and considered that they generally reflect the manpower situation of the IE and wholesale trades at the time of the Survey.

3.2 In November 2008, the total workforce, including both technical and non-technical manpower was 497 464 in the IE trade, with 362 771 (72.9%) persons were involved in the principal IE jobs. Broken down into the three technical job levels, the respective percentages were: managerial (12.1%), supervisory (33.5%) and clerical (54.3%).

3.3 With regard to the total workforce of 60 773 in the wholesale trade as at November 2008, 37 012 (60.9%) persons were categorised as technical manpower and the relative percentages among the various levels were: managerial (7.8%), supervisory (30.3%) and clerical (61.9%).

3.4 The analysis of findings of the IE and wholesale Trades is given in Table R below.

Table R Manpower, Vacancy and Forecast Growth by Job Level

Job Level	No. of Employees in November 2008	No. of Vacancies in November 2008 (%) ²		Employers' Forecast Manpower Growth by November 2009 (%) ²		Forecast Manpower Demand ³ by November 2009
<i>Import/Export Trade</i>						
Managerial ¹	44 043	77	(0.2)	14	(0.03)	44 134
Supervisory	121 643	1 313	(1.1)	219	(0.2)	123 175
Clerical / Operative	197 085	1 320	(0.7)	1 755	(0.9)	200 160
<i>Sub-Total</i>	<i>362 771</i>	<i>2 710</i>	<i>(0.7)</i>	<i>1 988</i>	<i>(0.5)</i>	<i>367 469</i>

Note:

- 1 Managerial level includes Owners/Sole Proprietors/Working Partners.
- 2 Growth rate as a percentage of the number of IE posts at the same job level in November 2008.
- 3 Manpower demand = Number of existing employees + Vacancies.

Job Level	No. of Employees in November 2008	No. of Vacancies in November 2008 (%) ²		Employers' Forecast Manpower Growth by November 2009 (%) ²		Forecast Manpower Demand ³ by November 2009
Wholesale Trade						
Managerial ¹	2 871	9	(0.3)	-	(-)	2 880
Supervisory	11 233	10	(0.1)	-2	(-0.02)	11 241
Clerical / Operative	22 908	320	(1.4)	-62	(-0.3)	23 166
Sub-Total	37 012	339	(0.9)	-64	(-0.2)	37 287
Total	399 783	3 049	(0.8)	1 924	(0.5)	404 756

Note:

- 1 Managerial level includes Owners/Sole Proprietors/Working Partners.
- 2 Growth rate as a percentage of the number of wholesale posts at the same job level in November 2008.
- 3 Manpower demand = Number of existing employees + Vacancies.

3.5 With a view to evaluating the structure of the IE and wholesale trades, Figures 12 and 13 have been drawn up to illustrate the percentage distribution of companies and employees by employment size for each of the two trades.

Figure 12 **IE Trade**
Percentage Distribution of Companies and Employees by Employment Size
(As in November 2008)

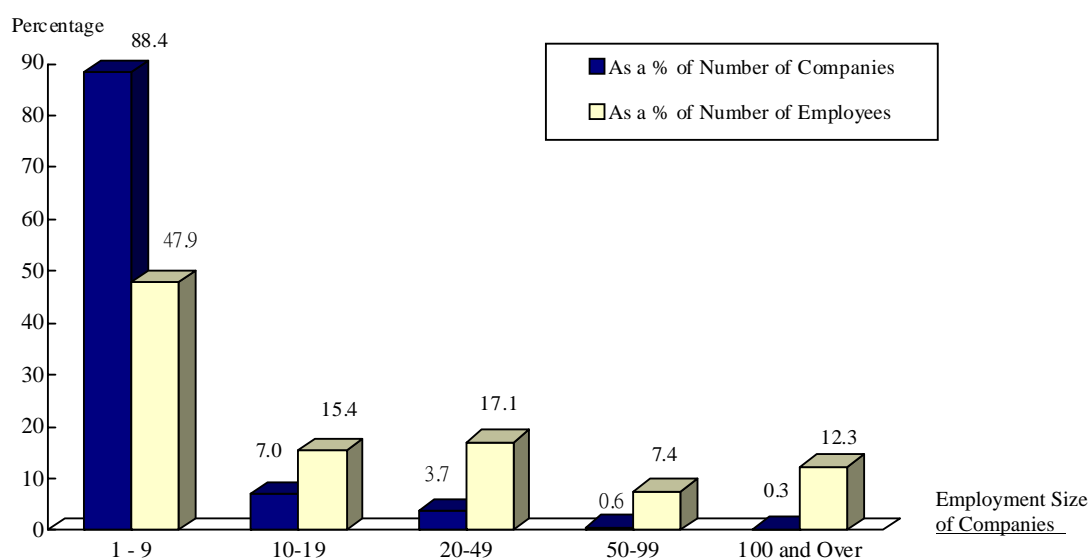
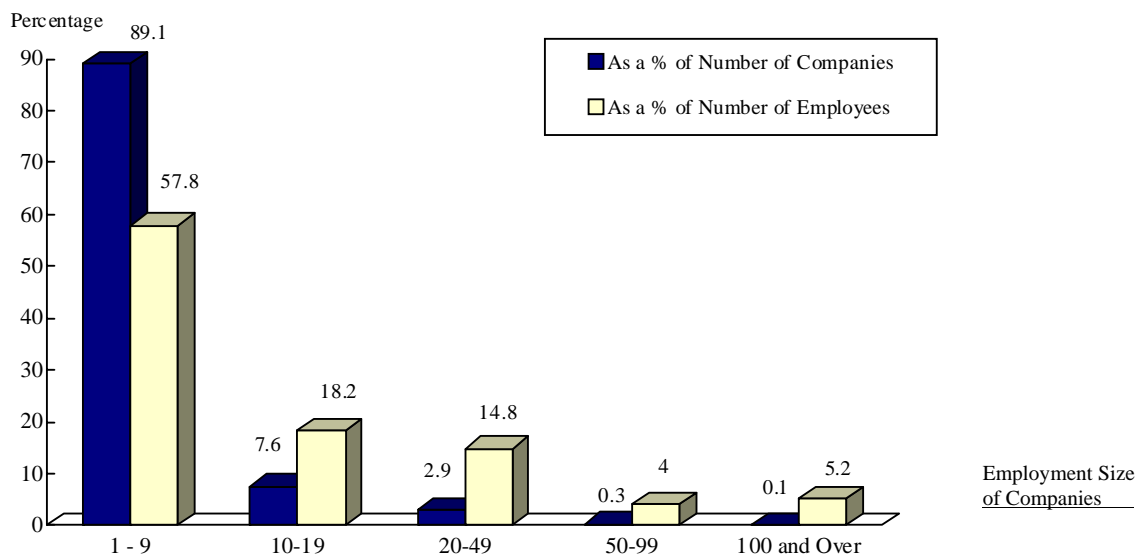


Figure 13

Wholesale Trade
Percentage Distribution of Companies and Employees by Employment Size
(As in November 2008)



3.6 The survey findings reflected that the IE and wholesale trades were dominated by small scale operations with less than 10 employees. Essentially, the IE trade had 88.4% (vs 86.7% in 2006) and the wholesale trade had 89.1% (vs 91.9% in 2006) of the companies employing 1 to 9 persons.

3.7 From a different angle, 47.9% (vs 44.8% in 2006) of the IE workforce was engaged by companies with a set-up of less than 10 headcounts. The corresponding result for the wholesale trade was 57.8% (vs 54.9% in 2006).

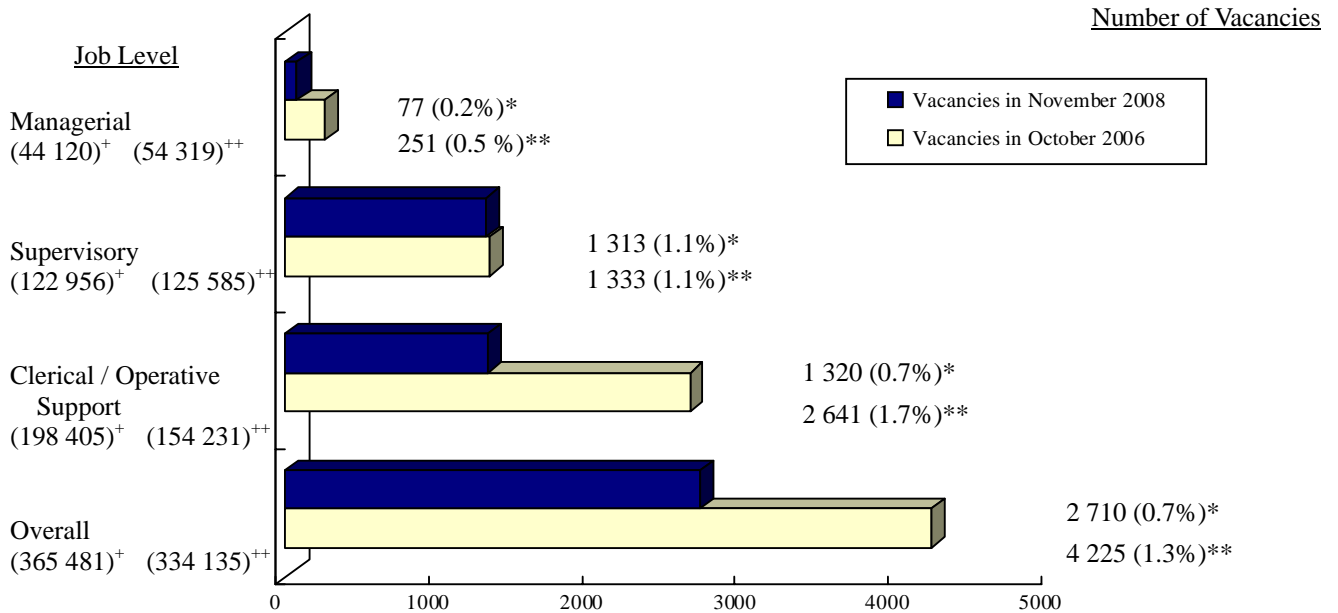
3.8 Operations with over 100 employees, on the other hand, only comprised 0.3% (vs 0.4% in 2006) and 0.2% (vs 0.3% in 2006) of the total companies in the IE and wholesale trades respectively.

3.9 In a nutshell, the distribution of companies by employment size for the two trades did not have significant change between this and the last surveys.

Vacancy Rates

3.10 The overall vacancy rate for technical manpower in the IE trade reported was only 0.7%, down from the corresponding 2006 figure of 1.3%. Shortage of staff was mostly found at the supervisory level of 1.1%, using the manpower demand of that level as a base. A comparison of the vacancies by job level between the two surveys is shown in Figure 14.

Figure 14 **IE Trade**
Comparison of Vacancies by Job Level
(2006 vs 2008)



Note:

- * As a percentage of the number of IE posts in 2008 by job level.
- ** As a percentage of the number of IE posts in 2006 by job level.
- + Total number of IE posts in 2008 by job level.
- ++ Total number of IE posts in 2006 by job level.

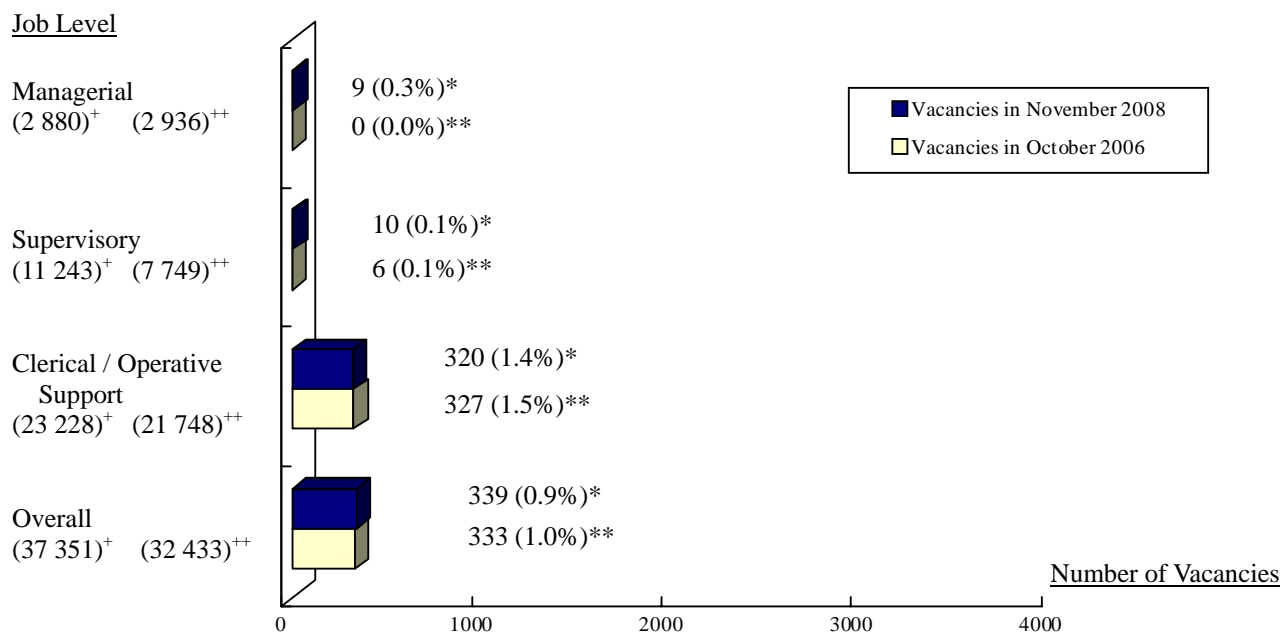
3.11 Jobs having the highest number of vacancies in each job level were summarized in Table S as follows:

Table S **IE Trade**
Highest Number of Vacancies by Job Level

Job Level	Job Title (Number)
Managerial Level	1. Shipping Manager (27) 2. Quality Control Manager (22) 3. Sales / Marketing Manager (14)
Supervisory Level	1. Technician (1189) 2. Product Designer (40) 3. Merchandiser / Buyer (35)
Clerical / Operative Support Level	1. Documentation / Shipping Clerk (962) 2. Salesman / Sales Representative (227) 3. Stock / Purchasing Clerk (56)

3.12 The vacancy rate of the technical manpower in the wholesale trade was 0.9% more or less the same as of 1.0% in 2006. Likewise, the total number of vacancies in 2008 was 339, increased from the corresponding figure of 333 in 2006, as shown in Figure 15.

**Figure 15 Wholesale Trade
Comparison of Vacancies by Job Level
(2006 vs 2008)**



Note:

- * As a percentage of number of wholesale posts in 2008 by job level.
- ** As a percentage of number of wholesale posts in 2006 by job level.
- + Total number of wholesale posts in 2008 by job level.
- ++ Total number of wholesale posts in 2006 by job level.

3.13 Only a few recruitment gaps had been identified at the managerial and the supervisory levels in this Survey. The bulk of the unfilled posts, in fact, referred to ‘Salesman / Sales Representative’ and ‘Stock / Purchasing Clerk’, totalling 256 persons and representing 75.5% of the vacancies in the wholesale trade.

3.14 As the economic downturn during the Survey period, the number of vacancies in the wholesale trade declared by the respondents was expected to be low. The actual number of vacancies in 2009 might be farthest away from the respondents forecast due to the impact of the financial tsunami.

Forecast Manpower Growth for November 2009

3.15 Employers of the IE trade forecasted that the total number of IE posts would increase from 365 481 in November 2008 to 367 469 in November 2009. The rate of projected growth was merely 0.54% (1 988 persons), higher than the 0.4% (1 484 persons) growth projected in 2006. In the presence of all indications of a critical economic downturn, the 2009 manpower forecast by IE employers seemed to be over-optimistic.

3.16 The most sought-after IE jobs in the coming twelve months up to November 2009 will be 'Sales / Marketing Manager (10)', 'Merchandiser / Buyer (253)' and 'Salesman / Sales Representative (1 107)', the highest score from each job level.

3.17 Employers of the wholesale trade had opposite foresight as IE trade, evidenced by -64 or -0.2% of manpower growth. The contraction probably arose from the over expansion of the trade in the past two years and gradual transformation in the industry. In addition, small and unprofitable concerns were forced to leave the trade during the economic downturn and medium to large wholesalers were merged or acquired by international conglomerates for either vertical or horizontal integration.

3.18 Data for the 2009 forecast growth by job level can be referred to Table R.

Manpower Changes by Job Level

3.19 When compared with 2006, the Survey noted a moderate 5.9% increase in the total number of employees in the IE trade, from 469 643 to 497 464. There was also a growth in magnitude of 18.8% for the wholesale trade, from 51 149 to 60 773. Table T shows the changes in the number of employees by job level from 2006 to 2008.

**Table T Changes in the Number of Employees by Job Level
(2006 vs 2008)**

Job Level	October 2006	November 2008	Increase/ Decrease	% Changes
<i>Import/Export Trade</i>				
Managerial ¹	54 068	44 043	-10 025	-18.5
Supervisory	124 252	121 643	-2 609	-2.1
Clerical / Operative Support	151 590	197 085	45 495	30.0
<i>Total Technical Manpower</i>	<i>329 910</i>	<i>362 771</i>	<i>32 861</i>	<i>10.0</i>
Administrative and Other Supportive Staff ²	139 733	134 693	-5 040	-3.6
<i>Total Workforce</i>	<i>469 643</i>	<i>497 464</i>	<i>27 821</i>	<i>5.9</i>
Number of Companies	72 588	78 502	5 914	8.1
<i>Wholesale Trade</i>				
Managerial ¹	2 936	2 871	-65	-2.2
Supervisory	7 743	11 233	3 490	45.1
Clerical / Operative Support	21 421	22 908	1 487	6.9
<i>Total Technical Manpower</i>	<i>32 100</i>	<i>37 012</i>	<i>4 912</i>	<i>15.3</i>
Administrative and Other Supportive Staff ²	19 049	23 761	4 712	24.7
<i>Total Workforce</i>	<i>51 149</i>	<i>60 773</i>	<i>9 624</i>	<i>18.8</i>
Number of Companies	10 416	11 402	986	9.5

Note:

- 1 Managerial level includes Owners / Sole Proprietors / Working Partners.
- 2 Include other supporting managers, supervisors, clerical and supportive staff involved in engineering, production, personnel, accounting, finance, IT and labour intensive work such as driver, amah, watchman, office assistant, cleaner and delivery man.

3.20 It can be seen from the table above that the IE workforce had expanded over the past two years which was in line with the increasing number of companies. The drop in both managerial and supervisory staff was noticeable but the numbers could be compensated by the growth in the clerical / operative support staff.

3.21 With regard to the wholesale trade, it showed an increase in the manpower significantly except the managerial level staff, the number of companies also recorded a significant growth enormously.

3.22 It is believed that the considerable decrease in the number of IE and wholesale employees at managerial level was due to, among other reasons, employers' practice to have supervisory staff taking up part of the roles and responsibilities previously undertaken by managers, with a view to streamlining operation and maximizing utilization of resources.

Turnover Rates

3.23 As the Hong Kong economy had a remarkable performance in the past two years, the staff turnover situation since then had changed much. In 2008, the overall turnover rate for the IE trade was 2.4% over the 2006 survey, representing frequent manpower movement from time to time. Managerial and supervisory staff, in particular, would rather hop from one to another than staying on the job.

3.24 As a result of the increasing number of companies as well as large opportunities available for wholesale trade personnel, the wholesale trade shared the same experience of IE trade with an increase in turnover across all levels. Table U gives an account of the turnover rates found in the current and the last survey by job level.

**Table U Changes in Turnover Rates by Job Level
(2006 vs 2008)**

Job Level	October 2006 % ¹	November 2008 % ¹	Increase/Decrease % ²
<i>Import/Export Trade</i>			
Managerial	4.8	11.3	6.5
Supervisory	4.9	9.6	4.7
Clerical/Operative Support	20.6	18.3	-2.3
Overall	12.1	14.5	2.4
<i>Wholesale Trade</i>			
Managerial	2.1	7.1	5
Supervisory	1.7	2.6	0.9
Clerical/Operative Support	7.3	26.4	19.1
Overall	5.5	17.7	12.2

Note:

- 1 As a percentage of the number of IE or wholesale posts at the same job level.
- 2 Net percentage change of the turnover rates between the two periods.

Promotion Pattern

3.25 Owing to the higher staff mobility as indicated in the section above, there was an incentive for employers to use promotion as a measure to retain staff. The Survey found that in 2008, the overall promotion rates for both the IE and wholesale trades registered a double rise when compared with the 2006 Survey.

**Table V Internal Promotion of Employees by Job Level
(2006 vs 2008)**

Job Level	No. of Employees Promoted from Within in October 2006 (%) ¹	No. of Employees Promoted from Within in November 2008 (%) ¹
<i>Import/Export Trade</i>		
From Supervisory Level to Managerial Level	1 049 (1.5)	1 652 (3.8)
From Clerical/Operative Support Level to Supervisory Level	2 292 (1.6)	4 226 (3.5)
From Others to Clerical/Operative Support Level	436 (0.2)	175 (0.1)
<i>Sub-Total</i>	<i>3 777 (0.9)</i>	<i>6 053 (1.7)</i>
<i>Wholesale Trade</i>		
From Supervisory Level to Managerial Level	14 (0.4)	95 (3.3)
From Clerical/Operative Support Level to Supervisory Level	72 (0.8)	110 (1.0)
From Others to Clerical/Operative Support Level	22 (0.1)	0 (0.0)
<i>Sub-Total</i>	<i>108 (0.3)</i>	<i>205 (0.6)</i>

Note:

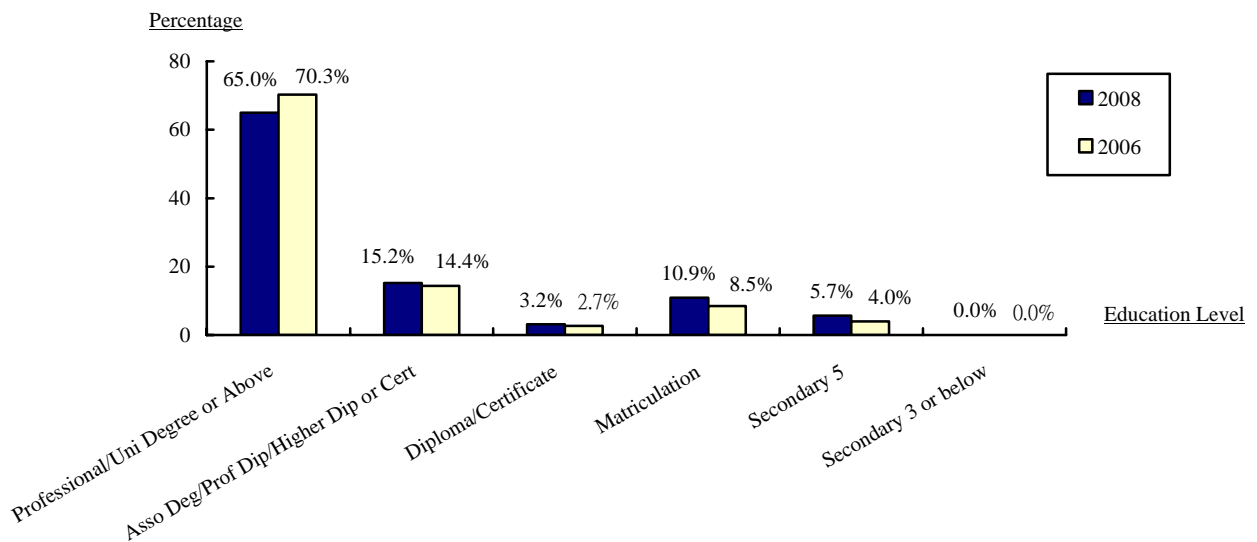
1 As a percentage of the number of IE or wholesale employees at the same job level.

Preferred Level of Education

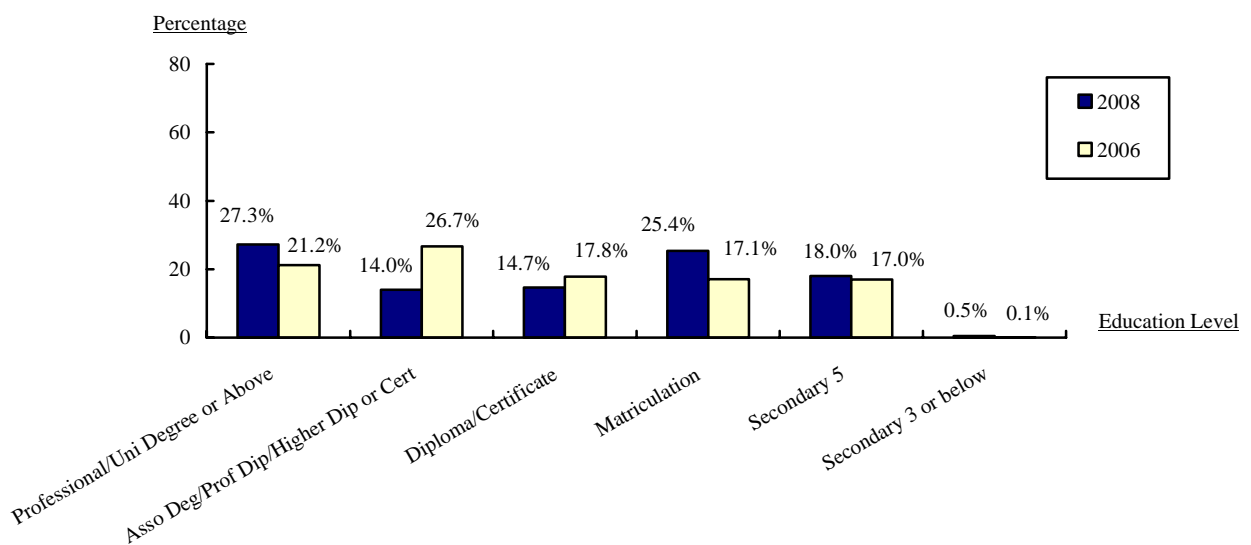
3.26 Figures 16 and 17 highlight the comparison of preferred level of education by employers for the IE and wholesale trades in 2006 and 2008 by job level. Detailed findings on the preferred level of education of the IE and wholesale employees by job title are given in Appendices 13 and 14.

Figure 16 **IE Trade**
Preferred Level of Education
(2006 vs 2008)

(a) Managerial Level



(b) Supervisory Level



(c) Clerical/Operative Support Level

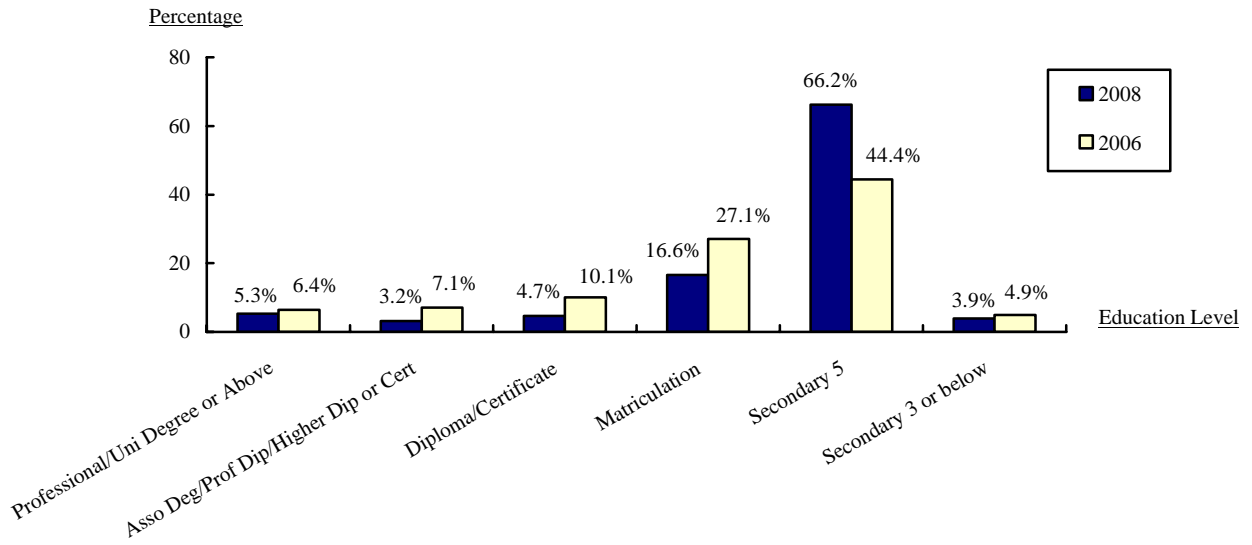
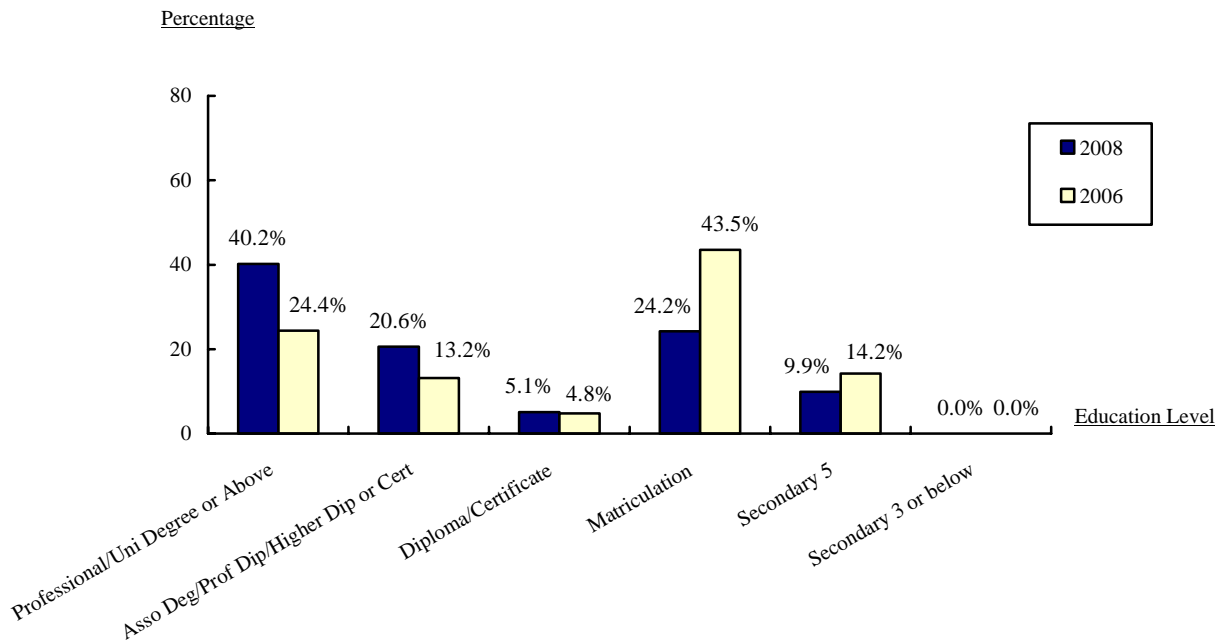
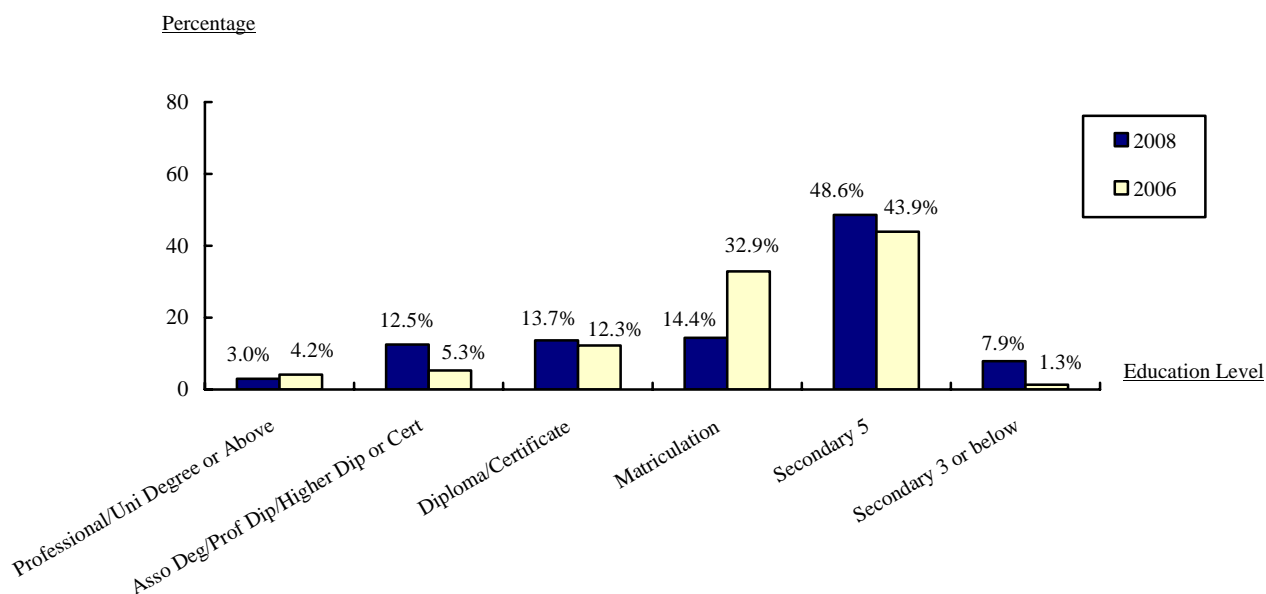


Figure 17 Wholesale Trade Preferred Level of Education (2006 vs 2008)

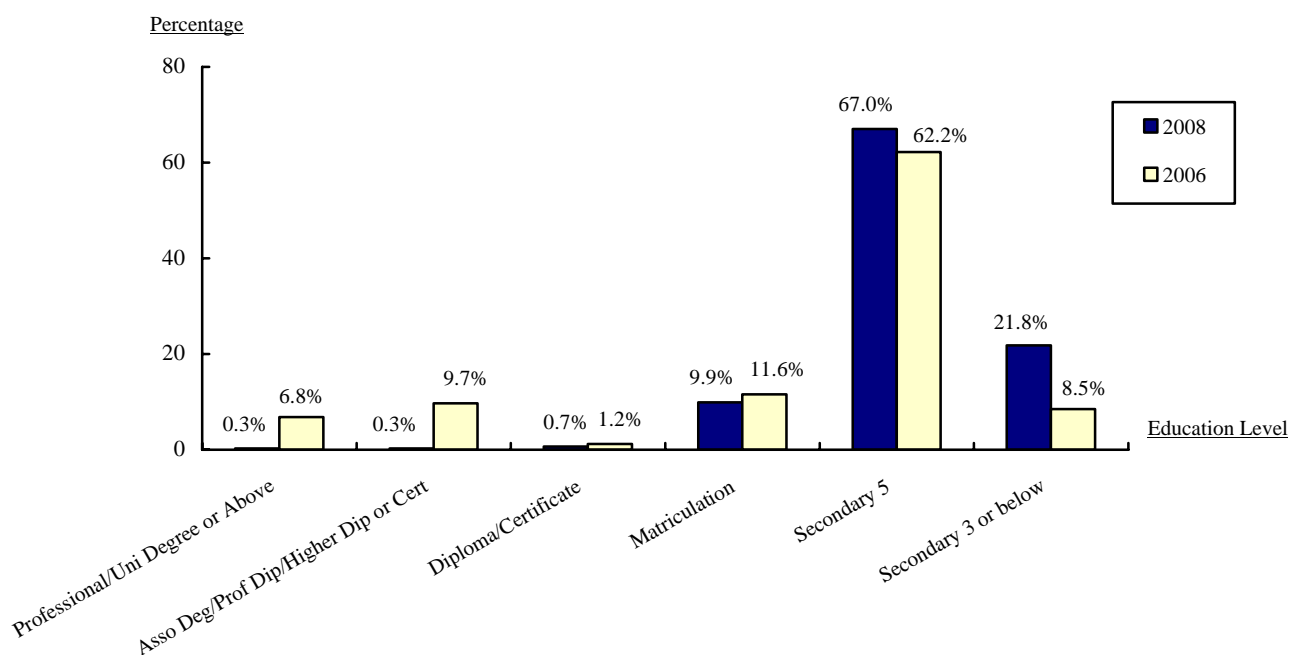
(a) Managerial Level



(b) Supervisory Level



(c) Clerical/Operative Support Level



3.27 As far as the education level is concerned, the general trend for the IE trade was that employers had less expectation of the qualifications possessed by different levels of staff in 2008 than two years before. The prominent rise in percentage was only found in supervisory and clerical/operative support employees in areas of ‘Matriculation’ and ‘Secondary 5’ respectively.

3.28 Whereas in the case of the wholesale trade, more employers preferred their managerial level employees to have ‘Professional qualification/University degree’ or above education. Instead, they were more than ready to accept supervisor and clerical/operative levels employees holding ‘Secondary 5’ education. Such relaxation was in accordance with the recruitment difficulty experienced in the trade.

Preferred Relevant Years of Experience

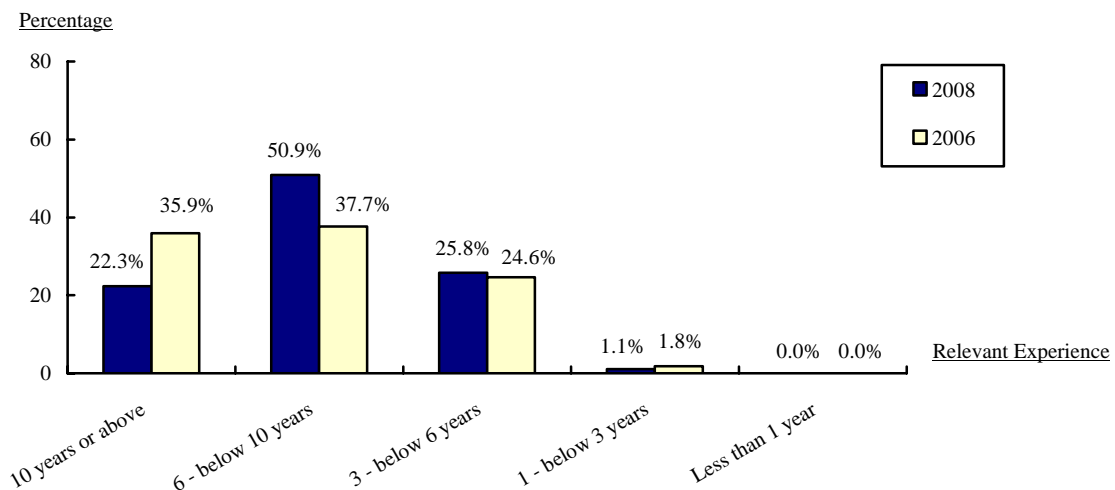
3.29 A comparison between the employers' preference of relevant years of experience possessed by staff in the current and the last survey by job level was given in Figures 18 and 19. Details showing employers' preferred relevant years of experience of the IE and wholesale employees by job title are shown in Appendices 15 and 16.

3.30 Outcomes of survey findings were similar between the two trades. For IE, employers' preference for managerial level having 6 to less than 10 years relevant experience had grown, meaning that competition for the posts was not as fiercer than before.

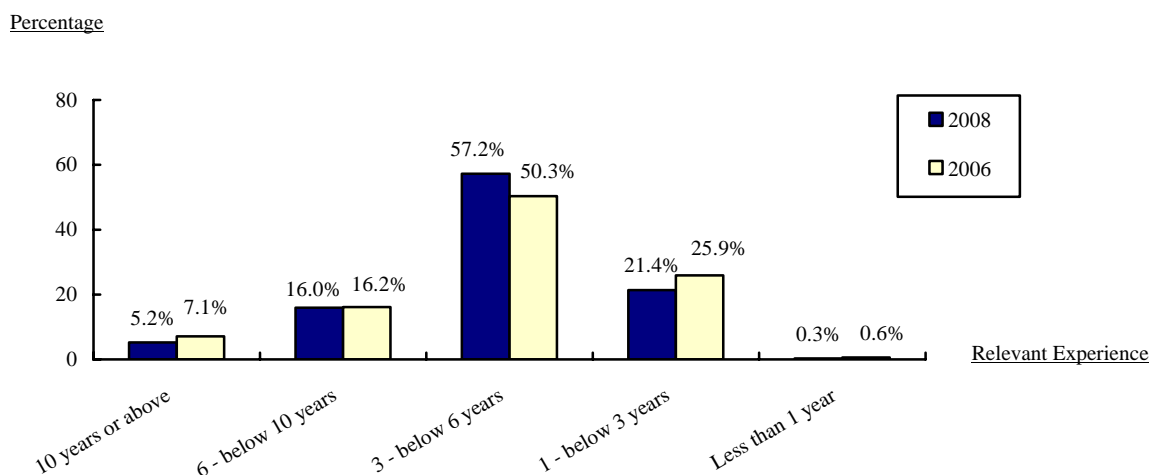
3.31 For the wholesale trade, most of the employers satisfied with candidates with more experience but lower in education background to attract suitable candidates into the trade.

Figure 18 **IE Trade**
Preferred Relevant Years of Experience
(2006 vs 2008)

(a) Managerial Level



(b) Supervisory Level



c) Clerical/Operative Support Level

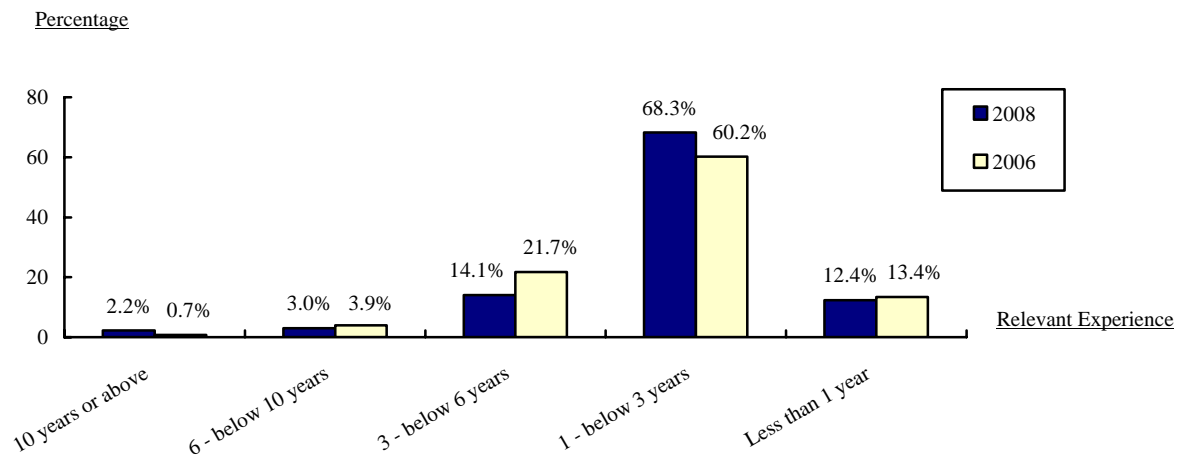
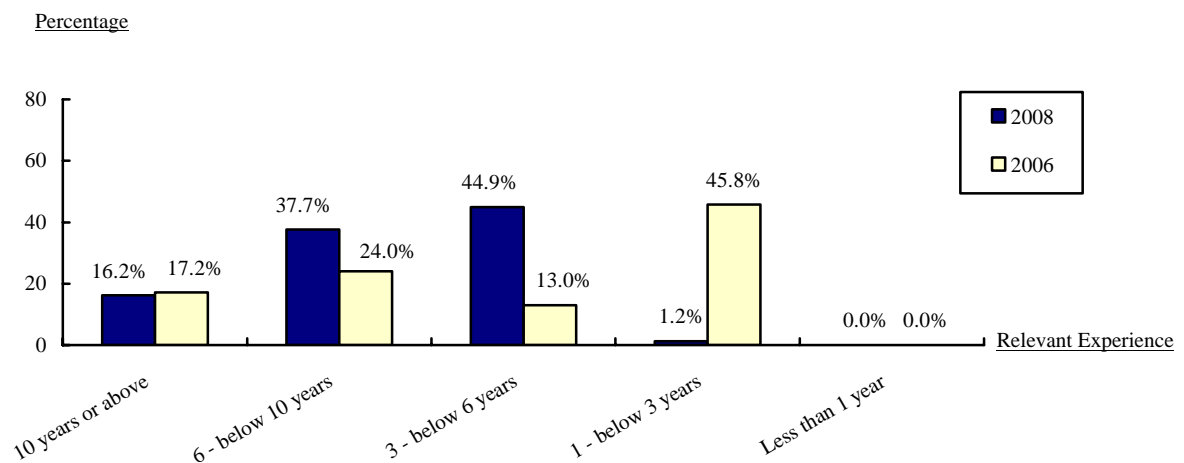
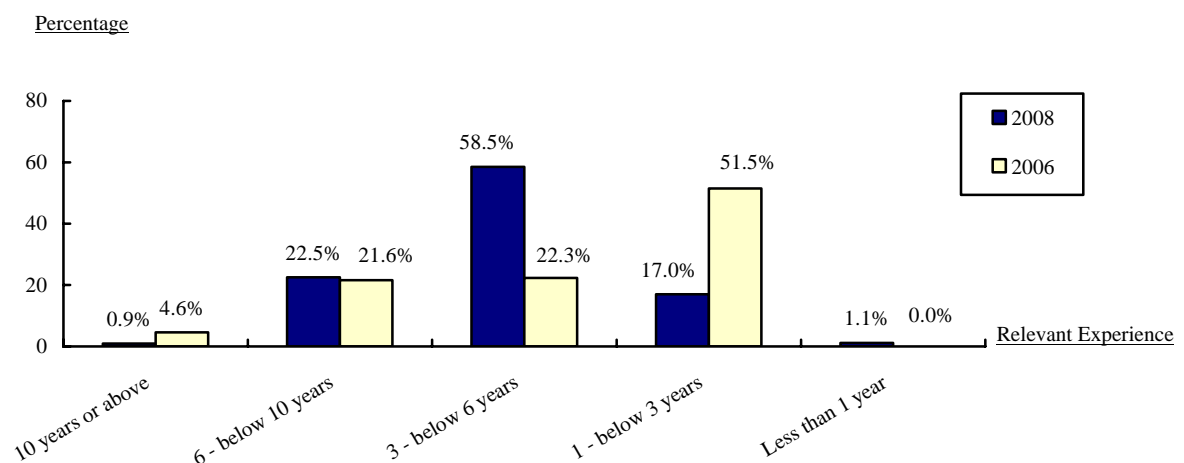


Figure 19 Wholesale Trade Preferred Relevant Years of Experience (2006 vs 2008)

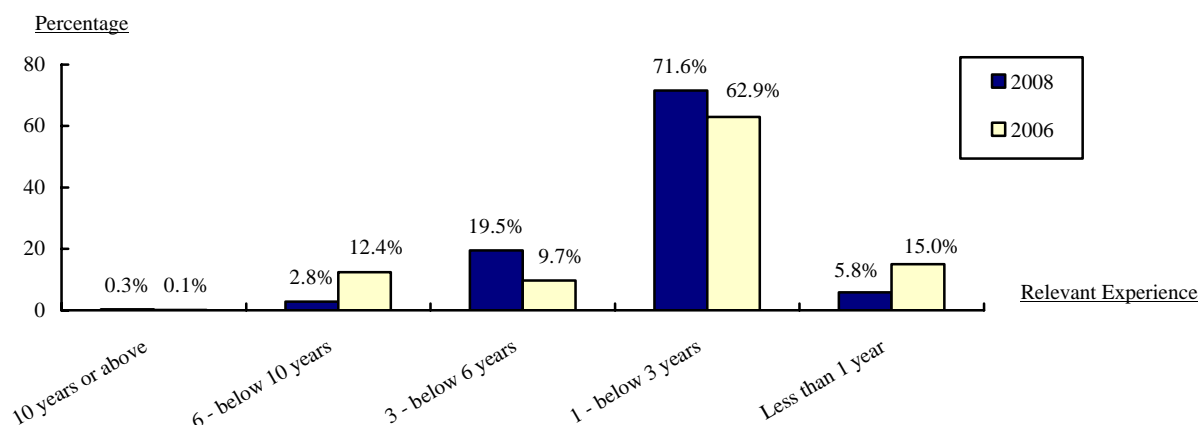
(a) Managerial Level



(b) Supervisory Level



(c) Clerical/Operative Support Level



Training to be Provided / Sponsored by Employers

3.32 In this survey, there were 24 types of training under scrutiny, grouped under 5 main categories. It was found in the 2008 Survey that employers of the IE trade planned to provide/sponsor in a total of 132 748 training places to their employees in the coming 12 months, which is about half of the 2006 figures. The substantial decrease indicated that employees worried about the impact of the economic downturn and the future of the trade.

3.33 An analysis of the findings by training type by job level of the IE trade is given in Table W.

Table W **IE Trade**
Number of Training Places to be Provided / Sponsored
by Employers in the Next 12 Months by Job Level

Type of Training	Managerial	Supervisory	Clerical/ Operative Support	Total
<i>Management Skills</i>				
Business Development and Management	3 117	2 405	12	5 534
Supply Chain Management	785	1 281	0	2 066
Supervisory Skills	4 221	4 497	10	8 728
Sub-Total	8 123	8 183	22	16 328
<i>Trade Specific Skills</i>				
International Trade and Practices	1 093	1 316	1 270	3 679
Transport and Logistics	146	276	370	792
Product Development	345	586	921	1 852

Type of Training	Managerial	Supervisory	Clerical/ Operative Support	Total
Graphic Design	14	152	47	213
Merchandising	579	1 153	592	2 324
Customer Relationship	1 197	2 782	4 683	8 662
Product Knowledge	1 568	3 977	3 761	9 306
Quality Control	195	390	233	818
Compliance	382	623	680	1 685
<i>Sub-Total</i>	5 519	11 255	12 557	29 331
<i>IT Skills</i>				
e-Commerce Knowledge and Applications	367	2 493	2 260	5 120
Basic Computer Operation Skills including Chinese Input Method	60	946	600	1 606
Web Design	66	429	0	495
<i>Sub-Total</i>	493	3 868	2 860	7 221
<i>China-related Knowledge and World Vision</i>				
China Trade Business	1 342	848	4 581	6 771
Laws and Regulatory Restrictions for Access to China's Market	1 124	465	2 930	4 519
World Vision	787	875	1 202	2 864
<i>Sub-Total</i>	3 253	2 188	8 713	14 154
<i>Language Skills</i>				
Spoken English	1 175	6 526	10 381	18 082
Written English	987	5 228	8 985	15 200
Written Chinese	544	2 281	4 684	7 509
Putonghua	2 888	8 764	9 946	21 598
Japanese	135	192	372	699
<i>Sub-Total</i>	5 729	22 991	34 368	63 088
Others	56	904	1 666	2 626
Total	23 173	49 389	60 186	132 748

3.34 In order of popularity, Language Skills still tops the list, followed by Trade

Specific Skills and Management Skills. Except for 'Product Knowledge' and 'Customer Relationship' which had already received much attention as revealed in the 2006 Survey, the following emerging training needs warrant particular attention.

- a. Supervisory Skills (8 728)
- b. China Trade Business (6 771)
- c. Business Development and Management (5 534)

3.35 The overall decrease in the provision of training is expected in the wholesale trade in the next 12 months from this Survey, a total of 3891 training places is planned to provide/sponsor to their employees in 2009 which is far less than that of the 2006 figures. The drop is only modest if compared with the IE trade.

3.36 The analysis of findings by training type by job level of the wholesale trade is given in Table X.

**Table X Wholesale Trade
Number of Training Places to be Provided / Sponsored
by Employers in the Next 12 Months by Job Level**

Type of Training	Managerial	Supervisory	Clerical/ Operative Support	Total
<i>Management Skills</i>				
Business Development and Management	104	41	0	145
Supply Chain Management	23	2	0	25
Supervisory Skills	113	102	21	236
<i>Sub-Total</i>	<i>240</i>	<i>145</i>	<i>21</i>	<i>406</i>
<i>Trade Specific Skills</i>				
International Trade and Practices	31	5	5	41
Transport and Logistics	8	15	14	37
Product Development	0	0	0	0
Graphic Design	0	7	0	7
Merchandising	13	34	27	74
Customer Relationship	54	137	197	388
Product Knowledge	158	175	349	682
Quality Control	6	12	3	21
Compliance	15	15	56	86
<i>Sub-Total</i>	<i>285</i>	<i>400</i>	<i>651</i>	<i>1 336</i>

Type of Training	Managerial	Supervisory	Clerical/ Operative Support	Total
<i>IT Skills</i>				
e-Commerce Knowledge and Applications	14	7	28	49
Basic Computer Operation Skills including Chinese Input Method	58	54	147	259
Web Design	0	0	0	0
<i>Sub-Total</i>	72	61	175	308
<i>China-related Knowledge and World Vision</i>				
China Trade Business	11	7	0	18
Laws and Regulatory Restrictions for Access to China's Market	9	14	0	23
World Vision	12	0	36	48
<i>Sub-Total</i>	32	21	36	89
<i>Language Skill</i>				
Spoken English	76	113	307	496
Written English	46	73	297	416
Written Chinese	29	28	191	248
Putonghua	62	93	287	442
Japanese	0	0	0	0
<i>Sub-Total</i>	213	307	1 082	1 602
Others	4	8	138	150
Total	846	942	2 103	3 891

3.37 Training for Language Skills and Trade Specific Skills would be of the highest demand as usual. By type, employees would expect to be given training opportunities in:

- a. Product Knowledge (682)
- b. Spoken English (496)
- c. Putonghua (442)
- d. Written English (416)
- e. Customer Relationship (388)

3.38 The pattern in respect of the types of training needed by the wholesale trade

was similar to the 2006 survey findings, but demand in areas like ‘Putonghua’, ‘China Trade Business’ and ‘Supply Chain Management’ seemed to decline.

3.39 Overall, the above trends point to a decreasing demand for training, both for the IE and Wholesale sectors. It might result in the great manpower mobility within IE and wholesale Trades. Employers tended to employ experienced employees rather than putting extra resources to train their employees as a whole.

Shifting Functions out of Hong Kong – IE Trade

3.40 Hong Kong is gradually evolving into a knowledge-based and high value-added economy. In consequence, a number of IE companies are considering to setting manufacturing bases and representative offices in places outside Hong Kong for reasons of proximity to the markets and/or lower production costs. Shifting some of the functions out of Hong Kong were getting more popular in earlier years and the trend slowing down in recent years, as only 5.1% of the IE firms in Hong Kong were so involved in the past 12 months, as compared with 18.7% in 2006.

3.41 The functions which had been shifted, as revealed in the 2006 and 2008 surveys, were quite different. A higher percentage of companies in the IE trade would be involved in shifting their ‘Merchandising’ and ‘Sales and Customer Services’ functions to the Mainland. Apart from the above, functions like ‘Export and Marketing’, ‘Shipping’ and ‘Warehouse’ started to join the queue. A breakdown of the functions already shifted or to be shifted in the past or coming 12 months is shown in Appendix 19.

3.42 In respect of destinations of the shifting made, Mainland China was the first choice as it covered 100% of respondents. Apparently, this was due to her strategic position and the potential of further integration with Hong Kong. To man the shifted operations, manpower had to be recruited both in Hong Kong and locally, roughly in the ratio of 30/70.

Manpower Involvement in Various Functions – Wholesale Trade

3.43 In most cases, the wholesale operations in Hong Kong need to integrate with other related functions in order to survive and to remain competitive. The involvement of the wholesale manpower in functions other than its main role is indicated in Table Y.

3.44 It was reflected from the data that the wholesale trade employees were required to perform, apart from their own duties, other facets of activities on the distribution chain, the more typical ones being ‘Sales and Marketing’, ‘Retail’ and ‘Procurement’, etc., for a total of 61 084 man-times.

3.45 Overall employers’ forecast growth in manpower involved in these areas in the coming 12 months was insignificant (1.51%), with the relatively more prominent ones in ‘Procurement’ (2.15%) and ‘Sales and Marketing’ (1.62%).

**Table Y Wholesale Trade
Manpower Involvement by Function
(In terms of Man-times)**

Functions / Activities	No. of Wholesale Employees (in terms of Man-Times) Involved (As in November 2008)	No. of Wholesale Employees (in terms of Man-Times) Involved (As in November 2009)	Forecast % Changes of Manpower Growth (+) / Decrease (-) (November 2008 - November 2009)
Import / Export	694	701	1.01%
Retail	10 394	10 538	1.39%
Brand Name Development	554	558	0.72%
Sales and Marketing	25 808	26 226	1.62%
Distribution	8 628	8 716	1.02%
Manufacturing	936	945	0.96%
Procurement	10 220	10 440	2.15%
Warehousing	3 822	3 856	0.89%
Others	28	28	0.00%
Total	61 084	62 006	1.51%

Additional Manpower Requirement by November 2009

3.46 On the basis of employers' forecast of manpower growth by November 2009 and the wastage rates, the estimated additional manpower requirement in November 2009 by job level for the IE and wholesale trades is outlined in Table Z.

**Table Z Additional Manpower Requirement
by November 2009 by Job Level**

Job Level	No. of Employees in November 2008	Employers' Forecast of Manpower Growth by November 2009	No. of Employees to Replenish Wastage (%) ¹		Total No. of Additional Employees by November 2009
<i>Import/Export Trade</i>					
Managerial	44 043	14	1 000	2.3	1 014
Supervisory	121 643	219	1 532	1.3	1 751
Clerical/Operative Support	197 085	1755	3 734	1.9	5 489
<i>Sub-Total</i>	<i>362 771</i>	<i>1 988</i>	<i>6 266</i>	<i>1.7</i>	<i>8 254</i>
<i>Wholesale Trade</i>					
Managerial	2 871	0	30	1.0	30
Supervisory	11 233	-2	53	0.5	51
Clerical/Operative Support	22 908	-62	1 445	6.3	1 383
<i>Sub-Total</i>	<i>37 012</i>	<i>-64</i>	<i>1 528</i>	<i>4.1</i>	<i>1 464</i>
Total	399 783	1 924	7 794	1.9	9 718

Note:

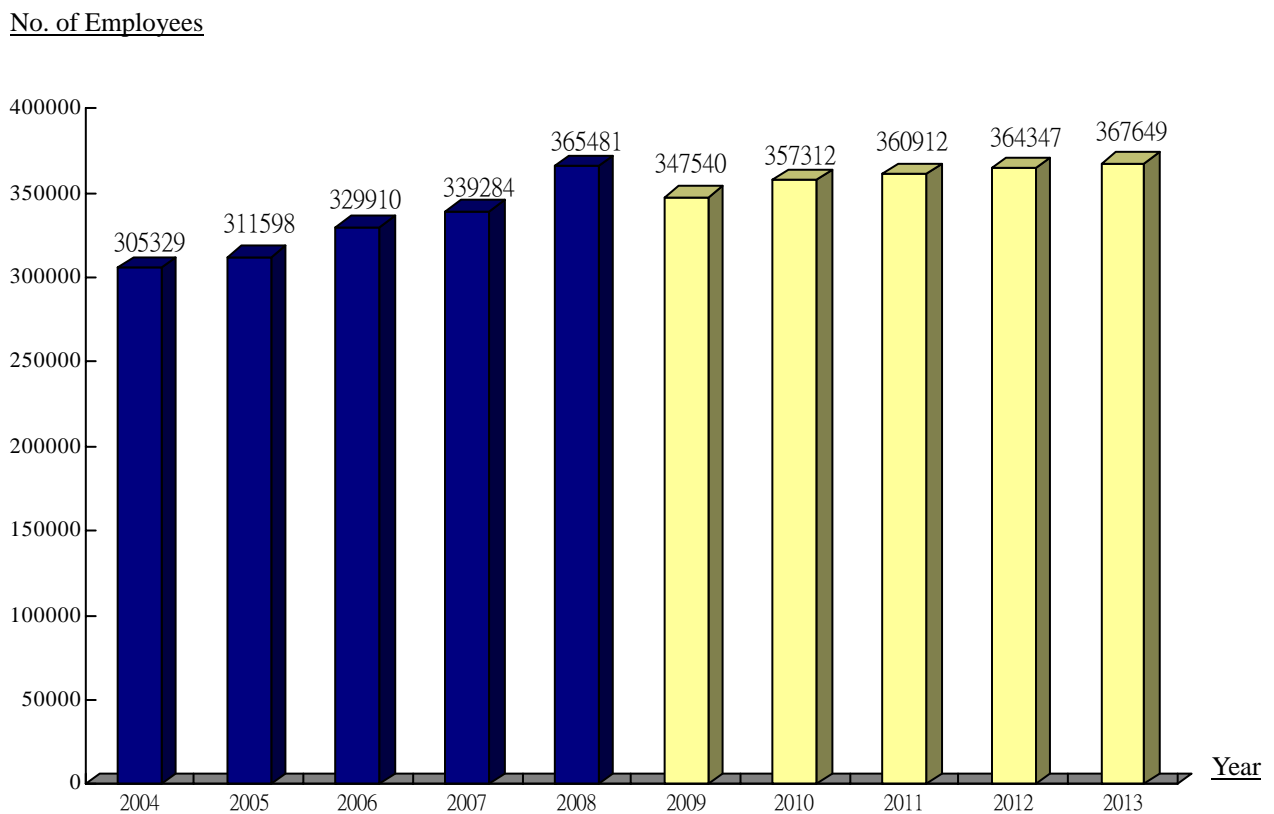
- 1 Wastage rate by job level.
- 2 "Wastage rate" is defined as the percentage of IEW employees leaving their current IE or wholesale jobs and taking up non-IE or wholesale positions, emigrating, retirement, further studies or for other reasons, out of the total number of IE and wholesale employees

Projected Annual Manpower Requirement from 2009 to 2013

3.47 Different approaches had been adopted to predict the manpower requirement of the IE and wholesale trades in the coming five years.

3.48 In respect of the IE trade, a labour market analysis (“LMA”) approach is used for projecting the annual manpower requirement by examining a group of key statistical data/economic indicators collected by a reliable and independent authority that reflect the important changes in local economy, demography and labour market. A variable reduction method called Principal Component Analysis is used to select and create variables/determinants from the sets of economic indicators for use in building and maintaining the statistical model. Manpower projection of the IE trade from 2009 to 2013 using the LMA approach is shown in Figure 20 and a further description of the LMA approach can be found in Appendix 21.

Figure 20 Manpower Projection of the Import/Export Trade from 2009 to 2013 (by Labour Market Analysis Approach)



3.49 The LMA approach was, on the other hand, not appropriate for the wholesale trade as related historical manpower data fluctuated widely in the past 20 years without a traceable trend. Thus, no economic indicators can be identified as principal components to project the manpower.

3.50 As a result, two other alternative methods had been considered, namely Adaptive Filtering Method (“AFM”) and Employers’ Forecast. The manpower projections for the wholesale trade using these two approaches from 2009 to 2013 are provided below.

Year	Actual	Projection by AFM	Employers’ Forecast
2008	37 351	-	-
2009	-	36 813 (-1.4*)	37 287 (-0.17%*)
2010	-	37 166 (+1.0**)	-
2011	-	37 432 (+0.7%**)	-
2012	-	37 632 (+0.5%**)	-
2013	-	37 782 (+0.4%**)	-

All figures include technical manpower only.

* as percentage change vs actual manpower in 2008

** as percentage change vs projected manpower in previous year

3.51 The Training Board has decided to adopt the AFM approach (-1.4%) for the 2009 projection in the belief that this aligns better with the overall wholesale trade business outlook than the Employers’ Forecast (-0.17%).

2008 Review

3.52 The Hong Kong economy continues to grow in the first quarter of 2008, with GDP rising notably 7.2%, up from 6.9% in the final quarter of 2007, and further expansion in exports goods and services (up by 8.9% and 10.8% respectively). Imports and exports of goods grew by 11.6% and 10.5% respectively in the first quarter of 2008.

3.53 The economy slowed sharply in the second and third quarters, then contracted by 2.5% in the fourth quarter. For the full years, the growth dropped to 2.5%, from 7.2% on average over 2004-2007. It was undermined by the global financial crises, given the importance of financial services to the economy, and further eroded later in the year by the slump in world trade. The deteriorating external conditions severely dented consumer and business sentiments.

3.54 The Hong Kong economy showed a rapid moderation in growth over the course of 2008. Domestic demand slowed distinctly since the third quarter of 2008. The decrease in private consumption was particularly evident in the second half of the year, due to the negative influence of local asset markets as well as the deterioration in job prospects.

For 2008 as a whole, private consumption expenditure grew by 1.8% in real terms, in contrast to the robust 8.5% growth in 2007.

3.55 The continuous appreciation of the Renminbi against the US dollar since July 2005 accelerated in the latter part of the 2007 and in early 2008, against the backdrop of the strong economic growth and raising trade surplus in the Mainland. In the latter part of 2008, the values of the Renminbi measured against the US dollar largely hovered with a narrow range. For 2008 as a whole, the Renminbi appreciated by an average of 9% against the US dollar, had a significantly impact on export-oriented enterprise as far as the export competitiveness.

3.56 The tight credit conditions directly restrained economic activities over the world since the global financial crisis in the final quarter of 2008. Emerging markets with high external debt, huge current account deficit or weak financial system would be particularly vulnerable to the credit crunch. This weighed on the already feeble world import demand, thereby further dampening international trade and hence Hong Kong's export.

3.57 China's new Labour Contract Law took effect on January 1, 2008. The law stipulates a minimum wage and strict limits on work hours and overtime. The new law established with a view to enhance the protection of employees' rights and benefits. The new law does make it harder to terminate employees or increase the cost of doing so. A significant inherent cost must be inevitably increased, especially the compensation payment in relation to the dismissal of employees.

3.58 In 2007, the Mainland Government announced a major adjustment in policy which affected the Processing Trade, particularly in the eastern region. The list of "prohibited" and restricted" commodities are revised and expanded annually in order to address trade imbalances and discourage labor-intensive, high polluting and high energy-consuming industries. Commodities of the "prohibited" category no longer enjoy the preferential treatment of bonded import of materials and parts. Instead, they are subject to import tariffs and Value Added Tax (VAT). The move aims to encourage Processing Trade firms to add more values to their products or to shift their operations from eastern to central or western areas. According to the survey conducted by the Federation of Hong Kong Industries, half of the surveyed enterprises responded that their profit margins would be squeezed. 36% responded that the policy would cause their cash flow to suffer.

3.59 Other factors like high fuel price during 2008 also pushed up the production and operating costs of manufacturers which in turn diminished Hong Kong's competitiveness.

3.60 The year-on-year Change of Business Receipts of wholesale was +6.3% in the course of the 2008. This was supported by increasing number of wholesale establishments from 10 416 in 2006 to 11 402 in 2008. Owing to the economy downturn during the final quarter of 2008, the trade started to contract with -6.9% of year-on year Change of Business Receipts, after growing by +10% in the third quarter 2008. Like the IE trade, wholesale trade relied on the global economic climate. The worldwide financial crisis had a significant impact on the trade, and the performance of the trade was expected to be in reverse direction compared to the past few years.

3.61 Over the years, the wholesale trade had a close relationship with the retail sales and the inbound tourism. According to the C&SD figures, the year-on year Change of Business Receipts index of the retail trade in the first quarter of 2008 was +17.6% and contracted to the final quarter of +0.9%. Figures released by the Hong Kong Tourism Board (HKTB) showed that visitor arrivals in the November and December of 2008 recorded a decline of 1.1% and 1.4% compared to the same months of 2007. These triggered by intensifying retail market turbulence had started to affect the wholesale trade.

3.62 Table AA shows the trend of manpower changes for the two trades in the past few years.

**Table AA Manpower Changes in the IE and Wholesale Trades
(2002 to 2008)**

	Number of Persons Engaged			
	2002	2004	2006	2008
<i>Import & Export Trade</i>				
Technical Manpower (including owner / sole proprietor / working partner)	274 807 (5.7%) ⁺	305 329 (5.6%)*	329 910 (4.0%) [^]	362 771 (5.0%) [#]
Total Workforce	419 296 (3.8%) ⁺	446 339 (3.2%)*	469 643 (2.6%) [^]	497 464 (3.0%) [#]
<i>Wholesale Trade</i>				
Technical Manpower (including owner / sole proprietor / working partner)	32 070 (-10.9%) ⁺	31 836 (-0.8%)*	32 100 (0.4%) [^]	37 012 (7.7%) [#]
Total Workforce	54 112 (-1.3%) ⁺	54 260 (0.1%)*	51 149 (-5.7%) [^]	60 773 (9.4%) [#]

Note:

- + Annual growth rate from 2001
- * Average annual growth rate between 2002 to 2004.
- ^ Average annual growth rate between 2004 to 2006.
- # Average annual growth rate between 2006 to 2008.

2009 Business Outlook

3.63 The Hong Kong economy of 2009 and 2010 will be difficult with the negative feedback loop between global economic weakness and financial stress continuous to intensify to prolong and deepen the crisis.

3.64 The global financial crisis that has been lingering on since August 2008, deepened in the final quarter of 2008. The year-on-year change of the Gross Domestic Product (GDP) was -2.6% in the final quarter of 2008 and 11.9% in the final quarter of 2007. The projection of the economy is likely to contract in 2009, by 2% to 3%, the first annual decline since 1998.

3.65 Although the IE trades performed well in the past few years, the sector has suffered as external demand contracted from the second half of 2008. The growth in real exports of goods and services declined since the last two quarters of the year. The real exports declined to 2.7% from 8.3% growth in 2007 as a whole. Growth in real imports declined even faster than that for the exports, with result that net exports of goods and services contributed 1.5% points to the GDP growth. Results of the Hong Kong's import and export performance in the past few years are given in Table BB.

Table BB External Merchandise Trade Figures

Year	Imports		Domestic Exports		Re-exports	
	HK\$ Million	Year-on-Year % Changes	HK\$ Million	Year-on-Year % Changes	HK\$ Million	Year-on-Year % Changes
2002	1 619 419	3.3	130 926	-14.7	1 429 590	7.7
2003	1 805 770	11.5	121 687	-7.1	1 620 749	13.4
2004	2 111 123	16.9	125 982	3.5	1 893 132	16.8
2005	2 329 469	10.3	136 030	8.0	2 114 143	11.7
2006	2 599 804	11.6	134 527	-1.1	2 326 500	10.0
2007	2 868 011	10.3	109 122	-18.9	2 578 392	10.8
2008	3 025 288	5.5	90 757	-16.8	2 733 394	6

Source: Statistical Digest of the Services Sector, 2009 Edition, Census and Statistics Department

3.66 Recession was already under way in many advanced economies such as United States, Europe and Japan. They are the major trading partners of Hong Kong after Mainland. Unemployment rate of the United States during the second half of 2008 was the largest since 1945, and the economy is still deep in recession. European economies have also been impacted by the fallout from their property markets and the impaired financial assets. The economic situation in Japan was also in doldrums. As a result, exporters should explore other trade opportunities in new promising markets such as Eastern Europe, Southeast Asia and India to make up for losses in trade with those areas.

3.67 The movement of exchange rates could affect the Hong Kong external competitiveness and thereby HK external demand. With increasing integration of Mainland, the value of Renminbi against other major currencies could also affect Hong Kong's external price competitiveness especially on Import/Export trades.

3.68 Measures have been announced by the Central Government to facilitate the enterprises to overcome the impacts by allowing certain Hong Kong enterprises to use Renminbi to settle payment with their partners in selected provinces. Hong Kong exporters could benefit from these measures to save the cost of exchanging US dollar to Renminbi and facilitate further across border trades between Hong Kong and China.

3.69 Banks kept on tight credit policy has inevitably made the SMEs more difficult in monetary liquidity. The HKSAR Government implemented measures to help ease the tight credit conditions facing the SMEs, amidst the global credit crunch. Measures included expanding SME Funding Schemes and monetary injection into the banking system. The resulting effect of the measures could be reflected in the second half of 2009.

3.70 Table CC accounts for the business relationship between the Mainland and Hong Kong in recent years.

Table CC Share of the Mainland in Hong Kong's Global Trade

Year	Imports by Main Supplier		Domestic Exports by Main Destination		Re-exports by Main Destination	
	HK\$ Million	Year-on-Year % Changes	HK\$ Million	Year-on-Year % Changes	HK\$ Million	Year-on-Year % Changes
2000	714 987	17.7	54 158	7.4	488 823	22.5
2001	681 980	-4.6	49 547	-8.5	496 574	1.6
2002	717 074	5.1	41 374	-16.5	571 870	15.2
2003	785 625	9.6	36 757	-11.2	705 787	23.4
2004	918 275	16.9	37 898	3.1	850 645	20.5
2005	1 049 335	14.3	44 643	17.8	967 923	13.8
2006	1 192 952	13.7	40 268	-9.8	1 115 941	15.3
2007	1 329 652	11.5	40 610	0.8	1 267 722	13.6
2008	1 410 735	6.1	34 758	-14.4	1 335 687	5.4

Source: Statistical Digest of the Services Sector, 2009 Edition, Census and Statistics Department

3.71 The Supplement V to the Closer Economic Partnership Arrangement (CEPA) was signed in July 2008. Greater power of approval will be delegated to the Provincial Government of Guangdong to implement initiatives under CEPA. This should further bolster the economic integration between Hong Kong and the Pearl River Delta region.

3.72 The Central Government announced measures in various areas to shore up Hong Kong economy. The staunch support of the Central Government and the solid foundation of the Hong Kong economy should be supportive to Hong Kong in turning the current crisis into opportunities. Enterprises should join forces with the Mainland on the international trade platform and divert human resources to up-market, high value-added and technologically advanced businesses.

3.73 The growth momentum of the Mainland economy, the hinterland featuring significantly in all aspects of the economic activities in Hong Kong, is likely to diminish somewhat in 2009. China would make boosting domestic demand a "long-term" strategy and take further measures to stimulate consumer spending, as the country seeks to lead its economy out of a slowdown that started with falling export.

3.74 As Hong Kong companies are allowed to conduct import/export trade and provide wholesales and commission agent services on the mainland, they will have a better bargaining power in negotiating agency and distributorship of international trade products. This in turn strengthen Hong Kong's role as a trade platform for the mainland market and benefit to the wholesale trade.

3.75 The future for the wholesale trade is still around, prominent expansion is not expected and outsourcing of non-wholesale specific jobs will continue. At the turn of 2006, employment of technical manpower started to pick up again but this is more likely to be ceased as the trade needs to reduce cost to maintain their competitiveness to get through the financial tsunami.

3.76 In addition, the impact of financial crises in mainland was insignificant comparing to other countries. Despite Mainland economy will face a challenging situation in the light of slackening exports and weakening industrial production, the domestic demand of the Mainland are still strong. Wholesalers should render some firm supports to the retail markets and to lesser extent its external sector.

Source:

1. The economics and research Department, ADB, Manila
2. Hong Kong Census and Statistics Department
3. Hong Kong Trade Development Council
4. Economic Analysis Division, HKSAR
5. Hong Kong Tourism Board

SECTION IV

RECOMMENDATIONS

Training Needs

4.1 Based on the survey findings, the Training Board recommends that training be provided to meet the needs of the IE and wholesale trades in the following two areas:

- a. To fulfil the additional manpower requirements
- b. To meet the in-service training to be sponsored or provided by employers

4.2 In respect of the additional manpower requirements, according to the findings indicated in Paragraph 3.46 in Section III, the Training Board estimates that around 8 254 and 1 464 new employees for the IE and wholesale trades respectively will be required in the coming 12 months (up to November 2009), after taking into account employers' forecast manpower growth and estimated wastage. The breakdown by job level is shown in the following table.

Job Level	Estimated Additional Manpower in 2009	
	<i>IE Trade</i>	<i>Wholesale Trade</i>
Managerial	1 014	30
Supervisory	1 751	51
Clerical / Operative Support	5 489	1 383
Total	8 254	1 464

4.3 The forecast number of training places to be sponsored or provided by employers in 2009 are about 132 748 for the IE trade and 3 891 for the wholesale trade, as revealed in Paragraphs 3.33 and 3.36 in Section III, which are summarized and broken down by job level as follows.

Job Level	Estimated Training Places Required in 2009			
	<i>IE Trade</i>		<i>Wholesale Trade</i>	
Managerial	23 173	17.5%	846	21.7%
Supervisory	49 389	37.2%	942	24.2%
Clerical / Operative Support	60 186	45.3%	2 103	54.1%
Total	132 748	100.0%	3 891	100.0%

4.4 The survey findings revealed that there was a large gap of training needs to be fulfilled, triggered by the rapidly evolving business environments facing the IE and wholesale trades. The Training Board considers there is a pressing need to match the all time high training requirements by the employers.

4.5 For those SME with little and no resources for internal training, the Skills Upgrading Scheme (SUS) and Continuing Education Fund (CEF) funded by the HKSAR Government provide financial assistance for in-services training to meet the skills requirement of the industry. Hence, the Training Board supports the continuation of these financial measures to meet the training needs of the industry and recommend the Government to consider extending the scope and amount of subsidies for employees under the CEF scheme.

4.6 The relaxation of the eligibility criteria and the increase in the number of retraining places offered by the Employees Retraining Board (ERB) has a positive impact on the unemployed persons who experienced difficulties in re-entering into the workforce. These measures are also supported by the Training Board.

4.7 With the establishment of the Qualifications Framework for the IE industry, the Training Board believes that it will definitely benefit the industry by providing well-defined standards of qualifications and clear indication of the articulation ladders for both employers and employees in order to facilitate learners to map out their own progression pathways for lifelong learning.

4.8 The Training Board supported including the import and export related competencies as Applied Learning Course in the New Secondary School Curriculum to enable students to understand the fundamental theories and concepts of the import and export trades, and provide students the opportunities to explore their career aspirations in the IE and wholesale trades.

The Training Services Providers

4.9 In order to survive and remain competitive, Hong Kong needs to strengthen the integration of our economy with the Mainland. In view of this, more training in the areas of languages, i.e. Putonghua and trade specific skills are needed to meet the circumstances.

4.10 On top of expanding the scope of training, training institutions such as the Vocational Training Council are advised to devise multiple training modes such as e-learning and module accumulation programme to offer more flexibility to those employees who have long working hours that are unable to attend the programme regularly.

4.11 Apart from in-service training, pre-employment training should not to be overlooked in order to draw more qualified young people into the trades. Hence, basic knowledge and soft skills can be built into the curriculum to assist the students in adapting to the job more easily after graduation.

4.12 Training providers are highly recommended to offer more courses like brand management, languages, China trades, quality control, factory audit, international import/export rules and regulations, sourcing and procurement, and marketing. The Training board

believes such skills and knowledge could enhance the competitiveness of the employees and to benefit the employers.

Employers

4.13 Training on languages and trade specific skills are recommended to be the core areas for import/ export/ wholesale sectors. To achieve this, companies could invite training providers to develop tailor-made training courses for their employees to suit their needs.

4.14 As an incentive to encourage employees to attend and complete training courses, employers are advised to offer various incentives, such as providing time off, monetary subsidies or promotion opportunities wherever possible. Employers' support on the effectiveness of employees' training is very important.

Employees

4.15 To capitalize on the efforts and resource pooled by the other stakeholders most effectively, the mindsets of the employees are equally important. They should strive to develop a vision and be aware of the importance of life-long learning. Employees have to be prepared to face the changing needs of the trade in order to stay in a competitive import / export and wholesale industries.

B. FUTURE SURVEYS

4.16 The Training Board recommends that manpower surveys should continue to be conducted once every two years with a view to bringing stakeholders to a better understanding of the manpower situation in the import/export and wholesale trades and be proactive in taking appropriate actions in anticipation of forthcoming changes.

報告摘要

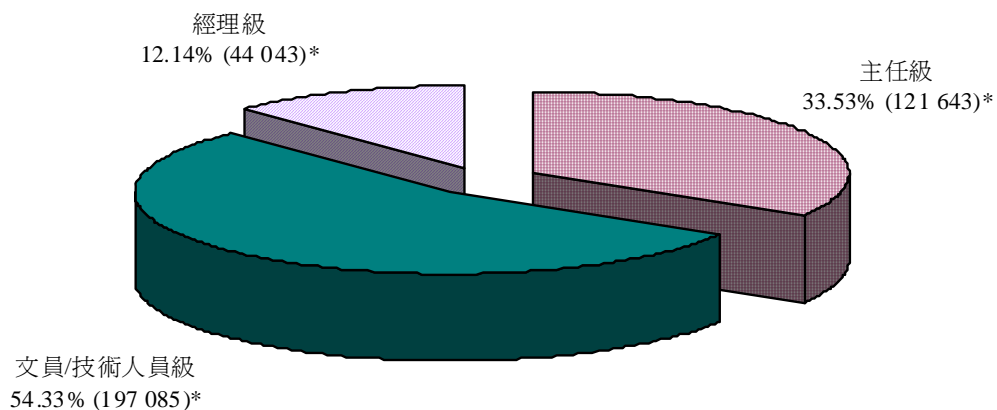
引言

1. 職業訓練局出入口及批發業訓練委員會（下稱「本會」）每兩年進行一次人力調查，以評估業內的人力情況及訓練需求。
2. 出入口及批發業 2008 年人力調查(下稱「本調查」)於 2008 年 11 月至 2009 年 3 月期間進行，並以 2008 年 11 月 3 日為參考日。共有 869 間出入口公司及 202 間批發公司被隨機抽樣進行調查，有效的填覆率分別為 91.6% 及 93%。

僱員人數

4. 根據本調查，出入口業內共有 362 771 人從事與出入口相關的主要職務(「技術僱員」)，其中 44 043 名屬經理級(2006 年：54 068 人)、121 643 名為主任級(2006 年：124 252 人)，而其餘 197 085 名則為文員／技術人員級 (2006 年：151 590 人)。按職級劃分的出入口業僱員分布見圖 1：

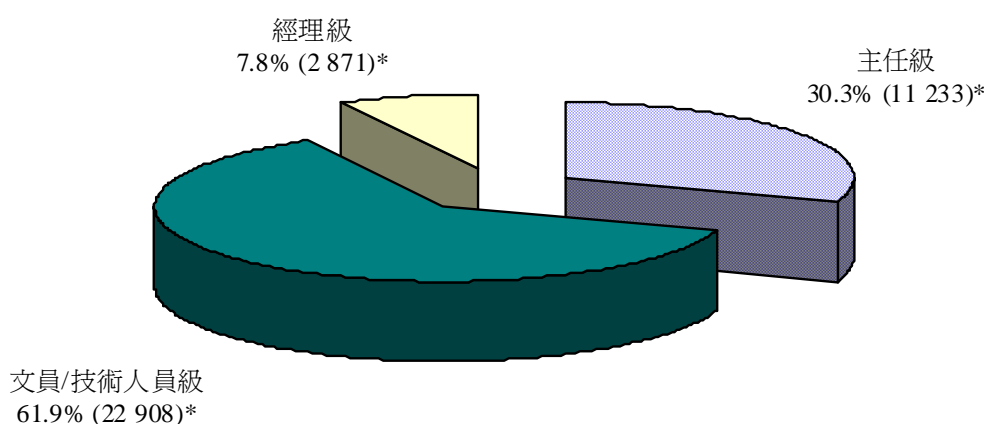
圖 1 出入口業
各職級僱員分布情況(2008 年 11 月)
(總數：362 771 人)



*括號內為僱員人數。

4. 批發業於調查期間有技術僱員 37 012 人，其中 2 871 人屬於經理級(2006 年：2 936 人)、11 233 人為主任級(2006 年：7 743 人)，而 22 908 人則屬文員／技術人員級(2006 年：21 421 人)。批發業各職級僱員分布情況見圖 2：

圖 2 批發業
各職級僱員分布情況(2008 年 11 月)
(總數：37 012 人)



*括號內為僱員人數。

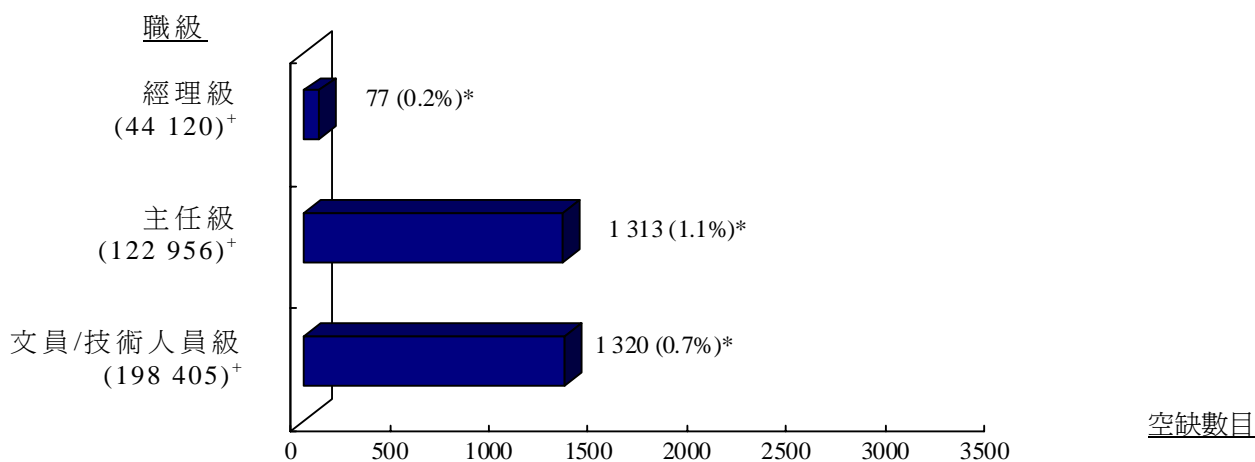
5. 與 2006 年調查比較，出入口業從事主要職務的人數增加 32 861 人或 10.0%，而批發業則增加 4 912 人或 15.3%。

6. 總人力(即技術僱員加上行政／其他支援人員)方面，兩個行業走向相同：出入口業由 2006 年 469 643 人上升至 2008 年 497 464 人(增加 27 821 人或 5.9%)，批發業亦由 2006 年 51 149 人上升至 2008 年 60 773 人(增加 9 624 人或 18.8%)。

空缺數目

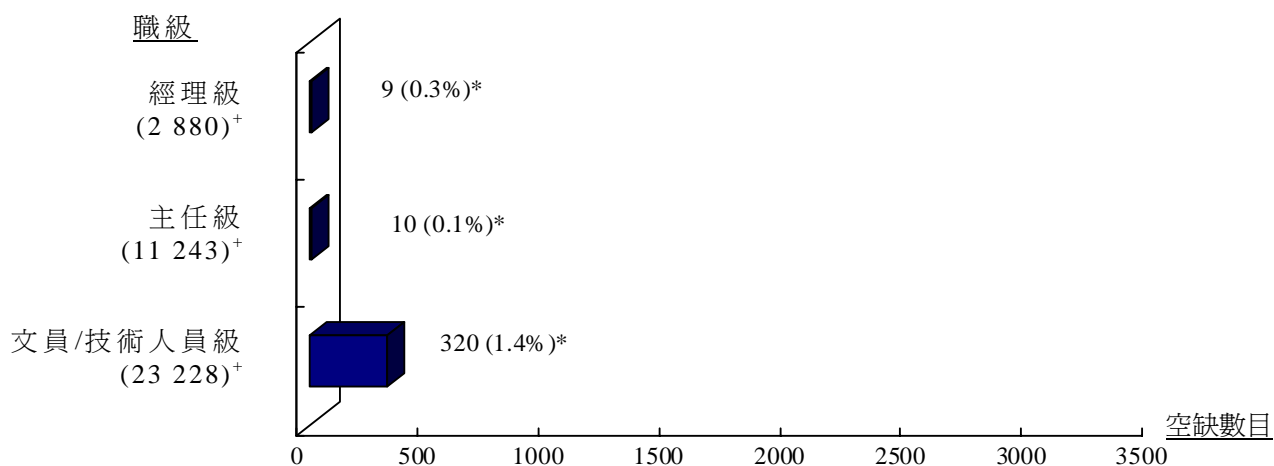
7. 調查期間，出入口業合共 365 481 個技術僱員職位中，有 2 710 個空缺，佔職位總數的 0.7% (2006 年：4 225 個或 1.3%)，其中經理級空缺有 77 個 (2006 年：251 個)、主任級空缺 1 313 個 (2006 年：1 333 個)、文員／技術人員級空缺 1 320 個 (2006 年：2 641 個)。詳情見圖 3。

**圖 3 出入口業
按職級劃分的空缺
(2008 年 11 月)
(總數：2 710 人)**



8. 相比之下，批發業所有職級的空缺合共只有 339 個，與 2006 年 333 個大致相若。整體空缺總數佔 2008 年 37 351 個業內職位的 0.9%，其中大部分屬文員／技術人員級（佔 320 個）。批發業職位空缺分布見圖 4：

**圖 4 批發業
按職級劃分的空缺
(2008 年 11 月)
(總數：339 人)**



註：（適用於圖 3 及 4）

* 佔出入口或批發業職位數目的百分率（按職級劃分）。

+ 出入口或批發業職位數目（按職級劃分）。

僱主預測 2009 年 11 月的人力需求

9. 根據僱主預測，2009 年 11 月出入口及批發業職位數目將分別達 367 469 個及 37 287 個。預期兩個行業人力增長呈相反方向。僱主預測，2009 年 11 月出入口業的人力需求較 2008 年增加 1 988 個職位(或上升 0.54%)，但批發業卻減少 64 個職位(或下跌 0.17%)。僱主預測 2009 年 11 月的人力需求詳情(按職級劃分)見圖 5 及 6。

圖 5 出入口業
僱主預測的人力需求(按職級劃分)(2009 年 11 月)
(總數：367 469 人)

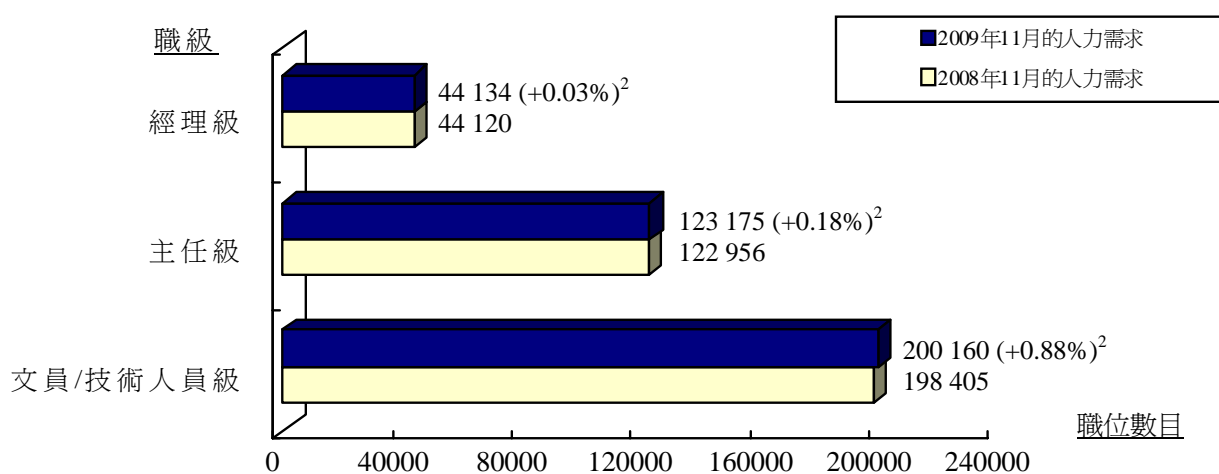
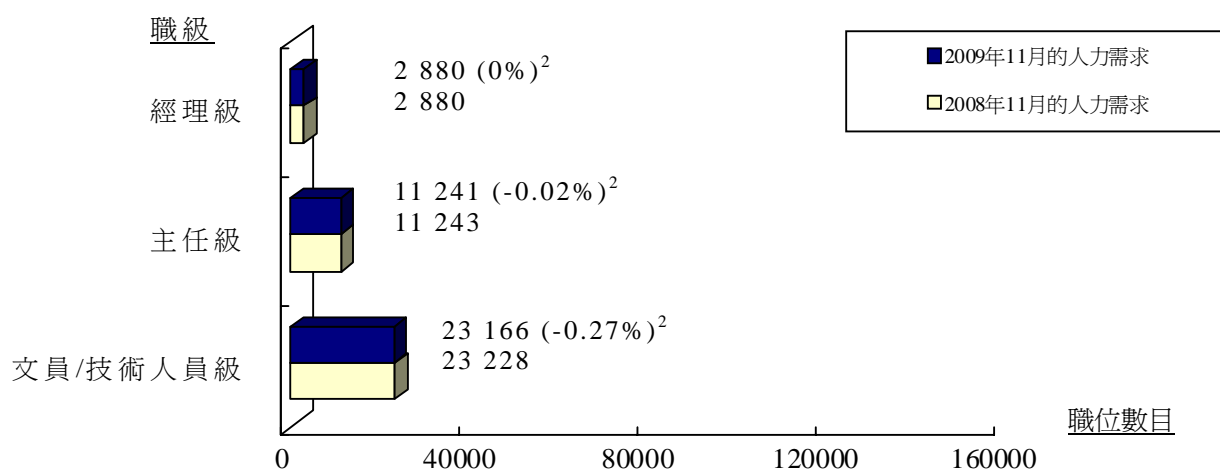


圖 6 批發業
僱主預測的人力需求(按職級劃分)(2009 年 11 月)
(總數：37 287 人)



註： (適用於圖 5 及 6)

1 人力需求 = 各職級現職僱員人數+空缺。

2 括號內為增長率，表示增長人數佔 2008 年 11 月出入口或批發業同一職級職位的百分率。

過去十二個月僱員流動率

10. 在本調查前十二個月，出入口業有 53 149 名僱員離職(或佔出入口業職位總數的 14.5%)，其中 30 806 人(或 58.0%)轉投其他出入口行業的相關職位，3 000 人(或 5.6%)轉投出入口行業以外的職位，3 266 人(或 6.1%)則因為移居外地、退休、進修或其他原因離職。

11. 另一方面，批發業於過去十二個月有 6 629 名僱員離職(或佔批發業職位總數的 17.7%)，其中大部分比率即 3 469 人(或 52.3%)轉往其他批發行業的相關職位。轉投批發行業以外的職位只有 1 275 人(或 19.2%)，餘下的 253 人(或 3.8%)因移居外地、退休、進修或其他原因離職。

12. 出入口及批發業過去十二個月的僱員流動率(按職級劃分)見圖 7 及 8。

圖 7 出入口業
過去十二個月的僱員流動率(按職級劃分)
(離職總數：53 149 人)

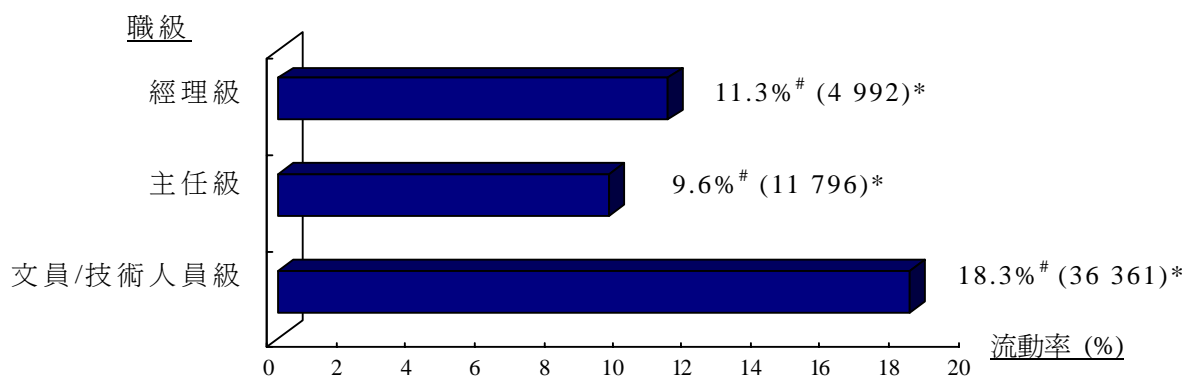
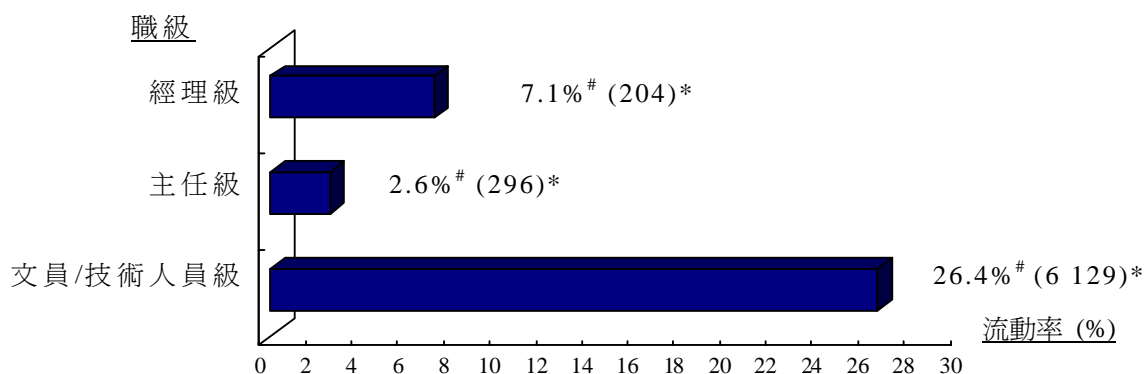


圖 8 批發業
過去十二個月的僱員流動率(按職級劃分)
(離職總數：6 629 人)



註：(適用於圖 7 及 8)

* 出入口或批發業同一職級的離職僱員人數。

佔出入口或批發業同一職級職位數目的百分率。

培訓需求

13. 由於近期全球經濟下滑，大部分僱主對於在來年提供培訓或資助員工接受培訓更為審慎。2008年調查中，出入口及批發業分別錄得132 748個及3 891個培訓名額，而2006年則分別為236 150個及5 992個。與2006年的調查結果比較，兩個行業的培訓名額均顯著下跌。

14. 按培訓名額計算，未來十二個月，由僱主提供或資助的五大熱門培訓類別如下：

出入口業

1. 普通話(21 598)
2. 英語會話(18 082)
3. 英文書寫能力(15 200)
4. 產品知識(9 306)
5. 督導技巧 (8 728)

批發業

1. 產品知識 (682)
2. 英語會話(496)
3. 普通話(442)
4. 英文書寫能力(416)
5. 客戶關係 (388)

2006至2008年的人力變動

15. 2006與2008年出入口業僱員總數的比較(按職級劃分)見圖9。整體而言，雖然2008年的總人力較2006年增加27 821人(或5.9%)，但經理級及主任級僱員人數均出現萎縮，與公司增長數目呈相反方向，公司數目由2006年72 588間上升至2008年78 502間，增加了5 914間(或8.1%)。

16. 自2006年起經濟快速增長，帶動批發業總人力(由2006年：51 149人至2008年：60 773人)及公司數目(由2006年：10 416間至2008年：11 402間)分別增長18.8%及9.5%，但經理級人員輕微下跌(由2006年：2 936人至2008年：2 871人)，而主任級(由2006年：7 743人至2008年：11 233人)及文員／技術人員級(由2006年：21 421人至2008年：22 908人)人力則有所增加。兩次調查的僱員人力變動見圖10。

圖 9

出入口業
僱員人力變動(按職級劃分)
(2006 年與 2008 年比較)

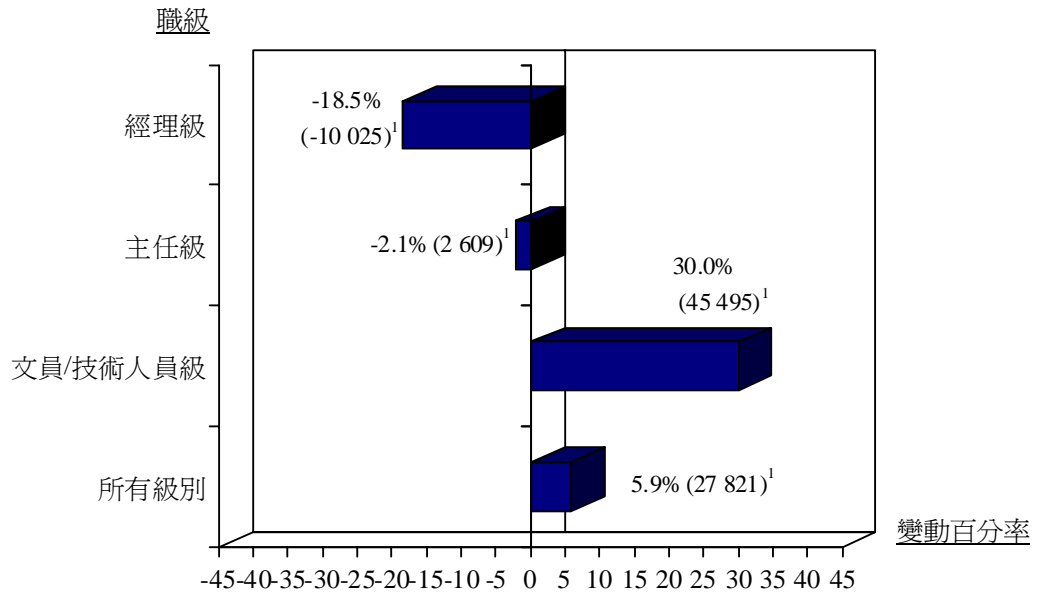
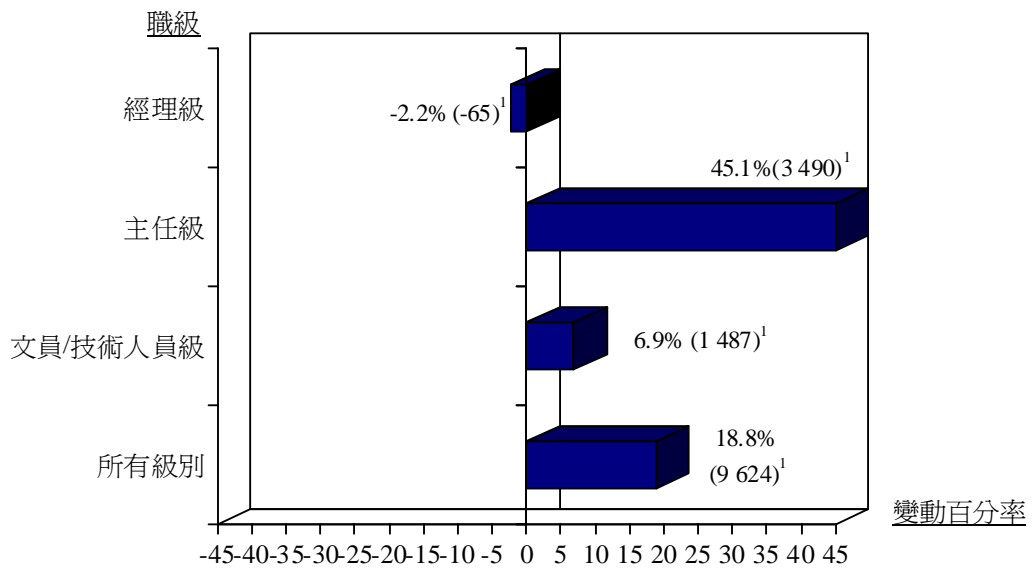


圖 10

批發業
僱員人力變動(按職級劃分)
(2006 年與 2008 年比較)



註： (適用於圖 9 及 10)

¹ 「所有級別」僱員數目包括技術僱員及非技術僱員。

2009年11月的額外人力需求

17. 過去十二個月離開本業的人力稱為「流失」。綜合因填補流失僱員以及僱主預測截至2009年11月業內需增聘人手，本業的額外人力需求見表1：

表 1 預測額外人力需求(按職級劃分)
(2009年11月)

職級	2008年 11月的 僱員人數	僱主預測 2009年11月 的人力增長	為填補流失僱員 而需增聘的 人手		2009年11月 額外人力需求
			人數	(%) ¹	
<i>出入口業</i>					
經理級	44 043	14	1 000	2.2	1 014
主任級	121 643	219	1 532	1.3	1 751
文員／ 技術人員級	197 085	1 755	3 734	1.9	5 489
小計	362 771	1 988	6 266	1.7	8 254
<i>批發業</i>					
經理級	2 871	0	30	1.0	30
主任級	11 233	-2	53	0.5	51
文員／ 技術人員級	22 908	-62	1 445	6.3	196
小計	37 012	-64	1 528	4.1	277
總計	399 783	1 924	7 794	1.9	8 531

註：

¹ 「流失率」指因轉行、移居外地、退休、進修或其他原因離職的出入口或批發業僱員人數佔業內僱員總數的百分率。

2009 至 2013 年的人力需求推算

18. 由於出入口及批發業僱主的預測可能較為審慎及主觀，因此除了參考僱主預測於 2009 年 11 月之人力需求外，本會亦會採用其他統計方法推算人力變動，以提供更客觀的意見。

19. 一如過去數年，出入口業的調查採用了人力市場分析法推算每年人力需求。人力市場分析法較其他方法客觀，它使用了 7 項與業界相關的經濟指標作推算，得出人力需求數據。2009 至 2013 年出入口業採用人力市場分析法推算的結果見表 2：

表 2
出入口業
採用人力市場分析法的人力需求推算
(2009 至 2013 年)

年份	人力需求	採用人力市場分析法的推算結果	僱主預測
2008	365 481		
2009	-	347 540 (-4.9%*)	367 469 (+0.5%*)
2010	-	357 312 (+2.8%**)	
2011	-	360 912 (+1.0%**)	
2012	-	364 347 (+1.0%**)	
2013	-	367 649 (+0.9%**)	

註：

- 1 所有數字只包括技術僱員。
- * 與 2008 年實際人力數字比較的變動百分率
- ** 與前一年推算人力數字比較的變動百分率

20. 人力市場分析法預測 2009 年人力需求下降 4.9%，而僱主預測則為增長 0.5%，兩者在人數及趨向兩方面均有差異，這可能是由於調查於 2008 年 11 月進行，而人力市場分析法則採用 2009 年第一季的最新經濟指標以推算出入口業的人力需求。

21. 由於過去幾年歷史數據波動，因此並無經濟指標可供推算批發業人力需求，故未能採用人力市場分析法，改為以調節過濾法推算人力需求。而調節過濾法推算及僱主預測的人力需求摘要表列如下：

表 3

批發業
採用僱主預測及調節過濾法推算的人力需求
(2009 至 2013 年)

年份	人力需求	調節過濾法	僱主預測
2008	37 351		
2009	-	36 813 (-1.4%*)	37 287 (-0.17%*)
2010	-	37 166 (+1.0%**)	
2011	-	37 432 (+0.7%**)	
2012	-	37 632 (+0.5%**)	
2013		37 782 (+0.4%**)	

註：

1 所有數字只包括技術僱員。

* 與 2008 年實際人力數字比較的變動百分率

** 與前一年推算人力數字比較的變動百分率

22. 上表顯示，調節過濾法與僱主預測均推算 2009 年人力需求會下降，但跌幅有所不同，較 2008 年分別下降 1.4% 及 0.17%。

第一章

緒論

出入口及批發業訓練委員會

1.1 職業訓練局屬下的出入口及批發業訓練委員會由香港特別行政區政府委任，職責之一是評估出入口及批發業的人力情況及訓練需求，並就加強專業教育與發展訓練設施向局方提供建議，以應付調查所得的人力需求。本會的職權範圍及委員名單載於附錄 1 及 2。

人力調查工作小組

1.2 為達成上述目標，本會自 1980 年代初開始，每兩年進行一次出入口業及批發業人力調查，並成立工作小組，監督及領導調查表設計、抽樣、數據分析和匯報等工作。此外，工作小組亦與香港政府統計處（「統計處」）緊密合作，該處的主要職務包括進行實地調查工作、輸入數據和編製統計圖表。2008 年人力調查工作小組委員名單載於附錄 3。

人力調查專題小組

1.3 本會特成立專題小組，探討業界對本業經濟前景及人力供求的意見。專題小組的參與者名單載於附錄 4。

2008 年人力調查

1.4 於 2008 年 11 月至 2009 年 3 月期間，本會與統計處合作進行實地調查，以蒐集業內當時的人力資料，並加以分類和分析，以便進行匯報。從前的調查結果分別整理為出入口業和批發業兩份報告，但鑑於兩個行業的關係密切，本會自 2006 年起將兩份調查報告合而為一。

調查範圍

1.5 是次抽樣調查出入口業及批發業的機構名單，由統計處機構記錄組提供。

甲. 出入口業

包括參與：

- 處理入口貨物再作批發，以及將貨物出口的機構（不包括郵購及網上銷售貨物的機構）
- 處理出入口貨物的採購經紀人或佣金經紀人

乙. 批發業

包括參與：

- 向零售商轉售（非加工）全新或二手貨品的機構
- 工業、商業、公共團體或專業使用者
- 從事批發業務，或擔任批發商代理人，負責買賣貨品的其他人士或機構

1.6 根據香港標準行業分類，本調查所涉及出入口及批發業的行業編碼如下：

<u>香港標準行業分類</u> <u>行業編碼</u>	<u>名稱</u>
631	食品；酒類飲品及煙草；燃料；衣物、鞋類及有關製品；消費品；運輸設備；耐用品。(出入口業)
632	原料及半製成品；一般貨品。(出入口業)
611	食品；酒類飲品及煙草；燃料；衣物、鞋類及有關製品；消費品；機器、配備及部件；運輸設備；耐用品。(批發業)
612	原料及半製成品；一般貨品。(批發業)

調查方法

1.7 調查採取分層隨機抽樣方法，在指定範圍內挑選 869 間出入口公司和 202 間批發公司為調查對象。

1.8 選定機構會收到詳盡調查表以供填寫，並以 2008 年 11 月 3 日作為調查資料的參考日。兩個行業的調查表第 I 部分（核心問題）內容相同，但第 II 部分的補充問題則略有分別。出入口業和批發業的調查表樣本分別載於附錄 5 至 10。

1.9 統計處實地調查人員造訪選定機構前會聽取詳細講解，包括了解調查表的結構、以及職級與職務編號配對的重要性等。職務主要分為經理級、主任級、文員／技術人員級等三類。調查人員接著造訪選定機構，以確保受訪機構正確填寫資料。實地調查工作於 2008 年 11 月至 2009 年 3 月期間進行。一如預期，大部分調查表於首兩個月內收回，而跟進工作則延至 2009 年 3 月，以期獲得更滿意的填覆率。

1.10 收回的調查表經覆核、編碼，並於有需要時與填覆機構核實。統計處接著將調查資料用統計方法倍大，編製圖表，以反映兩個行業的整體人力狀況。

調查反應分析

1.11 在出入口業的 869 間選定機構中，655 間填覆調查表；除了 154 間機構因結業、搬遷、無法聯絡、有註冊商號但無運作、暫時停業、並非從事有關行業或其他原因外，其餘有 60 間拒絕作答；是次調查的實際填覆率為 91.6%。

1.12 在批發業的 202 間選定機構中，146 間填覆調查表，除了 45 間機構因結業、搬遷、無法聯絡、有註冊商號但無運作、暫時停業、並非從事有關行業或其他原因外，其餘有 11 間拒絕作答；是次調查的實際填覆率為 93%。

調查結果

1.13 調查報告第二章載有出入口業和批發業的調查結果；第三、第四章則分別分析調查所反映的情況及機遇，提出結論及建議。

1.14 在 2008 年的調查，為避免在分類上出現混淆，「東主／獨資經營者／執行合夥董事」歸類為經理級，因兩者功能時而重疊，分野模糊；另修訂了職務說明，方便配對；並加入新的行業專門技能，以配合業內人力發展帶來的轉變等。

第二章

調查結果

公司數目

2.1 近年經濟顯著增長，本地生產總值每年實質增長，由 2006 年 6.7% 上升至 2007 年 9.3%，而進出口公司數目亦由 2006 年 72 588 間增加至 2008 年 78 502 間(增加 5 914 間或 8.1%)。批發業方面，公司數目的增長更明顯，由 2006 年 10 416 間增加至 2008 年 11 402 間，增幅 9.5%。

僱員人數

2.2 2008 年 11 月調查數據顯示，本港的進出口行業中，技術僱員（泛指從事業內主要職務的人士）共有 362 771 人，而批發業的技術僱員則有 37 012 人。兩者均較 2006 年調查的 329 910 人及 32 100 人為高。附錄 11 及 12 詳細列出兩個行業的人力數字。

2.3 表 4 及表 5 按職級詳列出進出口業和批發業的人力結構。

**表 4 進出口業
按職級劃分的人力結構
(2008 年 11 月)**

職級	人數
經理級	44 043
主任級	121 643
文員／技術人員級	197 085
總技術僱員小計	362 771
其他經理級支援人員 ¹	11 214
其他主任級支援人員 ²	16 109
其他文員／輔助人員 ³	78 479
其他支援人員 ⁴	28 891
總計	497 464

註：

- 1 從事工程、生產、人事、會計、財務、資訊科技或其他行政工作的經理。
- 2 從事行政及其他支援工作，包括人事、財務、會計及資訊科技等之主任。
- 3 從事秘書、人事、財務、會計及資訊科技等多個範疇的支援工作的文員。
- 4 擔任司機、女傭、看守員、辦公室助理、清潔工及送遞員等勞力密集工作的員工。

表 6

出入口業
按職級劃分的僱員分布情況
(2006年與2008年比較)

職級	2006年 10月	2008年 11月	增／減	變動 百分率
經理級	54 068	44 043	- 10 025	- 18.5
主任級	124 252	121 643	- 2 609	- 2.1
文員／技術人員級	151 590	197 085	+ 45 495	+ 30.0
技術僱員小計	329 910	362 771	+ 32 861	+ 10.0
行政及其他支援人員	139 733	134 693	- 5 040	- 3.6
總計	469 643	497 464	+ 27 821	+ 5.9

2.6 在三個職級中，經理級及主任級人數錄得下降，文員／技術人員級則錄得雙位數增長。經理級僱員顯著減少，部分原因包括公司把經理職權下放至主任級員工。

2.7 在 37 012 名從事批發業的技術僱員中，2 871 人（7.8%）屬經理級，11 233 人（30.3%）屬主任級，22 908 人（61.9%）屬文員／技術人員級。表 7 按職級比較批發業 2006 及 2008 年的僱員分布情況。

表 7

批發業
按職級劃分的僱員分布情況
(2006年與2008年比較)

職級	2006年 10月	2008年 11月	增／減	變動 百分率
經理級	2 936	2 871	- 65	- 2.2
主任級	7 743	11 233	+ 3 490	+ 45.1
文員／技術人員級	21 421	22 908	+ 1 487	+ 6.9
技術僱員小計	32 100	37 012	+ 4 912	+ 15.3
行政及其他支援人員	19 049	23 761	+ 4 712	+ 24.7
總計	51 149	60 773	+ 9 624	+ 18.8

2.8 雖然批發業公司數目增加，但經理級僱員人數並未相應上升以配合該業發展，反而錄得 2.2% 跌幅。

2.9 此外值得注意的是，對比 2006 年，2008 年出入口業的行政及其他支援人員數目均告下降。雖然幅度有所不同，這顯示業內日漸重要和普遍地把某些行政職務，例如與物流和倉務有關的工作外判給專業服務提供者，以節省成本和獲得更專業服務。

現有空缺數目

2.10 調查期間，僱主填報出入口業有 2 710 個空缺，(或佔該行業現有職位 0.7%)。在職級方面，大部分空缺屬文員／技術人員級和主任級，分別佔有關職級現有職位的 0.7%及 1.1%，此等百分比顯示現有僱員人數接近飽和。附錄 11 按職級及職稱詳細列出調查結果。

2.11 批發業僅錄得 339 個空缺（或 0.9%）。大部分空缺來自文員／技術人員級，只有少部分空缺來自經理級及主任級。附錄 12 按職稱分析空缺詳情。

2.12 表 8 按職級列出出入口業與批發業的空缺詳情。

**表 8 各職級的空缺數目
(2008 年 11 月)**

行業 \ 職級	經理級 ⁴ (%) ¹	主任級 (%) ¹	文員／ 技術人員級 (%) ¹	總計 (%) ¹
出入口業 (365 481) ²	77 (0.2)	1 313 (1.1)	1 320 (0.7)	2 710 (0.7)
批發業 (37 351) ³	9 (0.3)	10 (0.09)	320 (1.4)	339 (0.9)
總計 (402 832)	86 (0.2)	1 323 (1.0)	1 640 (0.7)	3 049 (0.8)

註：

- 1 佔出入口或批發業該職級職位數目的百分率。
- 2 2008 年 11 月出入口業的職位總數（包括現職僱員和空缺），劃分為經理級（44 120）、主任級（122 956）及文員／技術人員級（198 405）。
- 3 2008 年 11 月批發業的職位總數（包括現職僱員和空缺），劃分為經理級（2 880）、主任級（11 243）及文員／技術人員級（23 228）。
- 4 經理級包括東主／獨資經營者／執行合夥董事。

僱主預測 2009 年 11 月的人力需求

2.13 表 9 列出僱主預測 2009 年 11 月時出入口及批發業各職級的人力需求。

表 9 僱主預測 2009 年 11 月各職級的人力需求

	2008 年 11 月 僱員人數	2008 年 11 月 空缺數目	2008 年 11 月 人力需求	僱主預測 2009 年 11 月的 人力增長 (%) ¹	2009 年 11 月的 人力需求 預測
出入口業					
經理級 ²	44 043	77	44 120	14 (0.03)	44 134
主任級	121 643	1 313	122 956	219 (0.2)	123 175
文員／技術人 員級	197 085	1 320	198 405	1 755 (0.9)	200 160
小計	362 771	2 710	365 481	1 988 (0.5)	367 469
批發業					
經理級 ²	2 871	9	2 880	0 (0)	2 880
主任級	11 233	10	11 243	-2 (-0.02)	11 241
文員／技術人 員級	22 908	320	23 228	-62 (-0.3)	23 166
小計	37 012	339	37 351	-64 (-0.2)	37 287
總計	399 783	3 049	402 832	1 924 (0.5)	404 756

註：

- 1 相對 2008 年 11 月出入口或批發業同一職級的預測增幅。
- 2 經理級包括東主／獨資經營者／執行合夥董事。
- 3 人力需求包括現職僱員和空缺數目。

2.14 從表 9 所見，出入口業的僱主預測至 2009 年 11 月，該行業將有 367 469 個職位，較 2008 年 11 月的 365 481 個增加 0.5%(或 1 988 個)。預計經理級、主任級和文員／技術人員級的職位增長均少於 1%，反映僱主的規劃策略傾向審慎。

2.15 批發業的僱主預測至 2009 年 11 月，該行業會有 37 287 個技術僱員職位，較現時的 37 351 個減少 0.2%(或 64 個)。批發業所有職級的人手需求均下跌，反映該業現時人手已達飽和狀態。

2.16 出入口業與批發業僱主對按職級劃分的 2009 年 11 月人力需求預測分別見本報告摘要內圖 5 及圖 6。有關兩個行業更詳盡的分析結果（按職稱劃分）請參考附錄 11 及 12。

過去十二個月的內部晉升情況

2.17 調查顯示，在 2008 年 11 月之前的十二個月內，出入口業有 6 053 名僱員獲內部晉升(或佔出入口業總僱員人數 1.7%)，實際數目及增幅均較 2006 年調查期間增長一倍。內部晉升率最高的類別為「主任級晉升至經理級」（3.8%），其次是「文員／技術人員級晉升至主任級」（3.5%）。一如以往，由於其他職位級別僱員的流失率高，故此只有少數員工由「其他職位晉升至文員／技術人員級」。

2.18 與出入口業相同，批發業獲晉升的人數及百分比與 2006 年調查期間比較同樣增長一倍，即 205 人獲得晉升(或佔批發業總僱員人數 0.6%)，。表 10 列出兩個行業各職級的內部晉升情況。

表 10

過去十二個月各職級的僱員內部晉升情況

職級	2008年11月的 僱員人數	獲內部晉升的 僱員人數 (%) ¹
<i>出入口業</i>		
由主任級晉升至經理級	44 043	1 652 (3.8)
由文員／技術人員級晉升至主任級	121 643	4 226 (3.5)
由其他職位晉升至文員／技術人員級	197 085	175 (0.1)
<i>小計</i>	<i>362 771</i>	<i>6 053 (1.7)</i>
<i>批發業</i>		
由主任級晉升至經理級	2 871	95 (3.3)
由文員／技術人員級晉升至主任級	11 233	110 (1.0)
由其他職位晉升至文員／技術人員級	22 908	0 (0)
<i>小計</i>	<i>37 012</i>	<i>205 (0.6)</i>
總計	399 783	6 258 (1.6)

註：

1 佔出入口或批發業該職級僱員總數的百分率。

過去十二個月的僱員流動率

2.19 儘管並無證據顯示晉升能有效挽留人才，過去十二個月出入口業僱員離職人數由 2006 年調查的 40 461 人，激增至 53 149 人，(或佔整體職位 14.5%)。大部分(約 58%)離職僱員均繼續從事出入口業(包括自組出入口公司)。按職級來說，以文員／技術人員級僱員的流動率最高，達 18.3%，較上次調查約下跌 2.3%，經理級與主任級的流動率則較前次調查上升一倍，分別為 11.3%及 9.6%。

2.20 批發業的僱員流動情況顯著。2008 年共有 6 629 人離職(佔整體批發業職位 17.7%)，是 2006 年調查所得數據約四倍(1 776 人)。和出入口業一樣，離職人士大部分(52.3%)選擇繼續從事本行。

2.21 表 11 列出僱員流動情況摘要。

表 11 過去十二個月各職級僱員的離職去向及人數

僱員的離職去向	經理級 (%) ¹	主任級 (%) ¹	文員／技 術人員級 (%) ¹	總計 (%) ¹ (%) ²	
出入口業					
從事與出入口業有關的工作(包括自組出入口公司)	2 945 (6.7)	6 957 (5.7)	20 904 (10.5)	30 806 (8.4)	(58.0)
從事與出入口業無關的工作(包括自組非出入口公司)	839 (1.9)	525 (0.4)	1 636 (0.8)	3 000 (0.8)	(5.6)
移居外地、退休、進修或其他	161 (0.4)	1 007 (0.8)	2 098 (1.1)	3 266 (0.9)	(6.1)
去向不明	1 047 (2.4)	3 307 (2.7)	11 723 (5.9)	16 077 (4.4)	(30.3)
小計	4 992 (11.3)	11 796 (9.6)	36 361 (18.3)	53 149 (14.5)	(100.0)

註：

- 1 佔出入口業該職級僱員總數的百分率。
- 2 佔出入口業過去十二個月離職僱員人數的百分率。

僱員的離職去向	經理級	主任級	文員／技術人員級	總計	
	(%) ¹	(%) ¹	(%) ¹	(%) ¹	(%) ²
批發業					
從事與批發業有關的工作(包括自組批發公司)	44 (1.5)	112 (1.0)	3 313 (14.3)	3 469 (9.3)	(52.4)
從事與批發業無關的工作(包括自組非批發公司)	20 (0.7)	39 (0.3)	1 216 (5.2)	1 275 (3.4)	(19.2)
移居外地、退休、進修或其他	10 (0.3)	14 (0.1)	229 (1.0)	253 (0.7)	(3.8)
去向不明	130 (4.5)	131 (1.2)	1 371 (5.9)	1 632 (4.4)	(24.6)
小計	204 (7.1)	296 (2.6)	6 129 (26.4)	6 629 (17.7)	(100.0)
總計	5 196 (11.1)	12 092 (9.0)	42 490 (19.2)	59 778 (14.8)	(100.0)

註：

1 佔批發業該職級僱員總數的百分率。

2 佔批發業過去十二個月離職僱員人數的百分率。

宜有教育程度

2.22 根據附錄 13 的數據顯示，約 65% 出入口業僱主期望經理級僱員具大學程度或專業資格。調查亦顯示，更多僱主期望主任級僱員具備大學程度學歷(2008 年：27.3%，2006 年：20.4%)。同時，僱主亦注重僅次於學位程度的學歷，包括副學士學位／高級文憑、文憑／證書與預科等。一如以往，僱主要求文員／技術人員級僱員具中五程度。總括而言，由於市場普遍傾向提高僱員質素，入職條件較從前嚴謹。

2.23 另一方面，調查數據顯示批發業對聘用經理級僱員的入職條件與出入口業相同，2006 年 24% 僱主要求該等級僱員具備大學或以上資格，但至 2008 年該比率急升至 40.2%。主任級和文員級的情況顯示，更多僱主期望該等級員工具備「副學士學位／高級文憑」學歷。另一方面，更多僱主願意聘請具備「中三」或以下程度的文員／技術人員。僱主放寬文員／技術人員入職條件，顯示批發業在吸引和挽留員工方面出現困難。詳情見附錄 14。

宜有工作年資

2.24 雖然僱員的教育程度有所提升，2008年出入口業僱主仍然希望聘請具有較長相關年資的經理級僱員，要求經理須具備「六年或以上」經驗的僱主有73.1%，與2006年調查大致相同(70%)。

2.25 批發業方面，僱主希望經理級僱員所具備的年資，調查結果與2006年相若。

2.26 附錄15及16詳列兩個行業各職稱宜有的工作年資分析。

平均月薪

2.27 與2006年的調查相若，2008年出入口業管理層人員的收入主要介乎港幣20,001至50,000元之間。主任級與文員級的薪酬水平亦與2006年的模式一致，收入水平分別介乎港幣10,001至30,000元，以及港幣6,001至20,000元兩個幅度之間。然而，各職級僱員的平均月薪均呈下降趨勢，與經濟下滑的情況一致。表12摘要顯示出入口業各職級僱員的平均月薪幅度。

2.28 批發業的情況與出入口業相似。2008年每月收入介乎港幣30,001至50,000元的管理層僱員人數不足2006年的一半(54.1%)，只有23.8%。收入介乎港幣10,001至20,000元的主任級僱員人數，由2006年的39%增加至2008年的60.7%。文員級僱員的收入亦有所下降，於2008年收入介乎港幣8,001至10,000元的僱員佔該職級僱員總數的一半(52.4%)。表M顯示批發業各職級僱員的平均月薪幅度。

表 12

出入口業
各職級僱員的平均月薪幅度

平均月薪幅度	僱員人數			
	經理級 (%) ¹	主任級 (%) ¹	文員／技術 人員級 (%) ¹	總計 (%) ²
\$6,001 以下	- (-)	- (-)	5 510 (2.8)	5 510 (1.5)
\$6,001 - \$8,000	- (-)	1 622 (1.3)	22 360 (11.3)	23 982 (6.6)
\$8,001 - \$10,000	406 (0.9)	8 159 (6.7)	81 678 (41.4)	90 243 (24.9)
\$10,001 - \$20,000	3 611 (8.2)	54 608 (44.9)	61 777 (31.3)	119 996 (33.0)
\$20,001 - \$30,000	14 725 (33.4)	29 549 (24.3)	7 957 (4.0)	52 231 (14.4)
\$30,001 - \$50,000	16 039 (36.4)	8 085 (6.6)	368 (0.2)	24 492 (6.8)
\$50,001 - \$70,000	2 521 (5.7)	146 (0.1)	- (-)	2 667 (0.7)
\$70,000 以上	1 376 (3.1)	- (-)	- (-)	1 376 (0.4)
未有註明	5 365 (12.2)	19 474 (16.0)	17 435 (8.8)	42 274 (11.7)
總計	44 043 (100.0)	121 643 (100.0)	197 085 (100.0)	362 771 (100.0)

註：

- 1 佔出入口業該職級僱員總數的百分率。
- 2 佔出入口業僱員總數的百分率。

表 13

批發業
各職級僱員的平均月薪幅度

平均月薪幅度	僱員人數			
	經理級 (%) ¹	主任級 (%) ¹	文員／技術 人員級 (%) ¹	總計 (%) ²
\$6,001 以下	- (-)	- (-)	786 (3.4)	786 (2.1)
\$6,001 - \$8,000	- (-)	14 (0.1)	4 087 (17.8)	4 101 (11.1)
\$8,001 - \$10,000	- (-)	1 024 (9.1)	12 012 (52.4)	13 036 (35.2)
\$10,001 - \$20,000	618 (21.5)	6 818 (60.7)	4 300 (18.8)	11 736 (31.7)
\$20,001 - \$30,000	1 224 (42.6)	1 906 (17.0)	138 (0.6)	3 268 (8.8)
\$30,001 - \$50,000	683 (23.8)	810 (7.2)	- (-)	1 493 (4.0)
\$50,001 - \$70,000	172 (6.0)	- (-)	- (-)	172 (0.5)
\$70,000 以上	64 (2.2)	- (-)	- (-)	64 (0.2)
未有說明	110 (3.8)	661 (5.9)	1 585 (6.9)	2 356 (6.4)
總計	2 871 (100.0)	11 233 (100.0)	22 908 (100.0)	37 012 (100.0)

註：

- 1 佔批發業該職級僱員總數的百分率。
2 佔批發業僱員總數的百分率。

培訓需求

2.29 根據調查，出入口業的僱主願意在未來十二個月提供或資助 132 748 個培訓名額。各種技能的培訓需要如下：

1. 語言技能(63 088 個或 47.5%)
2. 業內專業技能(29 331 個或 22.1%)
3. 管理技能(16 328 個或 12.3%)
4. 有關中國的知識及世界視野(14 154 個或 10.7%)
5. 資訊科技技能(7 221 個或 5.4%)

2.30 僱主擬提供的培訓類別首五項如下：

1. 普通話 (21 598 個)
2. 英語會話(18 082 個)
3. 英文書寫能力(15 200 個)
4. 產品知識(9 306 個)
5. 督導技巧 (8 728 個)

2.31 按職級而言，文員／技術人員級別將佔去約一半培訓名額 (60 186 個)，主要集中在業內專業技能方面的培訓。

表 14 出入口業
未來十二個月
僱主提供或資助的培訓名額
(按培訓類別及職級劃分)

培訓類別	經理級	主任級	文員／技術人員級	總計
<i>管理技能</i>				
商務發展及管理	3 117	2 405	12	5 534
供應鏈管理	785	1 281	0	2 066
督導技巧	4 221	4 497	10	8 728
<i>小計</i>	8 123	8 183	22	16 328
<i>業內專業技能</i>				
國際貿易實務	1 093	1 316	1 270	3 679
運輸與物流	146	276	370	792
產品開發	345	586	921	1 852
平面設計	14	152	47	213
辦貨	579	1 153	592	2 324
客戶關係	1 197	2 782	4 683	8 662

培訓類別	經理級	主任級	文員／技術人員級	總計
產品知識	1 568	3 977	3 761	9 306
品質控制	195	390	233	818
準則審核	382	623	680	1 685
小計	5 519	11 255	12 557	29 331
<i>資訊科技技能</i>				
電子商貿的知識與應用	367	2 493	2 260	5 120
運用電腦基本技能包括中文輸入法	60	946	600	1 606
網頁設計	66	429	0	495
小計	493	3 868	2 860	7 221
<i>有關中國的知識及世界視野</i>				
中國貿易	1 342	848	4 581	6 771
進入中國市場的法律和規條限制	1 124	465	2 930	4 519
世界視野	787	875	1 202	2 864
小計	3 253	2 188	8 713	14 154
<i>語文技能</i>				
英語會話	1 175	6 526	10 381	18 082
英文書寫能力	987	5 228	8 985	15 200
中文書寫能力	544	2 281	4 684	7 509
普通話	2 888	8 764	9 946	21 598
日文	135	192	372	699
小計	5 729	22 991	34 368	63 088
其他	56	904	1 666	2 626
總計	23 173	49 389	60 186	132 748

2.32 批發業方面，預期僱主將提供 3 891 個培訓名額，範圍包括：

1. 語言技能(1 602 個，或 41.2%)
2. 業內專業技能(1 336 個，或 34.3%)
3. 管理技能(406 個，或 10.4%)
4. 資訊科技技能(308 個，或 7.9%)
5. 有關中國的知識及世界視野(89 個，或 2.3%)

2.33 僱主擬提供的培訓類別首五項如下：

1. 產品知識(682 個)
2. 英語會話(496 個)
3. 普通話(442 個)
4. 英文書寫能力(416 個)
5. 客戶關係 (388 個)

2.34 主要的培訓資源將用於訓練文員／技術人員的業內專業技能。

表 15
批發業
未來十二個月
僱主提供或資助的培訓名額
(按培訓類別及職級劃分)

培訓類別	經理級	主任級	文員／技術人員級	總計
<i>管理技能</i>				
商務發展及管理	104	41	0	145
供應鏈管理	23	2	0	25
督導技巧	113	102	21	236
小計	240	145	21	406
<i>業內專業技能</i>				
國際貿易實務	31	5	5	41
運輸與物流	8	15	14	37
產品開發	0	0	0	0
平面設計	0	7	0	7
辦貨	13	34	27	74
客戶關係	54	137	197	388
產品知識	158	175	349	682
品質控制	6	12	3	21
準則審核	15	15	56	86
小計	285	400	651	1 336
<i>資訊科技技能</i>				
電子商貿的知識與應用	14	7	28	49
運用電腦基本技能包括中文輸入法	58	54	147	259

培訓類別	經理級	主任級	文員／技術人員級	總計
網頁設計	0	0	0	0
小計	72	61	175	308
<i>有關中國的知識及世界視野</i>				
中國貿易	11	7	0	18
進入中國市場的法律和規條限制	9	14	0	23
世界視野	12	0	36	48
小計	32	21	36	89
<i>語文技能</i>				
英語會話	76	113	307	496
英文書寫能力	46	73	297	416
中文書寫能力	29	28	191	248
普通話	62	93	287	442
日文	0	0	0	0
小計	213	307	1 082	1 602
其他	4	8	138	150
總計	846	942	2 103	3 891

在內地工作的僱員

2.35 調查期間，64.4%的出入口公司表示共派遣 114 937 名僱員往內地工作，當中 14 038 人屬長駐性質，100 899 人為短暫逗留。

2.36 按職級劃分，主任級僱員需往內地工作的情況最為突出，佔總數的 44.9%。此情況在僱員人數 10 人以下的小型公司尤為明顯，佔總派遣人數 64.9%。表 16 按公司規模及職級列出派駐內地員工人數摘要。

表 16

出入口業
各職級派駐內地工作僱員的數目
(按公司規模及職級劃分)

公司規模	經理級	主任級	文員／技術人員級	總計
<i>長駐</i>				
1 – 9 人	1 623	3 652	4 056	9 331
10 – 19 人	650	250	0	900
20 – 49 人	641	737	922	2 300
50 – 99 人	531	241	88	860
100 人或以上	315	300	32	647
<i>小計</i>	3 760	5 180	5 098	14 038
<i>非長駐</i>				
1 – 9 人	3 246	32 452	29 606	65 304
10 – 19 人	1 850	5 100	7 950	14 900
20 – 49 人	3 616	4 843	3 382	11 841
50 – 99 人	1 228	2 184	1 348	4 760
100 人或以上	1 245	1 880	969	4 094
<i>小計</i>	11 185	46 459	43 255	100 899
總計	14 945	51 639	48 353	114 937

2.37 批發業公司要求員工以長駐或非長駐方式往內地工作的比率較低(僅為 20.6%)。在 3 309 名被派往內地工作的員工中，3 295 名只需不時往返內地與香港，無需長駐內地。

2.38 與出入口業的情況相似，小型公司的僱員需往內地工作的比率較高，表 17 按公司規模及職級列出批發業派駐內地員工人數摘要。

表 17

批發業
各職級派駐內地工作僱員的數目
(按公司規模及職級劃分)

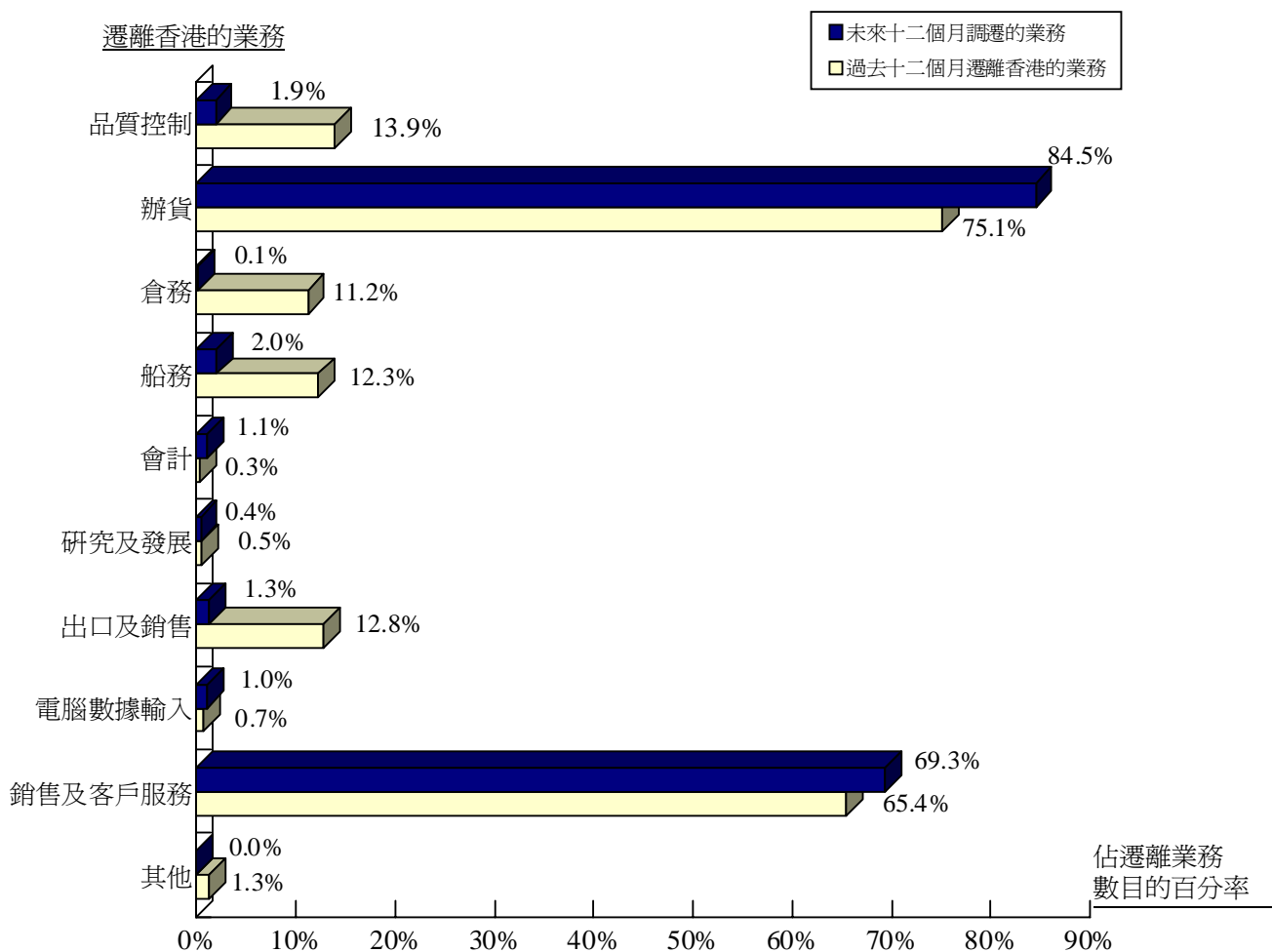
公司規模	經理級	主任級	文員／技術人員級	總計
<i>長駐</i>				
1 – 4 人	0	0	0	0
5 – 9 人	0	0	0	0
10 – 19 人	0	0	0	0
20 – 49 人	7	0	0	7
50 – 99 人	0	0	0	0
100 人或以上	6	1	0	7
<i>小計</i>	13	1	0	14
<i>非長駐</i>				
1 – 4 人	0	2 286	762	3 048
5 – 9 人	0	0	0	0
10 – 19 人	0	0	0	0
20 – 49 人	63	105	14	182
50 – 99 人	25	22	11	58
100 人或以上	3	4	0	7
<i>小計</i>	91	2 417	787	3 295
總計	104	2 418	787	3 309

將業務遷離香港

2.39 除派遣僱員往內地工作外，有 3 972 間出入口公司表示曾在過去十二個月將部分或全部業務遷離香港，佔出入口公司整體數目 5.1% (2006 年：18.7%)。調遷理由包括更低廉的營運／生產成本、更貼近市場，以及創業門檻更低。調遷的業務以「辦貨」、「銷售與客戶服務」和「品質控制」為主。

2.40 此外，2 952 間公司（佔所有出入口公司總數 3.8%，可能包括在上述的 3 972 間當中）亦計劃在未來十二個月內將其業務遷離香港，其中以「辦貨」、「銷售與客戶服務」和「船務」最為熱門，主要遷往內地。詳盡的結果分析見附錄 19。

圖 11 出入口業
遷離香港的業務
(過去十二個月及未來十二個月的比較)



第三章

結論

出入口業與批發業整體人力情況

3.1 本會審閱過調查結果，認為數據大致能夠反映調查期間出入口業與批發業的人力情況。

3.2 2008年11月時，出入口業僱員總數，包括技術僱員及非技術僱員，共497 464人，其中362 771人（72.9%）從事與出入口業相關的主要職務（即「技術僱員」）。按職級劃分，分別是經理級（佔12.1%）、主任級（佔33.5%）及文員／技術人員級（佔54.3%）。

3.3 批發業方面，2008年11月的60 773名僱員中，有37 012人（60.9%）為技術僱員，按職級劃分，分別是經理級（佔7.8%）、主任級（佔30.3%）及文員／技術人員級（佔61.9%）。

3.4 出入口業及批發業的調查結果分析見表18：

表18 各職級人力情況、
空缺數目及人力增長預測

職級	2008年 11月的 僱員人數	2008年 11月的 空缺數目 (%) ²		僱主預測 2009年 11月的 人力增長 (%) ²		2009年 11月的 人力需求 預測
出入口業						
經理級 ¹	44 043	77	(0.2)	14	(0.03)	44 134
主任級	121 643	1 313	(1.1)	219	(0.2)	123 175
文員／ 技術人員級	197 085	1 320	(0.7)	1 755	(0.9)	200 160
小計	362 771	2 710	(0.7)	1 988	(0.5)	367 469

職級	2008年 11月的 僱員人數	2008年 11月的 空缺數目 (%) ²		僱主預測 2009年 11月的 人力增長 (%) ²		2009年 11月的 人力需求 預測
批發業						
經理級 ¹	2 871	9	(0.3)	-	(-)	2 880
主任級	11 233	10	(0.1)	-2	(-0.02)	11 241
文員／ 技術人員級	22 908	320	(1.4)	-62	(-0.3)	23 166
小計	37 012	339	(0.9)	-64	(-0.2)	37 287
總計	399 783	3 049	(0.8)	1 924	(0.5)	404 756

註：

- 1 佔2008年11月出入口業或批發業該職級人數百分率。
- 2 經理級包括東主／獨資經營者／執行合夥董事。
- 3 人力需求=現有僱員人數+空缺數目

3.5 圖 12 及圖 13 分別按僱員人數顯示兩個行業的公司數目及僱員分布百分率，以便評估出入口業與批發業的結構。

圖 12 出入口業
按僱員人數劃分的公司數目及僱員分布百分率
(2008年11月)

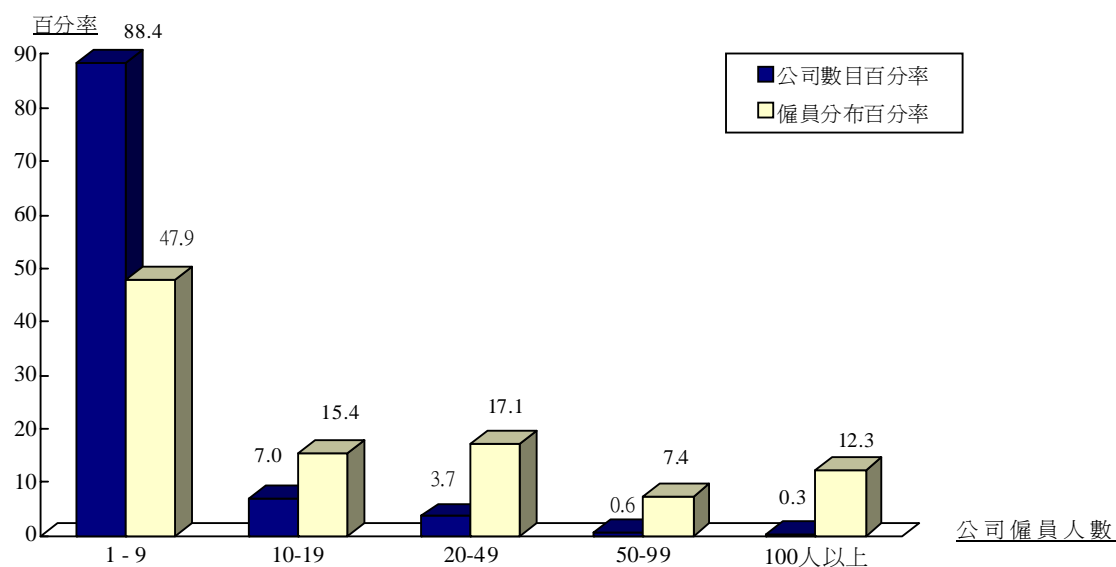
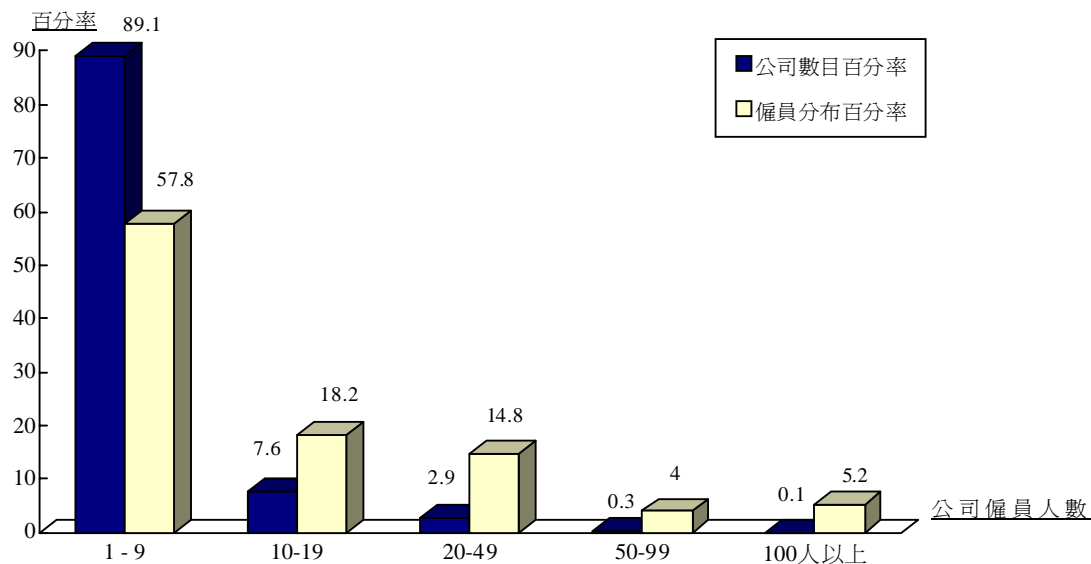


圖 13

批發業
按僱員人數劃分的公司數目及僱員分布百分率
(2008年11月)



3.6 調查結果反映出入口業與批發業以僱員人數少於10人的小型公司為主。事實上，88.4%出入口公司(2006年：86.7%)及89.1%批發公司(2006年：91.9%)僱員人數在1至9人之內。

3.7 從另一角度看，出入口業中有47.9%的僱員任職於10人以下的公司(2006年：44.8%)；批發業則有57.8%僱員任職於10人以下的公司(2006年：54.9%)。

3.8 另一方面，僱員超過100人的公司只佔整體出入口公司的0.3% (2006年：0.4%)，而批發業方面則為0.2% (2006年：0.3%)。

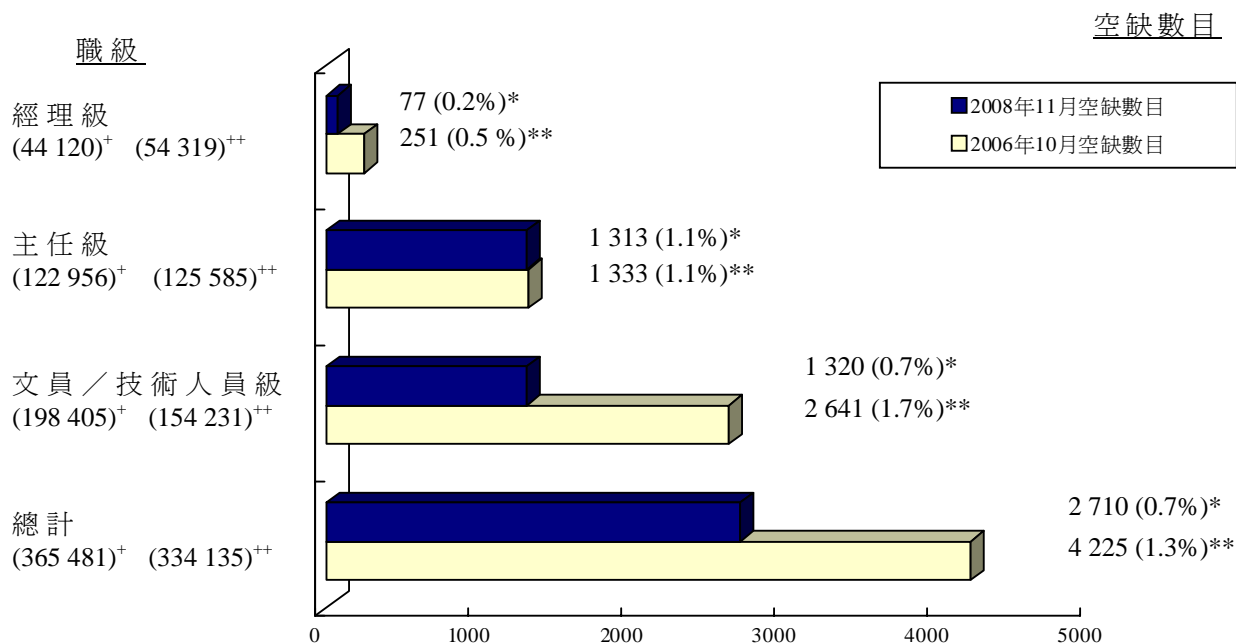
3.9 總括而言，如按僱員人數劃分，兩個行業在是次調查中的公司數目分布情況與上次調查比較無大轉變。

空缺率

3.10 出入口業的技術僱員整體空缺率只有0.7%，較2006年的1.3%為低。人手不足的情況以主任級較為嚴重，佔該職級職位數目的1.1%。兩次調查按職級劃分的空缺情況比較見圖14。

圖 14

出入口業
按職級劃分之空缺數目
(2006年與2008年比較)



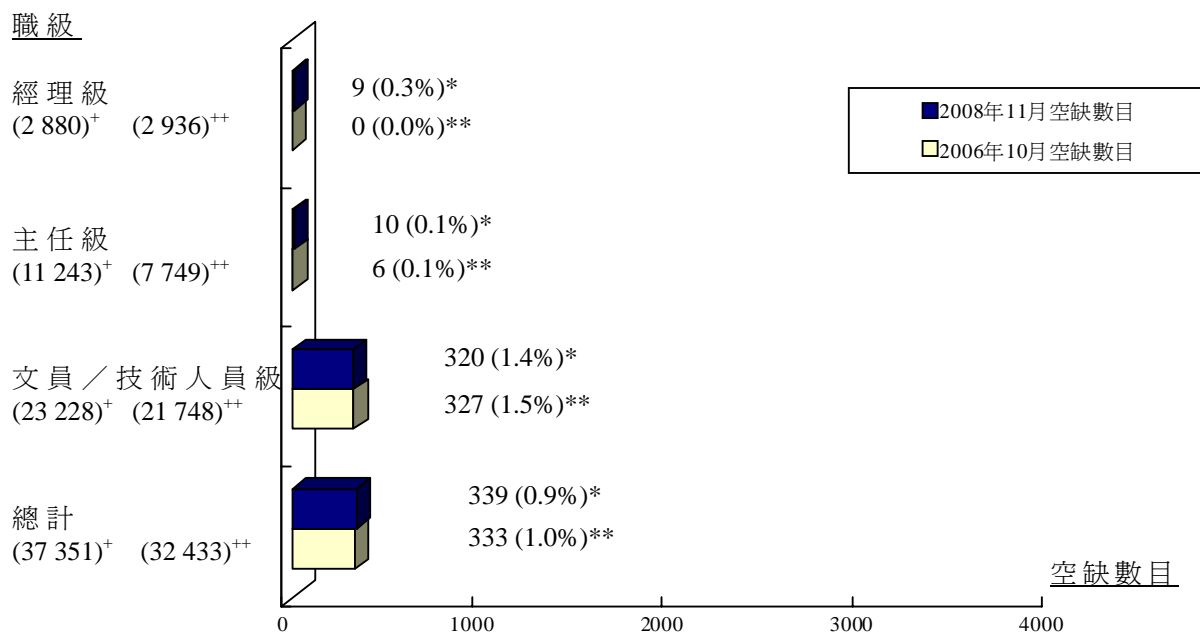
3.11 表 19 摘錄各職級空缺最多的職位：

表 19
出入口業
各職級空缺最多的職位

職級	職稱 (數目)
經理級	1. 出入口／船務經理 (27) 2. 品質管制經理 (22) 3. 銷售／市務經理(14)
主任級	1. 技術員 (1189) 2. 產品設計師(40) 3. 商品／採購主任 (35)
文員／技術人員級	1. 文件處理／船務文員 (962) 2. 營業代表 (227) 3. 貨倉／採購文員 (56)

3.12 批發業的技術僱員空缺率為 0.9%，與 2006 年的 1.0% 相若。同樣，2008 年的空缺數目為 339 個，較 2006 年的 333 個輕微增加，詳情見圖 15。

**圖 15 批發業
按職級劃分之空缺數目
(2006 年與 2008 年比較)**



註：

* 佔 2008 年批發業該職級職位的百分率。

** 佔 2006 年批發業該職級職位的百分率。

+ 2008 年批發業該職級的職位總數。

++ 2006 年批發業該職級的職位總數。

3.13 調查期間經理級及主任級職位只有小量空缺，而大部分空缺為「營業代表」及「貨倉／採購文員」，共 256 人，佔批發業空缺總數 75.5%。

3.14 由於調查期間正值經濟下滑，已預期批發業受訪公司填報的空缺數目將偏低。受到金融海嘯影響，2009 年的實際空缺數字或較受訪公司的預期更低。

預測 2009 年 11 月的人力增長

3.15 出入口業的僱主預測總僱員人數將由 2008 年 11 月的 365 481 人，增加至 2009 年 11 月的 367 469 人，預期增幅僅為 0.54%（1 988 人），較 2006 年的預期增幅 0.4%（1 484 人）為高。鑑於所有指標均顯示經濟下滑情況嚴重，僱主對 2009 年的人力需求預測似乎過於樂觀。

3.16 至 2009 年 11 月的未來十二個月內，出入口業需求量最大的職務分別為「銷售／市務經理」（10 個）、「商品／採購主任」（253 個）和「營業代表」（1 107 個），各為所屬職級中增長最多的職務。

3.17 批發業僱主的展望與出入口業僱主剛好相反。是次調查預期未來人力將減少 64 人，減幅為 0.2%。由於業界於過去兩年過度擴張，加上業務逐步轉型，導致人力收縮。其他原因包括小型和出現虧損的公司在經濟逆境中被迫結業，以及大型國際企業為進行縱向或橫向業務整合而合併或收購中至大型批發商。

3.18 2009 年的人力增長預測見表 18。

各職級的人力轉變

3.19 相比 2006 年，是次調查的出入口業整體僱員數目從 469 643 人上升至 497 464 人，溫和增長 5.9%，而批發業僱員人數則由 51 149 人大幅增加至 60 773 人，幅度為 18.8%。表 20 列出 2006 年至 2008 年間各職級的僱員人數變化。

表 20

各職級的僱員人數變化
(2006 年與 2008 年比較)

職級	2006 年 10 月	2008 年 11 月	增 / 減	% 轉變
出入口業				
經理級 ¹	54 068	44 043	-10 025	-18.5
主任級	124 252	121 643	-2 609	-2.1
文員 / 技術人員級	151 590	197 085	45 495	30.0
總技術僱員小計	329 910	362 771	32 861	10.0
行政及其他支援人員 ²	139 733	134 693	-5 040	-3.6
總計	469 643	497 464	27 821	5.9
公司數目	72 588	78 502	5 914	8.1
批發業				
經理級 ¹	2 936	2 871	-65	-2.2
主任級	7 743	11 233	3 490	45.1
文員 / 技術人員級	21 421	22 908	1 487	6.9
總技術僱員小計	32 100	37 012	4 912	15.3
行政及其他支援人員 ²	19 049	23 761	4 712	24.7
總計	51 149	60 773	9 624	18.8
公司數目	10 416	11 402	986	9.5

註：

1 經理級包括東主 / 獨資經營者 / 執行合夥董事。

2 包括在工程、生產、人事、會計、財務、資訊科技方面提供支援的經理、主任、文員和技術人員，以及擔任如司機、女傭、看守員、辦公室助理、清潔工及送遞員等勞力密集工作的員工。

3.20 從上表可見，在出入口業方面，過去兩年僱員人數，配合公司數目增加的趨勢而上升。雖然經理級與主任級數目明顯下降，但流失人數已由文員 / 技術人員級員工的增加所彌補。

3.21 除經理級僱員外，批發業的僱員人數顯著上升，公司數目亦大幅增加。

3.22 出入口業與批發業的經理級僱員人數顯著下降，相信是由於僱主把從前由經理級僱員擔任的工作交由主任級僱員負責，以簡化營運模式和盡量善用資源。

僱員流動率

3.23 本港經濟於過去兩年表現突出，僱員流動情況亦出現頗大改變。2008年，出入口業的整體流動率較2006年調查高2.4%，顯示僱員流動頻仍；尤其是經理級與主任級僱員更傾向轉工，而非穩守同一崗位。

3.24 由於批發業的公司數目增加，為從業員帶來大量機會，故與出入口業一樣，業內各職級的流動人數均告增加。表21顯示最近兩次調查各職級的僱員流動率。

表 21 各職級的僱員流動率
(2006年與2008年比較)

職級	2006年10月 % ¹	2008年11月 % ¹	增／減 % ²
<i>出入口業</i>			
經理級	4.8	11.3	6.5
主任級	4.9	9.6	4.7
文員／技術人員級	20.6	18.3	-2.3
總計	12.1	14.5	2.4
<i>批發業</i>			
經理級	2.1	7.1	5
主任級	1.7	2.6	0.9
文員／技術人員級	7.3	26.4	19.1
總計	5.5	17.7	12.2

註:

1 佔出入口或批發業該職級職位總數的百分率。

2 兩段期間的流動率淨增減比率。

晉升情況

3.25 誠如前文所述，由於員工流動率高企，僱主傾向透過晉升以挽留人才。調查顯示在 2008 年，出入口業與批發業的整體晉升率較 2006 年增加一倍。

**表 22 按職級劃分的內部晉升僱員人數
(2006 年與 2008 年比較)**

職級	2006 年 10 月獲內部 晉升的僱員人數 (%) ¹	2008 年 11 月獲內部 晉升的僱員人數 (%) ¹
<i>出入口業</i>		
由主任級晉升至經理級	1 049 (1.5)	1 652 (3.8)
由文員／技術人員級 晉升至主任級	2 292 (1.6)	4 226 (3.5)
由其他職位晉升至 文員／技術人員級	436 (0.2)	175 (0.1)
<i>小計</i>	<i>3 777 (0.9)</i>	<i>6 053 (1.7)</i>
<i>批發業</i>		
由主任級晉升至經理級	14 (0.4)	95 (3.3)
由文員／技術人員級 晉升至主任級	72 (0.8)	110 (1.0)
由其他職位晉升至 文員／技術人員級	22 (0.1)	0 (0.0)
<i>小計</i>	<i>108 (0.3)</i>	<i>205 (0.6)</i>

註：

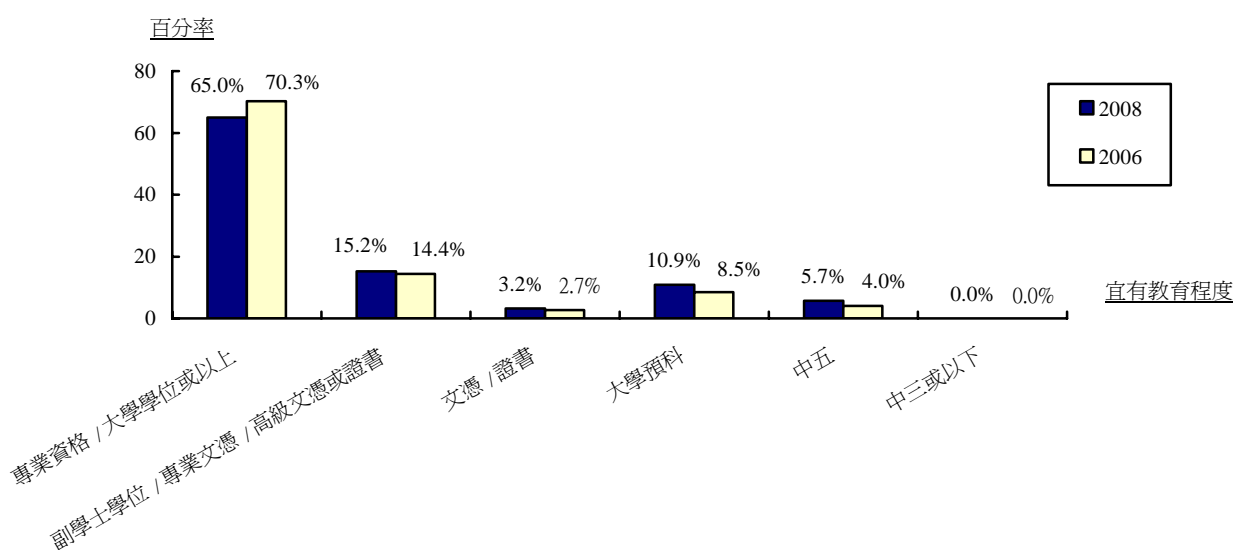
¹ 佔出入口或批發業該職級僱員總數的百分率。

宜有教育程度

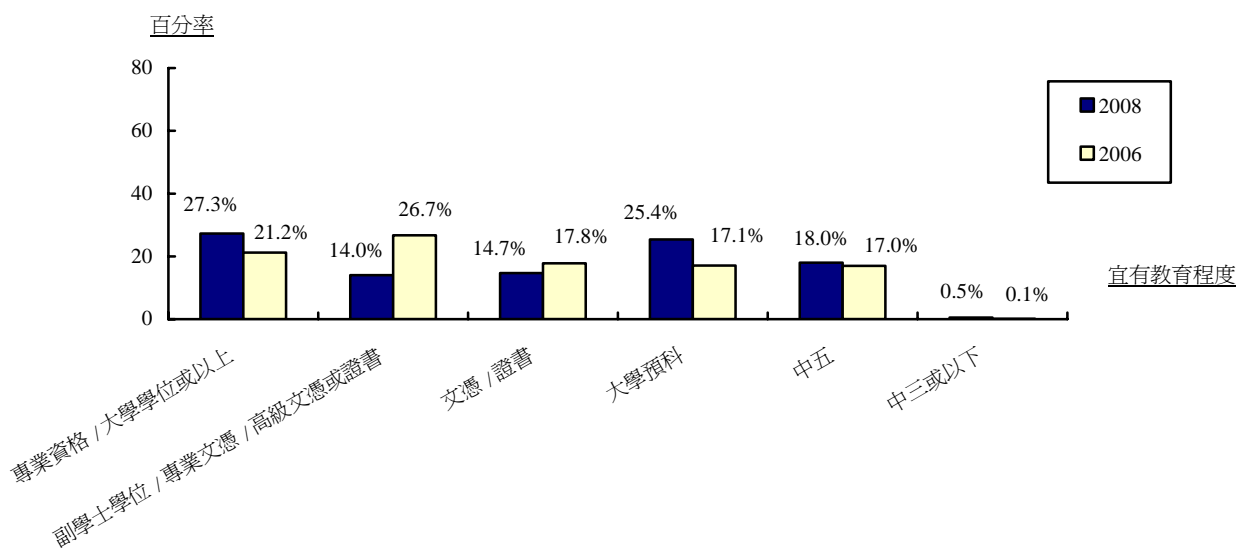
3.26 圖 16 及 17 扼要比較 2006 及 2008 年出入口及批發業僱主認為僱員宜有的教育程度(按職級劃分)。附錄 13 及 14 顯示按職稱劃分的詳細調查結果。

圖 16 出入口業僱員宜有教育程度
(2006 年與 2008 年比較)

(一) 經理級



(二) 主任級



(三) 文員／技術人員級

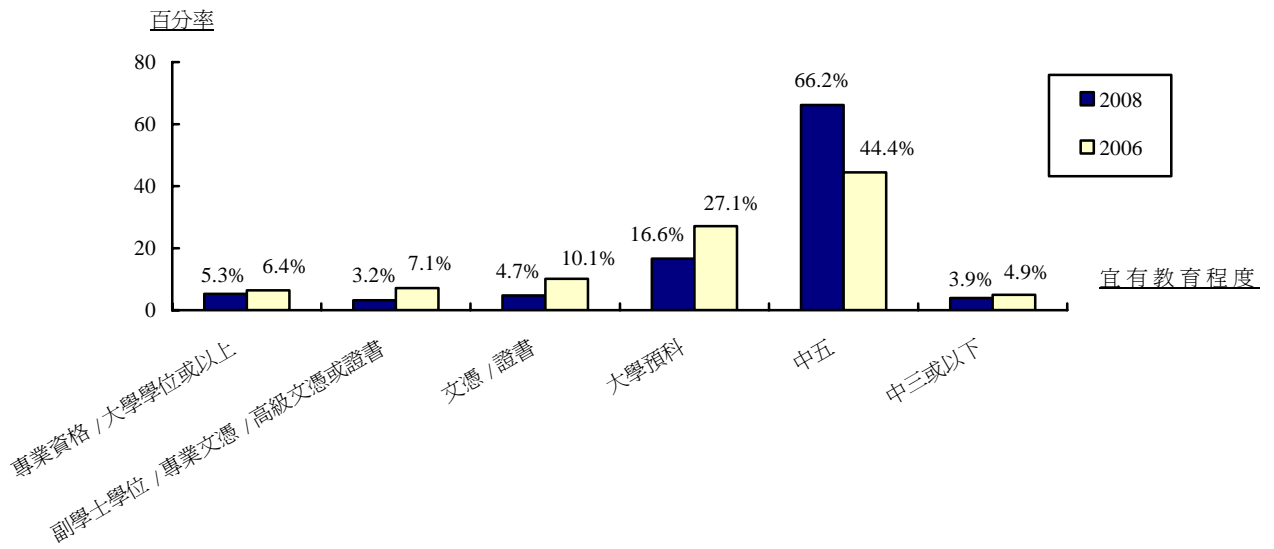
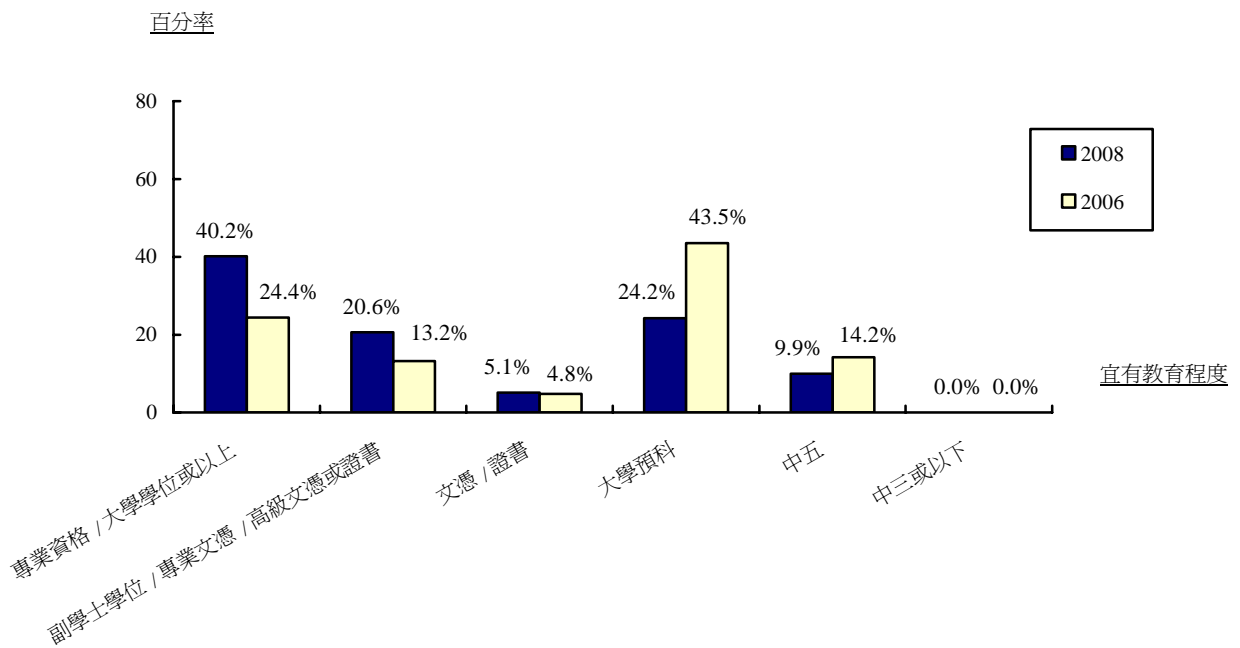
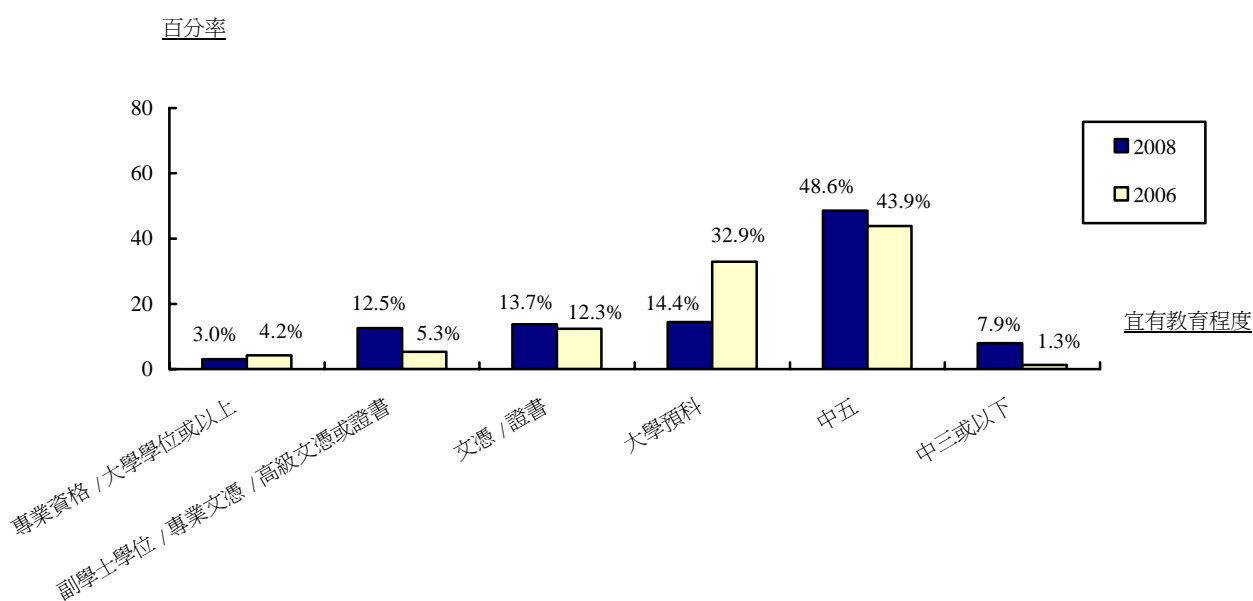


圖 17 批發業僱員宜有教育程度
(2006 年與 2008 年比較)

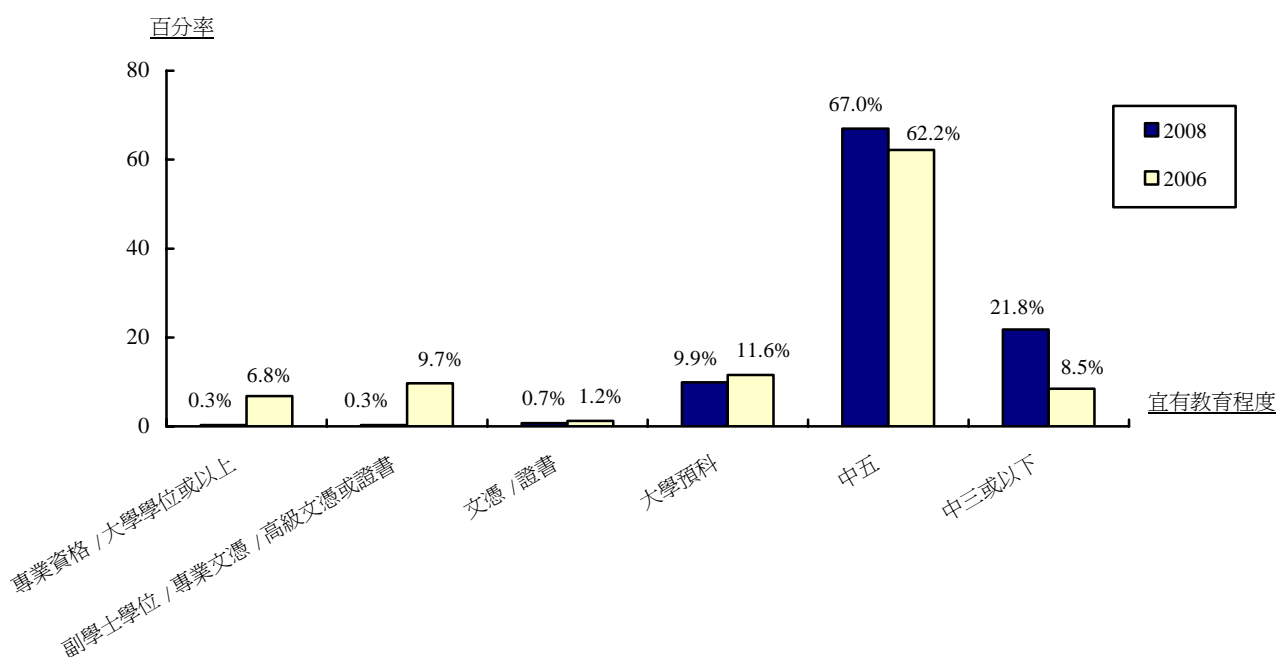
(一) 經理級



(二) 主任級



(三) 文員／技術人員級



3.27 在宜有教育程度方面，2008年出入口業的普遍趨勢，是僱主對各職級僱員需具備的學歷要求較兩年前放寬。升幅最顯著的範圍是要求主任級及文員／技術人員級僱員具備「預科」及「中五」程度。

3.28 在批發業方面，更多僱主要求經理級僱員具備「專業資格／大學學位」或以上的教育程度。另一方面，他們接受主任級及文員／技術人員級僱員具備中五學歷，業內出現招聘困難是導致僱主放寬要求的原因。

宜有相關工作經驗

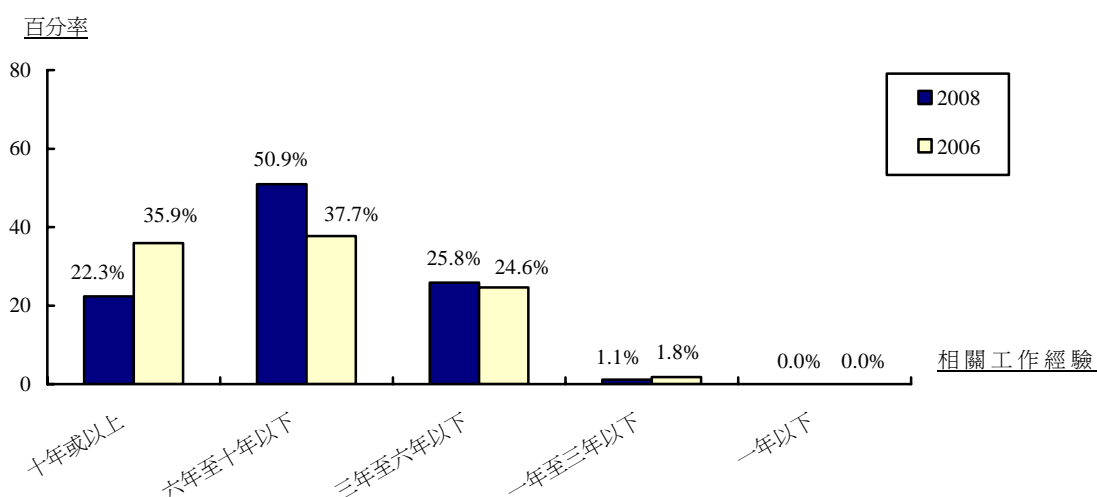
3.29 圖 18 及 19 比較最近兩次調查中僱主認為員工宜有的工作經驗（按職級劃分）。附錄 15 及 16 顯示僱主認為出入口及批發業僱員宜有的相關工作經驗（按職稱劃分）的詳情。

3.30 兩個行業得出類似的調查結果。出入口業方面，更多僱主認為僱員宜有 6 至 10 年以下的相關工作經驗，意味職位的競爭不比過往激烈。

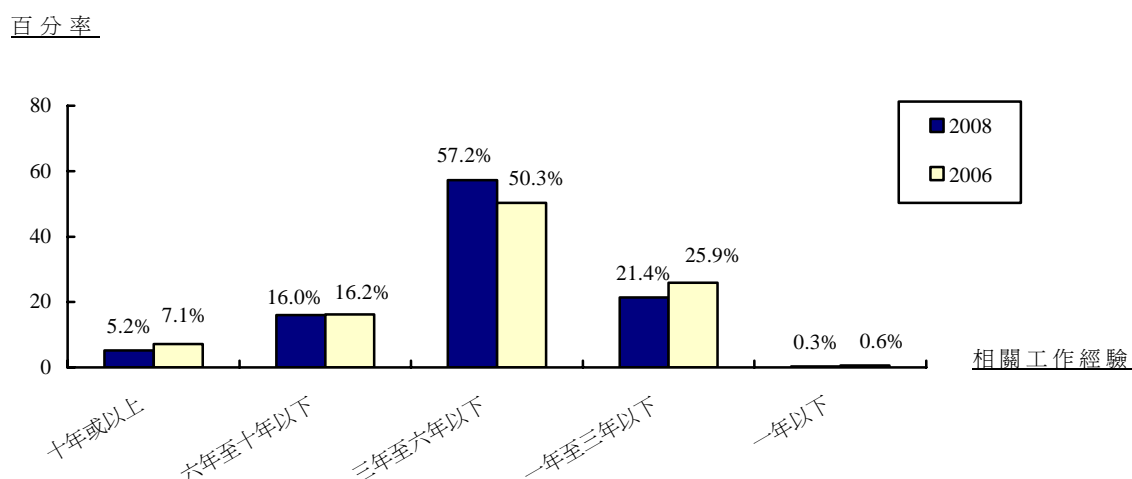
3.31 批發業方面，為求能吸引適合人士入行，大部分僱主均不介意僱用學歷較低但經驗較豐富的應徵者。

圖 18 出入口業
僱員宜有的相關工作經驗
(2006 年與 2008 年比較)

(一) 經理級



(二) 主任級



(三) 文員／技術人員級

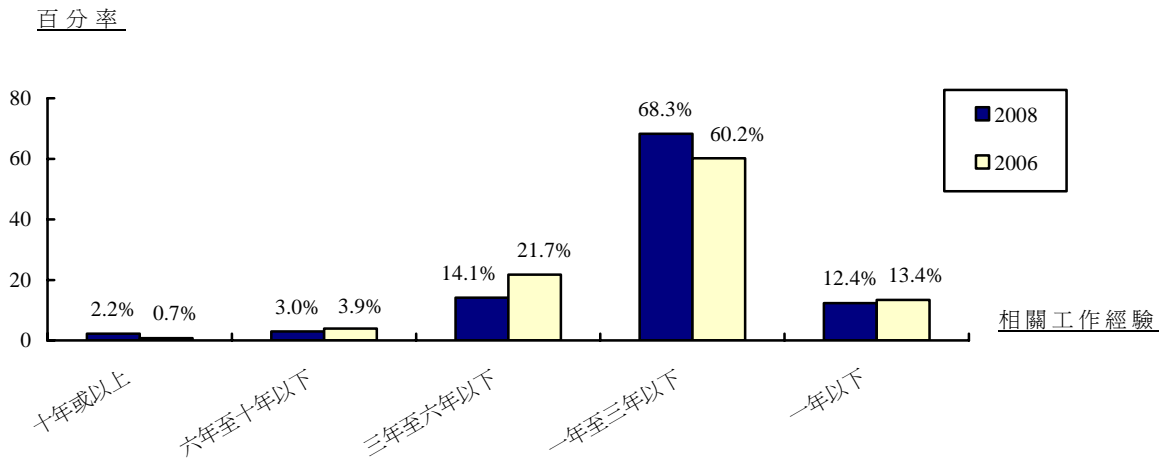
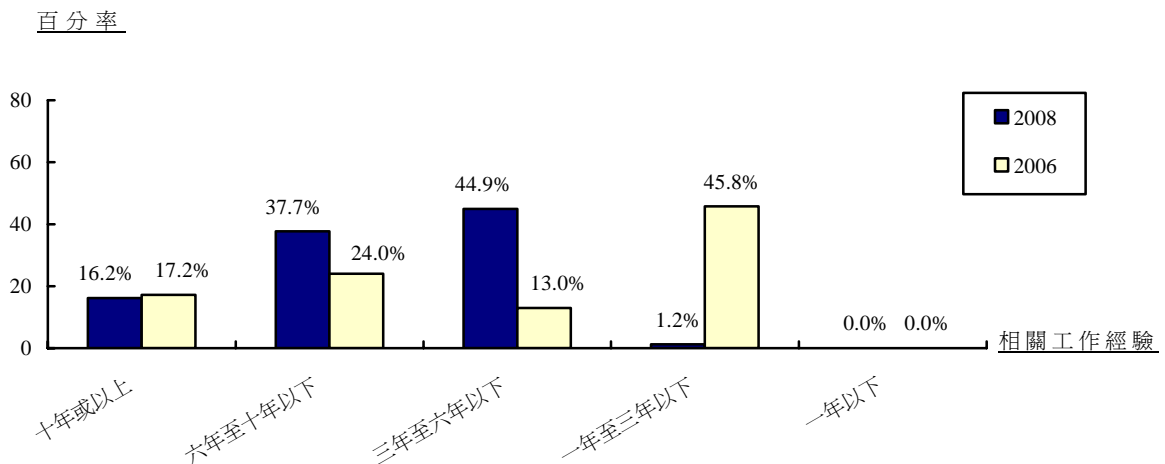
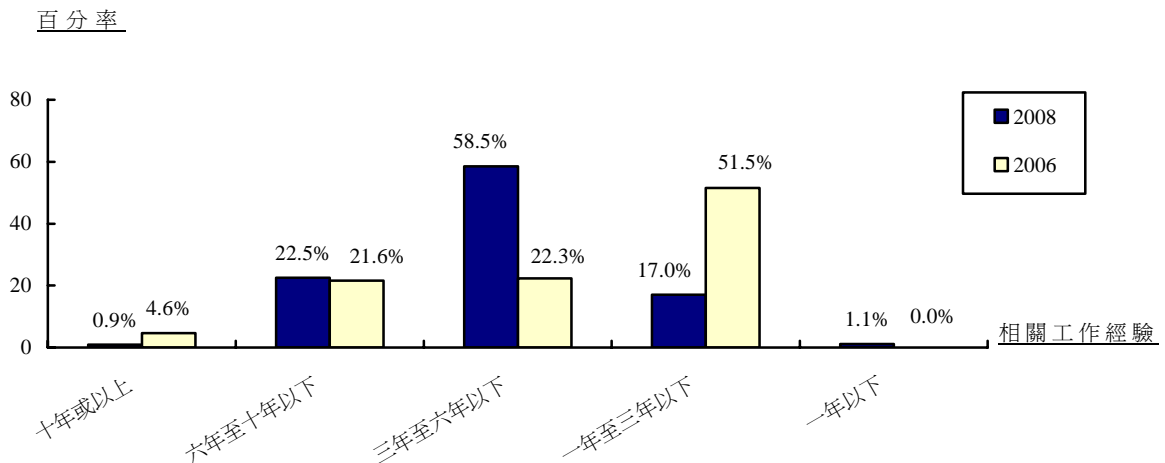


圖 19 批發業
僱員宜有的相關工作經驗
(2006 年與 2008 年比較)

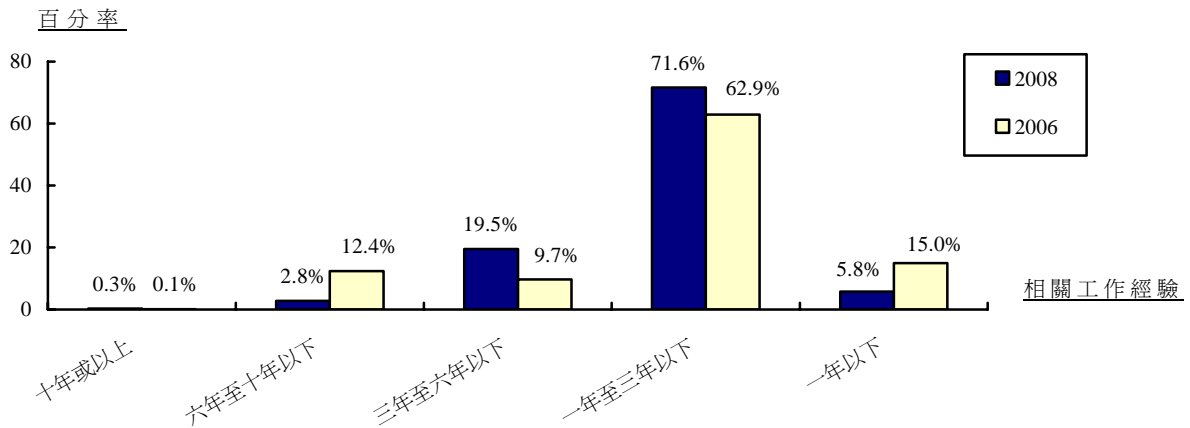
(一) 經理級



(二) 主任級



(三) 文員／技術人員級



僱主提供／資助的培訓

3.32 是次調查包括五大類共 24 項培訓項目。2008 年調查顯示出入口業僱主預計於未來十二個月會為僱員提供／資助共 132 748 個培訓名額，約相等於 2006 年的一半。培訓名額大幅減少，顯示僱主憂慮經濟下滑的影響，以及行業前景。

3.33 出入口業培訓名額(按培訓類別及職級劃分)分析如下：

表 23 出入口業
未來十二個月僱主提供／資助的培訓名額數目
(按培訓類別及職級劃分)

培訓類別	經理級	主任級	文員／ 技術人員級	總計
<i>管理技能</i>				
商務發展及管理	3 117	2 405	12	5 534
供應鏈管理	785	1 281	0	2 066
督導技巧	4 221	4 497	10	8 728
小計	8 123	8 183	22	16 328
<i>業內專業技能</i>				
國際貿易實務	1 093	1 316	1 270	3 679
運輸與物流	146	276	370	792
產品開發	345	586	921	1 852

培訓類別	經理級	主任級	文員／ 技術人員級	總計
平面設計	14	152	47	213
辦貨	579	1 153	592	2 324
客戶關係	1 197	2 782	4 683	8 662
產品知識	1 568	3 977	3 761	9 306
品質控制	195	390	233	818
準則審核	382	623	680	1 685
小計	5 519	11 255	12 557	29 331
<i>資訊科技技能</i>				
電子商貿的知識及應用	367	2 493	2 260	5 120
運用電腦基本技能包括 中文輸入法	60	946	600	1 606
網頁設計	66	429	0	495
小計	493	3 868	2 860	7 221
<i>有關中國的知識及世界視野</i>				
中國貿易	1 342	848	4 581	6 771
進入中國市場的法律和 規條限制	1 124	465	2 930	4 519
世界視野	787	875	1 202	2 864
小計	3 253	2 188	8 713	14 154
<i>語文技能</i>				
英語會話	1 175	6 526	10 381	18 082
英文書寫能力	987	5 228	8 985	15 200
中文書寫能力	544	2 281	4 684	7 509
普通話	2 888	8 764	9 946	21 598
日文	135	192	372	699
小計	5 729	22 991	34 368	63 088
其他	56	904	1 666	2 626
總計	23 173	49 389	60 186	132 748

3.34 以受歡迎程度來說，語文技能仍然處於首位，其次是業內專業技能及管理技能。除了 2006 年調查顯示已獲得一定重視的「產品知識」及「客戶關係」外，以下培訓需求的增加亦值得關注：

1. 督導技巧(8 728)
2. 中國貿易(6 771)
3. 商務發展及管理(5 534)

3.35 是次調查顯示未來十二個月內，批發業提供的整體培訓名額將告減少，僱主計劃向僱員提供／資助 3 891 個名額，較 2006 年的數字大幅下跌，惟相對於出入口業，跌幅仍屬溫和。

3.36 批發業的培訓名額(按培訓類別及職級劃分)分析如下：

表 24 **批發業**
未來十二個月僱主提供／資助的培訓名額數目
(按培訓類別及職級劃分)

培訓類別	經理級	主任級	文員／ 技術人員級	總計
<i>管理技能</i>				
商務發展及管理	104	41	0	145
供應鏈管理	23	2	0	25
督導技巧	113	102	21	236
小計	240	145	21	406
<i>業內專業技能</i>				
國際貿易實務	31	5	5	41
運輸與物流	8	15	14	37
產品開發	0	0	0	0
平面設計	0	7	0	7
辦貨	13	34	27	74
客戶關係	54	137	197	388
產品知識	158	175	349	682
品質控制	6	12	3	21
準則審核	15	15	56	86
小計	285	400	651	1 336

培訓類別	經理級	主任級	文員／ 技術人員級	總計
<i>資訊科技技能</i>				
電子商貿的知識及應用	14	7	28	49
運用電腦基本技能包括中文輸入法	58	54	147	259
網頁設計	0	0	0	0
<i>小計</i>	<i>72</i>	<i>61</i>	<i>175</i>	<i>308</i>
<i>有關中國的知識及世界視野</i>				
中國貿易	11	7	0	18
進入中國市場的法律和規條限制	9	14	0	23
世界視野	12	0	36	48
<i>小計</i>	<i>32</i>	<i>21</i>	<i>36</i>	<i>89</i>
<i>語文技能</i>				
英語會話	76	113	307	496
英文書寫能力	46	73	297	416
中文書寫能力	29	28	191	248
普通話	62	93	287	442
日文	0	0	0	0
<i>小計</i>	<i>213</i>	<i>307</i>	<i>1 082</i>	<i>1 602</i>
其他	4	8	138	150
總計	846	942	2 103	3 891

3.37 語文技能及業內專業技能的培訓如常是需求最大的類別。僱員期望在未來獲僱主提供或資助以下類別的培訓機會：

1. 產品知識 (682)
2. 英語會話 (496)
3. 普通話 (442)
4. 英文書寫能力 (416)
5. 客戶關係 (388)

3.38 批發業所需的培訓類別與 2006 年的調查結果大致相若，惟「普通話」、「中國貿易」及「供應鏈管理」等的訓練需求則告下降。

3.39 整體而言，上述趨勢顯示不論出入口或批發業的培訓需求均告下降，或會導致出入口及批發業內的人力流動情況加劇；僱主傾向僱用經驗豐富的僱員，以取代額外撥出資源提升整體僱員質素。

業務遷離 – 出入口業

3.40 香港正逐步發展為知識型及高增值經濟體系。因此，一些出入口公司正考慮於香港境外設立生產基地及代辦處，以便更靠近市場及／或降低生產成本。將業務遷離香港的情況在早年甚為普及，近年則漸漸減少。於過去十二個月只有 5.1% 的香港出入口公司進行有關活動，2006 年則有 18.7%。

3.41 從 2006 及 2008 年調查所得，遷移業務種類頗為不同。在出入口業方面，更多公司將「辦貨」及「銷售及客戶服務」遷往內地。其他業務諸如「出口及銷售」、「船務」及「倉務」亦開始相繼外流。在過去或未來十二個月已遷離或準備遷離的業務分析見附錄 19。

3.42 100% 的填覆機構表示，會首選中國內地為遷移業務的目的地，這個選擇顯然是策略定位及預期內地可能與香港進一步業務融合的先聲。為了管理北移的業務，公司須於香港及內地招聘人才，比例大概是 30／70。

擔任多項工作的僱員 – 批發業

3.43 在大部分情況下，香港從事批發的公司需要與其他相關工作整合，從而求存及保持競爭力。批發業內員工從事本業以外工作的情況見表 25。

3.44 數據顯示批發業僱員除了履行本身職務外，亦須負責供應鏈上其他各方面的業務，諸如較典型的「銷售及市場推廣」、「零售」及「採購」等，合共 61 084 人次。

3.45 未來十二個月，僱主預測從事上述業務的整體人力將輕微增長(1.51%)，其中「採購」(2.15%)及「銷售及市場推廣」(1.62%)的增長較為顯著。

表 25

批發業
按工作劃分的人力需求
(以人次計)

工作／業務	參與僱員人數 (人次) (截至 2008 年 11 月)	參與僱員人數 (人次) (截至 2009 年 11 月)	預測人力 增 (+)／減 (-)百分 率 (2008 年 11 月 - 2009 年 11 月)
出入口	694	701	1.01%
零售	10 394	10 538	1.39%
品牌發展	554	558	0.72%
銷售及市場推廣	25 808	26 226	1.62%
分銷	8 628	8 716	1.02%
生產	936	945	0.96%
採購	10 220	10 440	2.15%
倉務	3 822	3 856	0.89%
其他	28	28	0.00%
總計	61 084	62 006	1.51%

2009 年 11 月的額外人力需求

3.46 根據僱主預測的 2009 年 11 月人力增長及現有流失率，2009 年 11 月出入口及批發業按職級劃分的預測額外人力需求分析見表 26。

表 26 2009 年 11 月按職級劃分的額外人力需求

職級	2008 年 11 月 的僱員人數	僱主預測 2009 年 11 月的 人力增長	為填補流失空 缺而須增聘的 僱員人手 (%) ¹		2009 年 11 月 額外 人力需求
<i>出入口業</i>					
經理級	44 043	14	1 000	2.3	1 014
主任級	121 643	219	1 532	1.3	1 751
文員／ 技術人員級	197 085	1755	3 734	1.9	5 489
<i>小計</i>	<i>362 771</i>	<i>1 988</i>	<i>6 266</i>	<i>1.7</i>	<i>8 254</i>
<i>批發業</i>					
經理級	2 871	0	30	1.0	30
主任級	11 233	-2	53	0.5	51
文員／ 技術人員級	22 908	-62	1 445	6.3	1 383
<i>小計</i>	<i>37 012</i>	<i>-64</i>	<i>1 528</i>	<i>4.1</i>	<i>1 464</i>
總計	399 783	1 924	7 794	1.9	9 718

註：

1 各職級的僱員流失率。

2 「流失率」指因轉行、移居外地、退休、進修或其他原因離職的出入口或批發業僱員，佔業內僱員總數的百分率。

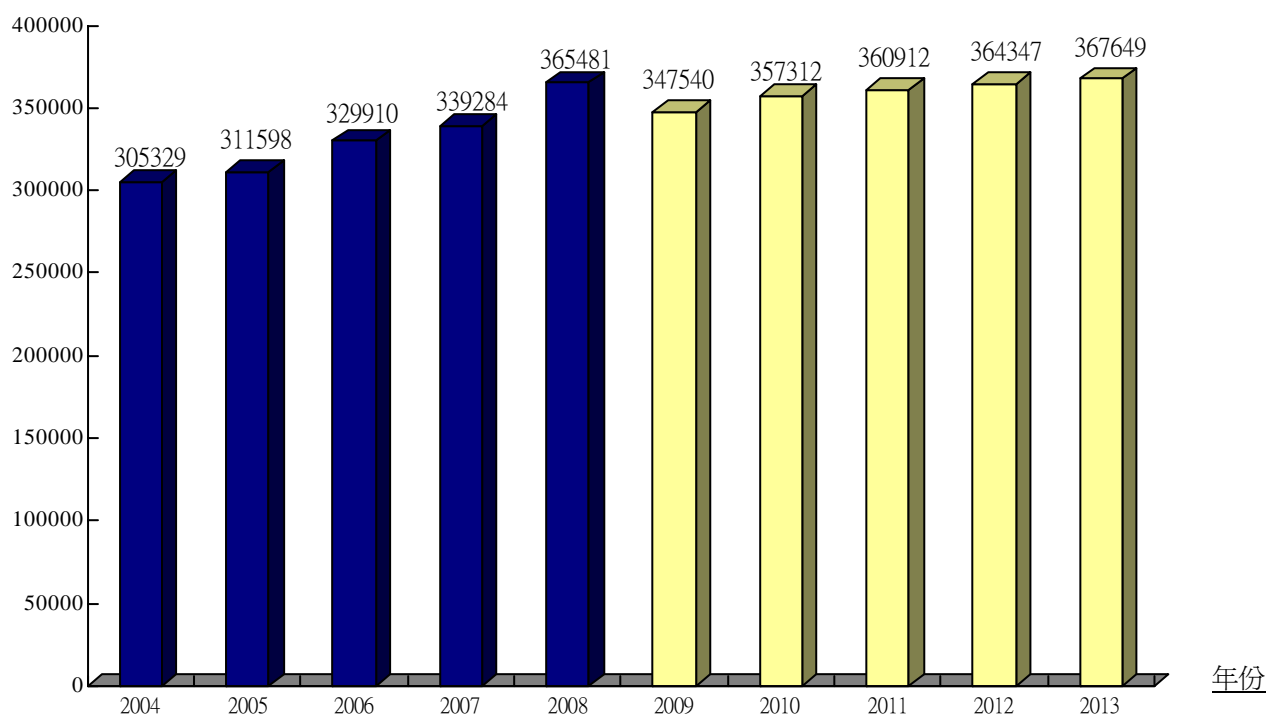
2009 至 2013 年的每年人力需求推算

3.47 本會採用了不同的方法預測未來五年出入口及批發業的人力需求。

3.48 出入口業方面，用以推算每年人力需求的是人力市場分析法。方法是審視一組反映本港經濟、人口及勞動市場情況的主要統計數據／經濟指標，而這些數據或指標均由信譽可靠的獨立機構蒐集所得。之後，再以「主要因素分析」的變數篩選方法，從多個經濟指標中選取和決定變數／因數，從而建立和維持統計模型。2009 至 2013 年出入口業的人力推算(採用人力市場分析法)見圖 20，人力市場分析法的詳細剖析見附錄 21。

圖 20 2009至2013年出入口業人力推算
(採用人力市場分析法)

僱員人數



3.49 然而，人力市場分析法並不適用於批發業。因為過往 20 年批發業內相關人力數據大幅波動，沒跡可尋，因此並無經濟指標可作為主要因素去推算人力。

3.50 基於上述原因，本會考慮採用另外兩個方法，分別是調節過濾法及僱主預測作為推算批發業人力的基準。這兩個方法推算得出的 2009 至 2013 年批發業人力數字如下。

年份	實際數字	調節過濾法	僱主預測
2008	37 351	-	-
2009	-	36 813 (-1.4*)	37 287 (-0.17%*)
2010	-	37 166 (+1.0**)	-
2011	-	37 432 (+0.7%**)	-
2012	-	37 632 (+0.5%**)	-
2013	-	37 782 (+0.4%**)	-

所有數字只包括技術僱員。

* 與 2008 年實際人力數字比較的變動百分率。

** 與前一年推算人力數字比較的變動百分率。

3.51 兩種方法中，調節過濾法得出的數字(-1.4%)比僱主預測(-0.17%)更符合批發業整體業務前景，故本會決定採用調節過濾法作為 2009 年的推算結果。

2008 年回顧

3.52 香港經濟於 2008 年首季繼續增長，本地生產總值由 2007 年最後一季的 6.9%，顯著上升至 7.2%，貨物及服務出口量進一步增加（分別上升至 8.9%和 10.8%）。2008 年首季，貨物的進口及出口量分別上升 11.6%及 10.5%。

3.53 經濟於第二及第三季大幅放緩，更於第四季收縮 2.5%。金融服務對本港經濟十分重要，全球金融危機對本地經濟構成打擊，加上下半年環球貿易不景氣，導致全年增長由 2004-2007 年的平均增長率 7.2%，下降至 2.5%。外圍環境的惡化嚴重影響消費及營商情緒。

3.54 香港經濟的增長在 2008 年急速放緩。內部需求自同年第三季起顯著減慢。本地資產市場的負面影響，加上工作前景轉差，導致 2008 年下半年的私人消費明顯減少。2008 年全年私人消費開支的實質增長為 1.8%，與 2007 年 8.5%的強勁增長呈相反走勢。

3.55 內地的經濟增長強勁，貿易順差增加，自 2005 年 7 月起人民幣兌美元匯率持續上升，升幅於 2007 年底及 2008 年初尤其顯著。2008 年下半年，人民幣兌美元匯率在窄幅徘徊。綜觀 2008 年全年，人民幣兌美元的匯價平均上升 9%，對出口企業的出口競爭力有顯著影響。

3.56 自全球金融危機於 2008 年最後一季爆發以來，信貸緊縮直接抑制全球的經濟活動。外債龐大、龐大經常帳赤字或金融體制不穩健的新興市場，特別易受信貸危機影響，使本已疲弱的全球進口需求雪上加霜，進一步打擊國際貿易，以及本港的出口業。

3.57 中國的新勞動合同法於 2008 年 1 月 1 日生效。法例規定最低工資，亦嚴格限定工時及超時工作時數。制定新法例的目的是加強保障僱員權利及福利。新法例增加解僱僱員的難度或成本。企業的固有成本，特別是有關遣散僱員的賠償費，將無可避免大幅增加。

3.58 2007 年，中央政府宣佈一項重大的政策改變，對加工業，尤其是華東地區的業界影響尤深。當局每年修訂及擴大「禁止」與「限制」商品名單，以應付貿易不平衡問題，同時不鼓勵境內發展勞工密集、高污染及高耗能的工業。屬「禁止」名單的商品不再享有原材料及零件進口優惠，並要繳交進口關稅及增值稅。此舉旨在鼓勵加工業機構為產品增值，或將業務從華東遷移至華中或西部地區。香港工業總會進行的調查顯示，半數受訪企業回應邊際利潤將會減少，36% 表示政策將影響企業的現金流。

3.59 其他因素，如 2008 年油價高企等，亦推高廠商的生產及營運成本，削弱本港的競爭力，

3.60 批發業於 2008 年全年的按年變動業務收益為 +6.3%。批發業公司數目由 2006 年的 10 416 間增至 2008 年的 11 402 間，是收益增加的原因。由於 2008 年第四季經濟下滑，業界的按年變動業務收益從 2008 年第三季的 +10% 開始收縮，至第四季變為 -6.9%。如出入口業一樣，批發業受全球經濟氣候影響。全球金融危機對業界影響嚴重，預期未來業務表現將與過往幾年相反。

3.61 批發業的表現一直與零售業及入境旅遊業關係密切。根據政府統計處的數字顯示，零售業按年變動業務收益指數由 2008 年首季的 +17.6%，收縮至第四季的 +0.9%。由香港旅遊發展局公布的數字顯示，2008 年 11 月及 12 月的訪港旅客人數，較 2007 年同期減少 1.1% 及 1.4%。零售市場愈見動盪，對批發業開始構成影響。

3.62 表 27 顯示過去幾年出入口業及批發業的人力轉變趨勢。

表 27 出入口及批發業的人力變化
(2002 至 2008 年)

	受聘人數			
	2002	2004	2006	2008
<i>出入口業</i>				
技術人員(包括東主／獨資經營者／執行合夥董事)	274 807 (5.7%) ⁺	305 329 (5.6%)*	329 910 (4.0%) [^]	362 771 (5.0%) [#]
出入口業僱員總數	419 296 (3.8%) ⁺	446 339 (3.2%)*	469 643 (2.6%) [^]	497 464 (3.0%) [#]
<i>批發業</i>				
技術人員(包括東主／獨資經營者／執行合夥董事)	32 070 (-10.9%) ⁺	31 836 (-0.8%)*	32 100 (0.4%) [^]	37 012 (7.7%) [#]
批發業僱員總數	54 112 (-1.3%) ⁺	54 260 (0.1%)*	51 149 (-5.7%) [^]	60 773 (9.4%) [#]

註：

- + 與 2001 年比較的年增長率。
- * 2002 至 2004 年的平均年增長率。
- ^ 2004 至 2006 年的平均年增長率。
- # 2006 至 2008 年的平均年增長率。

2009年業務前景

3.63 香港 2009 至 2010 年的經濟將面對困難，全球經濟疲弱及經濟壓力構成的負面影響繼續加深，使危機延長和加劇。

3.64 全球金融危機於 2008 年 8 月出現，至同年最後一季深化。按年變動本地生產總值在 2008 年第四季為-2.6%，2007 年第四季則為 11.9%。預期 2009 年的經濟或將收縮 2%至 3%，是自 1998 年以來首次出現年度下降。

3.65 儘管出入口業於過往數年表現良好，惟亦受 2008 年下半年起外需收縮所影響。實質貨物及服務出口增長於同年最後兩季下降。整體而言，實質出口由 2007 年增長 8.3%下降至增長 2.7%。實質輸入增長的下降速度較實質出口更快，導致貨物及服務淨出口佔本地生產總值增長 1.5 百分點。下表列出本港過去數年的入口與出口表現。

表 28 香港對外商品貿易數字

年份	入口		港產品出口		轉口	
	港元 (以百萬計)	年度增/ 減百分率	港元 (以百萬計)	年度增/ 減百分率	港元 (以百萬計)	年度增/ 減百分率
2002	1 619 419	3.3	130 926	-14.7	1 429 590	7.7
2003	1 805 770	11.5	121 687	-7.1	1 620 749	13.4
2004	2 111 123	16.9	125 982	3.5	1 893 132	16.8
2005	2 329 469	10.3	136 030	8.0	2 114 143	11.7
2006	2 599 804	11.6	134 527	-1.1	2 326 500	10.0
2007	2 868 011	10.3	109 122	-18.9	2 578 392	10.8
2008	3 025 288	5.5	90 757	-16.8	2 733 394	6

資料來源：政府統計處服務業統計摘要 2009 年版。

3.66 美國、歐洲及日本等多個先進經濟體系正經歷經濟衰退，而它們是繼中國之後香港的主要貿易伙伴。美國 2008 年下半年的失業率創 1945 年以來的新高，經濟狀況依然水深火熱。歐洲經濟亦受物業市場和不良金融資產引發的後遺症拖累；日本的經濟仍然蕭條。因此出口商應在東歐、東南亞及印度等新興市場探索新商機，以彌補上述地區的業務損失。

3.67 匯價波動可影響香港的對外競爭力，以及香港的外來需求。隨著本港與內地加強融合，人民幣兌其他主要貨幣的匯價，亦會影響香港，特別是出入口業的對外貿易價格競爭力。

3.68 中央政府宣佈多項措施，容許特定的本港企業採用人民幣

與指定省份的伙伴進行結算，從而協助企業克服匯價影響。香港的出口商可以受惠於有關措施，節省以美元兌換人民幣的成本，同時進一步促進本港與內地間的跨境貿易。

3.69 銀行繼續實行信貸緊縮政策，無可避免加劇中小企的融資困難。特區政府實行各項措施，協助緩減中小企在全球陷入信貸危機時所面對的信貸收緊情況。措施包括擴大中小企資助計劃，以及向銀行體系注資。有關政策可望於 2009 年下半年發揮影響。

3.70 表 29 顯示近年內地與香港之間的業務關係。

表 29 內地佔香港全球貿易的比率

年份	進口貨 主要供應商		港產品出口 主要目的地		轉口貨 主要目的地	
	港元 (以百萬計)	年度增／ 減百分率	港元 (以百萬計)	年度增／ 減百分率	港元 (以百萬計)	年度增／ 減百分率
2000	714 987	17.7	54 158	7.4	488 823	22.5
2001	681 980	-4.6	49 547	-8.5	496 574	1.6
2002	717 074	5.1	41 374	-16.5	571 870	15.2
2003	785 625	9.6	36 757	-11.2	705 787	23.4
2004	918 275	16.9	37 898	3.1	850 645	20.5
2005	1 049 335	14.3	44 643	17.8	967 923	13.8
2006	1 192 952	13.7	40 268	-9.8	1 115 941	15.3
2007	1 329 652	11.5	40 610	0.8	1 267 722	13.6
2008	1 410 735	6.1	34 758	-14.4	1 335 687	5.4

資料來源：政府統計處服務業統計摘要 2009 年版。

3.71 更緊密經貿關係安排（CEPA）補充協議五於 2008 年 7 月簽訂，廣東省政府將獲授予更大批核權，落實 CEPA 的工作。此舉可進一步支持本港與珠三角地區的經濟融合。

3.72 中央政府宣佈多項涉及不同範疇的措施，以穩住本港經濟。中央政府有力的支持，配合香港堅實的經濟基礎，應足以讓本港轉危為機。企業應在國際貿易平台上與內地攜手合作，調配人力發展高檔次、高增值及先進科技的業務。

3.73 作為本港各行各業的重要腹地，內地經濟的增長勢頭可能將於 2009 年減慢。中國為求帶領經濟走出因出口量下降而引致的發展放緩局面，將以刺激內需為「長期」策略，並進一步採取措施刺激消費開支。

3.74 由於本地公司獲准在內地進行出入口貿易，以及提供批發及代理服務，在談判國際貿易產品的代理和分銷權時，能有更多籌碼，有助加強本港作為內地市場貿易平台的角色，從而惠及批發業。

3.75 批發業前景猶在，惟預期將不會出現明顯擴張，而非本業專門職務亦將繼續外判。業界於 2006 年初開始增聘技術僱員，但由於業界需節省成本，以保持競爭力，務求渡過金融海嘯，或可能停止增聘技術僱員。

3.76 此外，對比其他國家，內地的金融危機相對輕微。儘管出口及工業生產疲弱會為內地經濟帶來挑戰，但國內內需依然強勁。批發商應向零售市場提供有力支援，減少外需範疇的業務。

資料來源：

1. 馬尼拉 ADB 經濟及研究部（The economics and research Department, ADB, Manila）
2. 政府統計處
3. 香港貿易發展局
4. 香港特區政府經濟分析部
5. 香港旅遊發展局

第四章

建議

甲、 培訓需求

4.1 根據調查結果，本會建議提供培訓以滿足出入口及批發業以下兩個範疇的需要：

1. 額外人力需求
2. 僱主資助或提供在職培訓的需求

4.2 有關額外人力需求，根據第三章第 3.46 段的結果顯示，在考慮僱主預測人力增長及預計流失後，預計未來十二個月(直至 2009 年 11 月)，出入口及批發業將分別需要約 8 254 名及 1 464 名新僱員。按職級劃分的分析如下：

職級	預計 2009 年額外人力需求	
	出入口業	批發業
經理級	1 014	30
主任級	1 751	51
文員／技術人員級	5 489	1 383
總計	8 254	1 464

4.3 另第三章第 3.33 及 3.36 段顯示，2009 年出入口及批發業僱主預期資助或提供的培訓名額分別有 132 748 個及 3 891 個，按職級劃分的概況及分析如下：

職級	預計 2009 年所需培訓名額			
	出入口業		批發業	
經理級	23 173	17.5%	846	21.7%
主任級	49 389	37.2%	942	24.2%
文員／技術人員級	60 186	45.3%	2 103	54.1%
總計	132 748	100.0%	3 891	100.0%

4.4 調查結果顯示，面對出入口及批發業營商環境的急速轉變，培訓需求非常龐大。本會認為，僱主有迫切需要滿足高企的培訓需求。

4.5 對只有小量，甚至完全沒有資源進行內部培訓的中小企而言，特區政府出資推行的「技能提升計劃」及「持續進修基金」能為在職培訓提供財政支援，以裝備從業員符合行內的技能要求。因此，本會支持繼續推行這些財政措施，以滿足業界的培訓需求，並建議政府考慮擴大持續進修基金的資助範圍及增加向僱員提供的補助金額。

4.6 僱員再培訓局放寬入讀資格標準，以及增加再培訓學額數目，對重返勞動市場時遭遇困難的待業人士有正面影響。本會亦支持有關措施。

4.7 出入口業已制定資歷架構，本會認為這可為僱主及僱員提供定義清晰的資歷標準，以及清楚的銜接階梯，協助學習人士策劃晉升途徑，實踐終身學習。

4.8 本會支持新高中學制的「應用學習課程」所教授與出入口相關的能力，協助學生理解出入口業的基礎理論及概念，從而提供機會，協助他們探索在出入口業和批發業發展事業的機會。

培訓機構

4.9 為求存及保持競爭力，香港須加強本地經濟與內地的融合。有見及此，必須有更多如普通話等有關語言，以及行業專門技能等範圍的培訓，以切合有關情況。

4.10 除了擴大培訓範疇外，亦建議職業訓練局等培訓機構發展多元培訓模式，如網上學習及單元儲修制等，為因工時長而無法定期上課的僱員提供更大的靈活性。

4.11 除在職培訓外，有關方面亦不應忽視職前培訓，以求吸引更多合資格的年輕人加入本業。因此教育機構可在課程中加進基礎知識及軟性技能培訓，協助學生畢業後能更容易適應工作。

4.12 本會極力建議教育機構提供更多課程，諸如有關品牌管理、語文、中國貿易、品質控制、工廠評審、國際進／出口條例及規則、辦貨與採購，以及市場推廣的課程。本會相信，這類技能和知識可加強僱員的競爭力，從而惠及僱主。

僱主

4.13 建議將有關語文及業內專業技能定為出入口及批發業的核心培訓範圍。公司可以邀請培訓機構為僱員編寫「度身訂做」的培訓課程，以滿足他們的需要。

4.14 建議僱主提供各項鼓勵，如休假、補助金或在可能情況下提供晉升機會等，以吸引僱員參加及完成培訓課程。僱主的支持對僱員的培訓成效影響極大。

僱員

4.15 要最有效地善用其他持份者所匯集的力量及資源，員工的心態亦十分重要。他們應致力培養遠大目光，並理解終身學習的重要價值。僱員需準備面對行內需求的改變，方可在出入口及批發業中保持競爭力。

乙、 未來人力調查

4.16 本會認為，應繼續每隔兩年進行一次人力調查，讓各持份者更瞭解業內的人力情況，從而預計未來轉變，積極採取適當行動。

VOCATIONAL TRAINING COUNCIL
Terms of Reference of Training Boards

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 development of vocational education and training facilities to meet the assessed manpower demand.
4. To advise the Hong Kong Institute of Vocational Education (IVE) and training & development centres on the direction and strategic development of their programmes in the relevant disciplines.
5. To advise on the course planning, curriculum development and quality assurance systems of the IVE and training & development centres.
6. To prescribe job specifications for the principal jobs in the industry defining the skills, knowledge and training required.
7. To advise on training programmes for the principal jobs in the industry specifying the time a trainee needs to spend on each skill elements.
8. 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.
9. To advise on the conduct of skill competitions in key trades in the industry for the promotion of vocational education and training as well as participation in international competitions.
10. 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 vocational education and training in the industry.
11. To organize seminars/conferences/symposia on vocational education and training for the industry.
12. To advise on the publicity relating to the activities of the Training Board and relevant vocational education and training programmes of the VTC.
13. 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.
14. To undertake any other functions delegated by the Council in accordance with Section 7 of the Vocational Training Council Ordinance.

職業訓練局
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. 就發展業內專業教育及訓練設施應付人力需求，向職業訓練局提供意見。
4. 就相關學科的課程發展方向及策略，向香港專業教育學院(IVE)、訓練及發展中心提出建議。
5. 就 IVE、訓練及發展中心的課程策劃、課程發展及質素保證制度提供意見。
6. 擬訂本業主要職務的工作範圍，界定所需的技能、知識及訓練。
7. 建議本業主要職務訓練方案，訂定每種技能所需的訓練期。
8. 對技術評估、技能測驗及證書頒發制度提供意見，以確定從業員、學徒及見習員的技能水平。
9. 就本業主要行業舉辦技能比賽提供意見，以推廣專業教育與訓練和派員參加國際賽事。
10. 就本業專業教育及訓練的發展與推廣事宜，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。
11. 為本業舉辦有關專業教育及訓練的研討會與會議。
12. 就業內訓練委員會工作、有關職訓局專業教育及訓練課程的宣傳事宜提供意見。
13. 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。
14. 根據《職業訓練局條例》第 7 條，負責局方所委派的其他工作。

IMPORT/EXPORT and WHOLESALE TRADES TRAINING BOARD

MEMBERSHIP LIST

Chairlady

Ms TANG Woon-ye, Bianca (nominated by a large import/export firm)

Members

Mr AU YOUNG Hung-man⁺ (nominated by the Hong Kong Chinese Importers' & Exporters' Association)

Dr CHAN Kwok-man, Edward (ad personam)

Mr CHOY Wai-shek, Raymond, MH JP⁺ (nominated by the Chinese General Chamber of Commerce)

Mr David HO * (nominated by the Hong Kong Chinese Importers' & Exporters' Association)

Ms HO Kit-kwai, Paula (ad personam)

Dr HUNG Kim-fung, Measure* (nominated by the Federation of Hong Kong Industries)

Mr LAM Daniel⁺ (nominated by the Hong Kong Trade Development Council)

Mr LAU Kin-wah, Kevin⁺ (nominated by the Chinese Manufacturers' Association of Hong Kong)

Ms LO Kit-ye, Katherie* (nominated by the Hong Kong Trade Development Council)

Dr MAK Wai-ming, Mac (nominated by a tertiary institution)

Mr NG Wang-pun, Dennis, MH* (nominated by the Chinese Manufacturers' Association of Hong Kong)

Mr PAU Kit-kwan, Benson (nominated by the Hong Kong General Chamber of Commerce)

Mr SUN Brian (nominated by the Hong Kong Exporters' Association)

Mr TANG Ka-kwan (nominated by a trade union)

Mr TING Tit-cheung, David	(nominated by a small and medium business association)
Mr TSOI Tai-kwan, Arthur	(nominated by the Employers' Federation of Hong Kong)
Mr WONG Tat-tong, Peter*	(nominated by the Chinese General Chamber of Commerce)
Mr YIM Yuk-lun, Stanley ⁺	(nominated by the Federation of Hong Kong Industries)
Ms NG Yee-ling, Elaine	(representing the Director-General of Trade and Industry)
Mr KWOK Kai-hing, Daniel	(representing the Executive Director of the Vocational Training Council)

In Attendance

Ms KEA Chi-shun, Josephine	(Hong Kong Institute of Vocational Education (Kwai Chung))
Mr WONG Tat-lam, William	(Import/Export and Wholesale Trades Training Centre)

Secretary

Mr LEUNG Kim-hang, Leslie	(Vocational Training Council)
---------------------------	-------------------------------

* Appointment term expired on 31st March 2009

⁺ Appointment term commenced on 1st April 2009

出入口及批發業訓練委員會

委員名單

主席

鄧煥儀女士 某大型出入口公司提名

委員

歐陽雄萬先生 ⁺	香港中華出入口商會提名
陳國民博士	獨立人士
蔡偉石先生 MH JP ⁺	香港中華總商會提名
何志豪先生*	香港中華出入口商會提名
何結葵女士	獨立人士
洪劍峰博士*	香港工業總會提名
林國駿先生 ⁺	香港貿易發展局提名
劉健華先生 ⁺	香港中華廠商聯合會提名
盧潔儀女士*	香港貿易發展局提名
麥偉明博士	本地某大學提名
吳宏斌先生*	香港中華廠商聯合會提名
鮑潔鈞先生	香港總商會提名
孫騰章先生	香港出口商會提名
鄧家坤先生	某工會組織提名
丁鐵翔先生	中小型企業商會提名
蔡大鈞先生	香港僱主聯合會提名
黃達堂先生*	香港中華總商會提名
嚴玉麟先生 ⁺	香港工業總會提名
吳伊玲女士	工業貿易署署長代表
郭啓興先生	職業訓練局執行幹事代表

列席者

祁志純女士 香港專業教育學院(葵涌分校)
黃達霖先生 出入口及批發業訓練中心

秘書

梁劍衡先生 職業訓練局

* 任期於 2009 年 3 月 31 日屆滿

⁺ 任期於 2009 年 4 月 1 日開始

WORKING GROUP ON 2008 MANPOWER SURVEY

MEMBERSHIP LIST

(April 2009)

Convener

Mr TING Tit-cheung, David (nominated by a small and medium business association)

Vice-Convener

Dr HUNG Kim-fung, Measure (nominated by the Federation of Hong Kong Industries)

Members

Mr HO David (nominated by the Hong Kong Chinese Importers' & Exporters' Association)

Ms HO Kit-kwai, Paula (ad personam)

Dr MAK Wai-ming, Mac (nominated by a tertiary institution)

Mr KWOK Kai-hing, Daniel (representing the Executive Director of Vocational Training Council)

Ms KEA Chi-shun, Josephine (Hong Kong Institute of Vocational Education (Kwai Chung))

Mr WONG Tat-lam, William (Import/Export and Wholesale Trades Training Centre)

In Attendance

Mr LAM Wai-lim, William (Census and Statistics Department)

Secretary

Mr LEUNG Kim-hang, Leslie (Vocational Training Council)

2008 年人力調查工作小組委員名單
(2009 年 4 月)

召集人

丁鐵翔先生

中小型企業商會

副召集人

洪劍峰博士

香港工業總會

委員

何志豪先生

香港中華出入口商會

何結葵女士

獨立人士

麥偉明博士

本地某大學

郭啓興先生

職業訓練局執行幹事代表

祁志純女士

香港專業教育學院(葵涌分校)

黃達霖先生

出入口及批發業訓練中心

列席者

林瑋廉先生

政府統計處

秘書

梁劍衡先生

職業訓練局

FOCUS GROUP ON 2008 MANPOWER SURVEY

MEMBERSHIP LIST

Members

Mr AU YOUNG Hung-man	(nominated by the Chinese Importers' and Exporters' Association)
Mr CHAN Ron	(nominated by the Hong Kong Shippers' Council)
Ms CHEUK Fung-ting, Phyllis	(nominated by the Chinese Manufacturers' Association of Hong Kong)
Ms LEE Ella	(nominated by the Hong Kong General Chamber of Commerce)
Mr SUN Brian	(nominated by the Hong Kong Exporters' Association)
Mr YAU Desmond	(nominated by the Federation of Hong Kong Industries)

Secretary

Mr LEUNG Kim-hang, Leslie	(Vocational Training Council)
---------------------------	-------------------------------

2008 年人力調查專題小組

委員名單

委員

歐陽雄萬先生 (香港中華出入口商會提名)

陳永亮先生 (香港付貨人委員會提名)

卓鳳婷女士 (香港中華廠商聯合會提名)

李麗嫦女士 (香港總商會提名)

孫騰章先生 (香港出口商會提名)

鄧福存先生 (香港貿易發展局提名)

丘汶興先生 (香港工業總會提名)

秘書

梁劍衡先生 (職業訓練局)

Headquarters Division 2 總辦事處二科
20F, Skyline Tower, 39 Wang Kwong Road, Kowloon Bay, Kowloon, Hong Kong
香港九龍九龍灣宏光道39號宏天廣場20樓
www.vtc.edu.hk

Telephone No 電話

Facsimile No 傳真 (852) 2574 3759

Our Reference 本局檔號 IEW/4/2 (2008)

Your Reference 來函檔號



3rd November 2008

Dear Sir/Madam,

2008 Manpower Survey of the Import/Export Trades

On behalf of the Vocational Training Council, I am writing to solicit your kind cooperation in the 2008 Manpower Survey to be conducted by the Import/Export/Wholesale Trades Training Board. The Import/Export/Wholesale Trades Training Board is appointed by the Chief Executive of the Government of the Hong Kong Special Administrative Region to be responsible for matters pertaining to manpower training in the import/export/wholesale trades.

The purpose of the survey is to assess the latest manpower situation and training needs so as to enable the Training Board to formulate appropriate recommendations on manpower training for the import/export trades. The survey will be conducted from 10th November to 9th December 2008. Your support in supplying the information will be much appreciated.

---- I enclose the following documents in both English and Chinese for your completion and reference :

1. The questionnaire (Appendix A),
2. Explanatory notes (Appendix B), and
3. Descriptions of principal jobs (Appendix C)

During the survey period, an officer from the Census and Statistics Department will contact your office. The officer will answer any queries you may have, and collect the completed questionnaire.

I wish to assure you that the information collected will be handled in strict confidence and will be published only in the form of statistical summaries without reference to individual companies.

All information and findings reported in the survey reports is of great relevance for future growth and development in your company. It would be most appreciated if you would take a few minutes in completing the questionnaire.

In appreciation of your support in completing the questionnaire, an officer from the Census and Statistics Department will present a complimentary USB protection device, "My USB Only" for your retention.

For details of past manpower survey reports of Import/Export and Wholesale Trades, please visit our website: <http://ietb.vtc.edu.hk>.

Should you have any queries regarding the survey, please contact the Manpower Statistics Section of the Census and Statistics Department at 2116 8301.

Thank you for your cooperation.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Bianca Tang', with a large, stylized flourish at the end.

(Ms Bianca Tang)
Chairlady
Import/Export/Wholesale Trades Training Board

Headquarters Division 2 總辦事處二科
20F, Skyline Tower, 39 Wang Kwong Road, Kowloon Bay, Kowloon, Hong Kong
香港九龍九龍灣宏光道39號宏天廣場20樓
www.vtc.edu.hk

Telephone No 電話

Facsimile No 傳真

(852) 2574 3759

Our Reference 本局檔號 IEW/4/2 (2008)

Your Reference 來函檔號



各位僱主：

2008 年出入口業人力調查

職業訓練局屬下出入口及批發業訓練委員會將進行 2008 年人力調查，本人謹代表職訓局懇請閣下惠予合作，提供協助。本委員會是由香港特別行政區政府行政長官委任，負責出入口及批發業的人力訓練事宜。

為評估本港出入口業最新的人力情況及訓練需要，以便制定合適的人力訓練建議，本會將於 2008 年 11 月 10 日至 2008 年 12 月 9 日期間進行人力調查。

…… 現隨函附上下列中英文對照文件，以供參閱填寫：

1. 調查表（附錄 A）；
2. 調查表附註（附錄 B）；
3. 主要職務工作說明（附錄 C）。

調查期間，政府統計處職員將造訪 貴機構，解答有關問題，同時收取填妥的調查表。

調查所得資料絕對保密，並只發表摘要統計數字，不會提及個別機構。


敬請以數分鐘時間完成夾附的調查表，調查報告內所有資料可作為 貴公司將來發展參考備用。

為答謝 貴機構對是次調查的支持，政府統計處職員會為你送上一盒 USB 保護裝置軟體贈送版 — 『My USB Only』，以作紀念。

有關過去相關的出入口及批發業人力調查報告書，可在我們的網站
<http://ietb.vtc.edu.hk> 細閱。

如對調查有任何疑問，請致電 2116 8301 與政府統計處人力統計組聯絡。

承蒙協助，謹此致謝。



出入口及批發業訓練委員會主席
鄧煥儀女士

2008 年 11 月 3 日

CONFIDENTIAL	填入數據後即成
WHEN DATA ENTERED	機密文件

VOCATIONAL TRAINING COUNCIL
職業訓練局

THE 2008 MANPOWER SURVEY OF THE IMPORT/EXPORT TRADES
二〇〇八年出入口業人力調查

QUESTIONNAIRE
調查表

PLEASE READ THE EXPLANATORY NOTES BEFORE COMPLETING THIS QUESTIONNAIRE
填表前，請參閱附註

For official use only: 此欄毋須填寫	Rec. Type	Survey Code	Industry Code	Establishment No.	Enumerator's No.	Editor's No.	Check Digit	No. of Employees Covered by the Questionnaire
	1	2 9 2 3	4 5 6 7 8 9	10 11 12 13 14 15	16 17	18 19	20 21 22	23 24 25 26 27

140

NAME OF COMPANY: _____
公司名稱

ADDRESS: _____
地址

TYPE OF PRODUCTS/SERVICES: _____
產品 / 服務

TOTAL NUMBER OF PERSONS ENGAGED: _____
僱員總人數

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

PART I 第一部份

(A) Job 工作		(B) Average Monthly Income 每月平均 收入		(C) Number Employed at Date of Survey 調查期間 的僱員人數	(D) No. of Vacancies at Date of Survey 調查期間 的空缺額	(E) Forecast of No. Employed 12 Months from Now 預測在 十二個月後 的僱員人數	(F) Preferred Level of Education 僱員宜有教育程度	(G) Preferred Relevant Years of Experience 僱員宜有的相關年資	(H)
Title 職稱 (See Appendix C) (參閱附錄C)		Rec. Type	Job Code 職務編號 8-10	Code 編號 11	12-15	16-18	19-22	Code 編號 23	Code 編號 24
1.		2							
2.		2							
3.		2							
4.		2							
5.		2							
6.		2							
7.		2							
8.		2							
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27.		2							
28.		2							
29.		2							
30.		2							
31.		2							
32.		2							

(i) Enter in Column (B) the employee's average monthly income range according to the following codes:
請將僱員的每月平均收入幅度，按下列編號填入「B」欄內：

Code 編號	Average Monthly Income Range 每月平均收入幅度
1	Over \$70,000 以上
2	\$50,001 - \$70,000
3	\$30,001 - \$50,000
4	\$20,001 - \$30,000
5	\$10,001 - \$20,000
6	\$8,001 - \$10,000
7	\$6,001 - \$8,000
8	Under \$6,001 以下

(ii) Enter in Column (F) the preferred level of education for employee according to the following codes:
請將僱員宜有的教育程度按下列編號填入「F」欄內：

Code 編號	Preferred Level of Education 宜有教育程度
1	Professional Qualification 專業資格
2	University Degree or above 大學學位或以上
3	Associate Degree/Professional Diploma/Higher Diploma/ Higher Certificate or equivalent 副學士學位／專業文憑／ 高級文憑／高級證書 或同等學歷
4	Diploma/Certificate or equivalent 文憑／證書或同等學歷
5	Matriculation 大學預科
6	Secondary 5 中五
7	Secondary 3 or below 中三或以下

(iii) Enter in Column (G) the preferred relevant years of experience for employee according to the following codes:
請將僱員宜有的相關年資，按下列編號填入「G」欄內：

Code 編號	Preferred Relevant Years of Experience 宜有的相關年資
1	10 years or more 十年或以上
2	6 years to less than 10 years 六年至十年以下
3	3 years to less than 6 years 三年至六年以下
4	1 year to less than 3 years 一年至三年以下
5	Less than 1 year 一年以下

Note : If additional lines are necessary, please tick here and enter on supplementary sheet(s).
附註： 如此頁填滿，請先將 (✓) 號填入此 內，然後在附頁繼續填寫。

PART II
第二部份

<u>For Official Use Only</u> 此欄毋須填寫	
Est. No.	_____
ER No.	_____

Internal Promotion
內部晉升

Q1. Number of internal promotions in respect of new or existing posts during the past 12 months:
過去十二個月內由內部晉升以填補增設職位或現有空缺的僱員人數：

- | | | | | | | | | | |
|---|---|--|--|--|--|----|--|--|--|
| (a) From Supervisory Level to Managerial Level
由主任級晉升為經理級 | <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td colspan="4" style="text-align: center;">8</td></tr> </table> | | | | | 8 | | | |
| | | | | | | | | | |
| 8 | | | | | | | | | |
| (b) From Clerical / Operative Support Level to Supervisory Level
由文員/技術人員級晉升為主任級 | <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td colspan="4" style="text-align: center;">11</td></tr> </table> | | | | | 11 | | | |
| | | | | | | | | | |
| 11 | | | | | | | | | |
| (c) From Others to Clerical / Operative Support Level
由其他職位晉升為文員/技術人員級 | <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td colspan="4" style="text-align: center;">14</td></tr> </table> | | | | | 14 | | | |
| | | | | | | | | | |
| 14 | | | | | | | | | |

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

Q2. Number of employees leaving your company during the past 12 months by whereabouts:
過去十二個月內離職的僱員人數（按去向分類）：

	<u>Managerial</u> 經理級	<u>Supervisory</u> 主任級	<u>Clerical and Operative Support</u> 文員及技術人員級																								
(a) Taking up import/export trade related jobs (Including starting own business in related trades) 從事與出入口業有關的工作（包括創業）	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td colspan="4" style="text-align: center;">17</td></tr> </table>					17				<table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td colspan="4" style="text-align: center;">20</td></tr> </table>					20				<table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td colspan="4" style="text-align: center;">23</td></tr> </table>					23			
17																											
20																											
23																											
(b) Taking up non-import/export trade related jobs (Including starting own business in non-import/export trades) 從事與出入口業無關的工作（包括創業）	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td colspan="4" style="text-align: center;">26</td></tr> </table>					26				<table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td colspan="4" style="text-align: center;">29</td></tr> </table>					29				<table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td colspan="4" style="text-align: center;">32</td></tr> </table>					32			
26																											
29																											
32																											
(c) Emigration, retirement, further studies or others 移民、退休、升學或其他	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td colspan="4" style="text-align: center;">35</td></tr> </table>					35				<table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td colspan="4" style="text-align: center;">38</td></tr> </table>					38				<table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td colspan="4" style="text-align: center;">41</td></tr> </table>					41			
35																											
38																											
41																											

<u>For Official Use Only</u> 此欄毋須填寫	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td colspan="4" style="text-align: center;">44</td></tr> </table>					44				<table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td colspan="4" style="text-align: center;">47</td></tr> </table>					47				<table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td colspan="4" style="text-align: center;">50</td></tr> </table>					50			
	44																										
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53																											
54																											

Local Employees Deployed to Work in the Mainland
本港僱員被派遣在內地工作的情況

For Official Use Only
 此欄毋須填寫

Q3. (a) Does your company deploy any local employees to work in the Mainland?
 貴公司是否有派遣本港僱員前往內地工作?

Yes 有

No 沒有

Please go to Q3(b)
 請答第3(b)題

Please go to Q4
 請答第4題

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(b) If yes, please give the number of local employees deployed to work in the Mainland.
 如有，請說明被派遣前往內地工作的本港僱員人數。

Local Employees Deployed to Work in the Mainland
 (As in November 2008)
 二〇〇八年十一月本港僱員被派遣在內地工作的情況

	<u>Stationed Basis</u> ^{*(1)} 長駐 ^{*(1)}	<u>Travelling Basis</u> ^{*(2)} 非長駐 ^{*(2)}
(i) Managerial 經理級	<input type="text" value="56"/>	<input type="text" value="59"/>
(ii) Supervisory 主任級	<input type="text" value="62"/>	<input type="text" value="65"/>
(iii) Clerical and Operative Support 文員及技術人員級	<input type="text" value="68"/>	<input type="text" value="71"/>

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 此欄毋須填寫

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* (1) "Employees working in the Mainland on a stationed basis" refers to those local full-time staff members who had worked in the Mainland with permanent post and job title.

「長駐內地的僱員」指在內地工作，有長期職位及職稱的全職本港員工。

* (2) "Employees working in the Mainland on a travelling basis" refers to those local full-time staff members who went to the Mainland only undertaking trade related functions, business negotiations/consultations, and/or attending trade fairs, meetings and business-related entertainment.

「非長駐但要返內地公幹的僱員」指到內地只是為了負責行業相關工作、洽談生意、業務諮詢及／或出席業內展覽、會議及參與與工作有關的娛樂活動的全職本港員工。

Impact on Manpower Requirements in respect of Functions Moved Outside Hong Kong in the Past 12 Months
在過去十二個月中，業務遷離香港對人力需求的影響

Q4. Has your company moved any functions, wholly or partially, to other places outside Hong Kong in the past 12 months?
貴公司在過去十二個月內，有否把全部或部分業務遷離香港？

Yes 有

No 沒有

Please answer Q4(a), (b) & (c)
請答第4(a), (b)及(c)題

Please go to Q5
請答第5題

(a) Type of functions have been moved (more than one function may be chosen)
遷離業務的種類(可選超過一項)

77 Quality Control
品質控制

78 Merchandising
辦貨

79 Warehouse
倉務

80 Shipping
船務

81 Accounting
會計

82 Research and Development
研究及發展

83 Export and Marketing
出口及銷售

84 Computer Data Entry
電腦資料輸入

85 Sales and Customer Services
銷售及客戶服務

86 Others (Please Specify)
其他(請說明)

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(b) To where? (May choose more than one place)
 遷往何地? (可選超過一個地區)

- 88 Mainland
內地
- 89 Asia
亞洲
- 90 Malaysia
馬來西亞
- 91 India
印度
- 92 Vietnam
越南
- 93 Cambodia
柬埔寨
- 94 America
美洲
- 95 Europe
歐洲
- 96 Africa
非洲
- 97 Other Places (Please Specify)
其他地區 (請說明)

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(c) Number of employees have been recruited as a result
 因而聘請員工人數

	0	1-20	21-50	51-100	Over 100 超過100人
(i) <u>From Hong Kong</u> 香港員工	<input type="checkbox"/> 99	<input type="checkbox"/> 100	<input type="checkbox"/> 101	<input type="checkbox"/> 102	<input type="checkbox"/> 103
(ii) <u>From Mainland</u> 內地員工	<input type="checkbox"/> 104	<input type="checkbox"/> 105	<input type="checkbox"/> 106	<input type="checkbox"/> 107	<input type="checkbox"/> 108
(iii) <u>From Other Places</u> 其他地方員工	<input type="checkbox"/> 109	<input type="checkbox"/> 110	<input type="checkbox"/> 111	<input type="checkbox"/> 112	<input type="checkbox"/> 113

114

Impact on Manpower Requirements in respect of Functions Moved Outside Hong Kong in the Next 12 Months
在未來十二個月中，業務遷離香港對人力需求的影響

Q5. Will your company move any functions, wholly or partially, to other places outside Hong Kong in the next 12 months?

貴公司會否於未來十二個月內，把全部或部分業務遷離香港？

Yes 會

No 不會

Please answer Q5(a), (b) & (c)
請答第5(a), (b)及(c)題

Please go to Q6
請答第6題

(a) Type of functions to be moved (more than one function may be chosen)

遷離業務的種類(可選超過一項)

116

Quality Control

品質控制

117

Merchandising

辦貨

118

Warehouse

倉務

119

Shipping

船務

120

Accounting

會計

121

Research and Development

研究及發展

122

Export and Marketing

出口及銷售

123

Computer Data Entry

電腦資料輸入

124

Sales and Customer Services

銷售及客戶服務

125

Others (Please Specify)

其他(請說明)

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(b) To where? (May choose more than one place)
 遷往何地? (可選超過一個地區)

- 127 Mainland
內地
- 128 Asia
亞洲
- 129 Malaysia
馬來西亞
- 130 India
印度
- 131 Vietnam
越南
- 132 Cambodia
柬埔寨
- 133 America
美洲
- 134 Europe
歐洲
- 135 Africa
非洲
- 136 Other Places (Please Specify)
其他地區 (請說明)

(c) Number of employees to be recruited as a result
 因而聘請員工人數

	0	1-20	21-50	51-100	Over 100 超過100人
(i) <u>From Hong Kong</u> 香港員工	<input type="checkbox"/> 138	<input type="checkbox"/> 139	<input type="checkbox"/> 140	<input type="checkbox"/> 141	<input type="checkbox"/> 142
(ii) <u>From Mainland</u> 內地員工	<input type="checkbox"/> 143	<input type="checkbox"/> 144	<input type="checkbox"/> 145	<input type="checkbox"/> 146	<input type="checkbox"/> 147
(iii) <u>From Other Places</u> 其他地方員工	<input type="checkbox"/> 148	<input type="checkbox"/> 149	<input type="checkbox"/> 150	<input type="checkbox"/> 151	<input type="checkbox"/> 152

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

Q6. How many employees will you plan to provide/sponsor training in the next 12 months?

(May choose more than one type of skills)

在未來十二個月內，貴公司會計劃提供／資助培訓給多少名僱員？(可選超過一種技能類別)

	<u>Managerial</u> 經理級	<u>Supervisory</u> 主任級	<u>Clerical and Operative Support</u> 文員及技術人員級
Management Skills			
管理技能			
(a) Business Development and Management 商務發展及管理	□□□□ 154	□□□□ 157	□□□□ 160
(b) Supply Chain Management 供應鏈管理	□□□□ 163	□□□□ 166	□□□□ 169
(c) Supervisory Skills 督導技巧	□□□□ 172	□□□□ 175	□□□□ 178
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Trade Specific Skills
業內專業技能

(d) International Trade and Practices 國際貿易實務	□□□□ 182	□□□□ 185	□□□□ 188
(e) Transport and Logistics 運輸與物流	□□□□ 191	□□□□ 194	□□□□ 197
(f) Product Development 產品開發	□□□□ 200	□□□□ 203	□□□□ 206
(g) Graphic Design 平面設計	□□□□ 209	□□□□ 212	□□□□ 215
(h) Merchandising 辦貨	□□□□ 218	□□□□ 221	□□□□ 224
(i) Customer Relationship 客戶關係	□□□□ 227	□□□□ 230	□□□□ 233
(j) Product Knowledge 產品知識	□□□□ 236	□□□□ 239	□□□□ 242
(k) Quality Control 品質控制	□□□□ 245	□□□□ 248	□□□□ 251
(l) Compliance 準則審核	□□□□ 254	□□□□ 257	□□□□ 260

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IT Skills

資訊科技技能

(m) e-Commerce Knowledge and Applications 電子商務的知識及應用	□□□□ 264	□□□□ 267	□□□□ 270
(n) Basic Computer Operation Skills including Chinese Input Method 運用電腦基本技能包括中文輸入法	□□□□ 273	□□□□ 276	□□□□ 279
(o) Web Design 網頁設計	□□□□ 282	□□□□ 285	□□□□ 288

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	<u>Managerial</u> 經理級	<u>Supervisory</u> 主任級	<u>Clerical and Operative Support</u> 文員及技術人員級
<u>China-related Knowledge and World Vision</u> 有關中國的知識及世界視野			
(p) China Trade Business 中國貿易	□□□□ 292	□□□□ 295	□□□□ 298
(q) Laws and Regulatory Restrictions for Access to China's Market 進入中國市場的法律和規條限制	□□□□ 301	□□□□ 304	□□□□ 307
(r) World Vision 世界視野	□□□□ 310	□□□□ 313	□□□□ 316

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□□
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Language Skills
語文技能

(s) Spoken English 英語會話	□□□□ 320	□□□□ 323	□□□□ 326
(t) Written English 英語書寫能力	□□□□ 329	□□□□ 332	□□□□ 335
(u) Written Chinese 中文書寫能力	□□□□ 338	□□□□ 341	□□□□ 344
(v) Putonghua 普通話	□□□□ 347	□□□□ 350	□□□□ 353
(w) Japanese 日文	□□□□ 356	□□□□ 359	□□□□ 362

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Others (Please Specify)
其他 (請說明)

_____	□□□□ 366	□□□□ 369	□□□□ 372
_____	□□□□ 375	□□□□ 378	□□□□ 381

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□□
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End of Questionnaire
Thank You for Your Co-operation
— 問卷完 —
多謝合作

Please tick this box if your company wants a complimentary copy of the 2008 Manpower Survey Report in CD-ROM version.

如貴公司欲收到二〇〇八年人力調查報告 CD-ROM 贈閱版，請於方格內加上 "✓" 號。

□□
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The completed questionnaire will be collected by an officer from the Census and Statistics Department.
政府統計處會派員收回填妥的調查表。

The 2008 Manpower Survey of the Import/Export Trades

Explanatory Notes

1. Please complete the columns ('A' to 'G') of the questionnaire and insert a zero (0) for any column not applicable to your company.

2. Column 'A' - Job Titles

(a) Please note that some of the job titles may not be the same as those used in your company, but if the jobs have similar or related functions, please treat them as the same and supply the required information in the questionnaire.

(b) Please classify an employee according to his major duty irrespective of any additional secondary duties he may be required to perform.

(c) Please add in this column titles of employees not mentioned in Appendix C whose duties demand import/export trades training, and briefly describe them in respect of the appropriate job levels.

3. Column 'B' - Average Monthly Income

Please select and enter in this column the appropriate code number showing the average monthly income range for each type of employee(s). The monthly income should include basic salary, overtime pay, cost of living allowance, meal allowance, commission and bonus. If you have more than one employee doing the same principal job, please enter the average figure.

<u>Average Monthly Income Range</u>	<u>Code</u>
Over \$70,000	1
\$50,001 - \$70,000	2
\$30,001 - \$50,000	3
\$20,001 - \$30,000	4
\$10,001 - \$20,000	5
\$8,001 - \$10,000	6
\$6,001 - \$8,000	7
Under \$6,001	8

4. Column ‘C’ - Number Employed at Date of Survey

Please fill in the total number of employees in present posts against each principal job at the time of the survey. The permanent employees include all those under the company’s payroll, disregarding whether the employees are deployed to work in other places (including Mainland China).

5. Column ‘D’ - Number of Vacancies at Date of Survey

Please fill in the number of existing vacancies you may have. ‘Existing Vacancies’ refer to those unfilled, immediately available job openings for which the company is actively trying to recruit personnel at date of survey.

6. Column ‘E’ - Forecast of Number Employed 12 Months from Now

The forecast of number employed means the number of employees you will be employing 12 months from now. The number given could be less than that in column ‘C’ if a contraction is expected.

7. Column ‘F’ - Preferred Level of Education

Please enter in this column the appropriate code number showing the preferred level of education which your company requires an employee in a particular position to have.

<u>Level of Education</u>	<u>Code</u>
Professional Qualification	1
University Degree or above	2
Associate Degree/Professional Diploma/Higher Diploma/ Higher Certificate or equivalent	3
Diploma/Certificate or equivalent	4
Matriculation	5
Secondary 5	6
Secondary 3 or below	7

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

Please indicate the preferred relevant years of experience which your company requires an employee in a particular position to have.

<u>Period</u>	<u>Code</u>
10 years or more	1
6 years to less than 10 years	2
3 years to less than 6 years	3
1 year to less than 3 years	4
Less than 1 year	5

Note: The information received will be treated in strict confidence and will be published only in the form of statistical summaries without reference to any individual company.

The 2008 Manpower Survey of the Import/Export Trades

Note I : Column 'A' - Job Titles and Brief Job Descriptions of Principal Jobs
in the Import/Export Trades

(Some of the job titles may not be identical to those used in your company. However, if the jobs have similar or related functions, please treat them as the same and supply the required information in the questionnaire.)

Code No.	Job Title	Brief Job Description
MANAGERIAL LEVEL (including Senior and Assistant Managers)		
101	General Manager	Assumes total responsibility of an establishment and has other managers/executives as direct subordinates.
102	Research and Development Manager * Design Manager * Chief Designer * Product Development Manager * Engineering Manager * Application Manager * Technology Manager	Responsible for leading a product development team in all design and technical issues before merchandise can proceed to mass production. Understands different customers' expectations and provides recommendations on existing designs or presents new collection to customer. Conducts research on fabric, accessories and styles and updates customers and internal teams on regular basis. Sources new materials on customers' requests and compares costing. Develops and reviews sample specifications together with customers on sample development. Works closely with merchandisers, QA and vendors on samples, samples production schedule and costing issues throughout the development stage. Shares design conceptions with subordinates and inspires their creativity.

Remark: * Equivalent titles have the same job code.

Code No.	Job Title	Brief Job Description
MANAGERIAL LEVEL (including Senior and Assistant Managers) (Continued)		
103	Shipping Manager	Takes charge of the operation of logistics, import and/or export division/section of an establishment. Liaises with customers, agents, distributors, and insurance, shipping and other companies. Ensures proper preparation and submission of import/export, shipping and relevant documents on time.
104	Technical Manager	Works with merchants and vendors to resolve technical issue at product development stage. Provides technical advice to vendors upon request and liaises with Corporate technical team on methods of quality improvement and production. Works in the development of up-to-date technical policies on product standards and safety, testing procedures, colour quality, etc. Oversees the performance of the testing and laboratory process and operation.
105	Merchandising Manager	Plans, organizes, directs and controls sourcing, purchasing and buying activities. Reviews market and sales analyses to determine local and/or overseas market requirements. Follows up buyers' orders, liaises with appropriate departments to ensure prompt execution of buyers' orders.
106	Quality Control Manager	Plans, organizes, directs and controls quality assurance procedures in all stages of merchandising to ensure incoming materials and finished products meet the required standards and specifications.

Code No.	Job Title	Brief Job Description
<p align="center">MANAGERIAL LEVEL (including Senior and Assistant Managers) (Continued)</p>		
107	Compliance Manager	<p>Takes charge of the full compliance function of the company. Responsible for developing policies and procedures and implementing proper practices on vendor compliance. Provides inputs to management on long term strategic direction on compliance issues. Keeps abreast of the global development on aspects like human rights and international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices.</p>
108	Sales/Marketing Manager	<p>Plans, organizes, directs and controls marketing, sales and promotion activities in an import and export establishment. Reviews market and sales analyses to determine market requirements. Personally contacts clients to promote sales.</p>
109	Warehouse and Distribution Manager	<p>Responsible for and controls of the receiving, storing and distribution of goods and the overall operation of a warehouse. Ensures receiving, storage and distribution services are provided for and records kept. Enforces fire, safety and other government regulations.</p>
110	Purchasing Manager	<p>Manages purchasing activities in sourcing, negotiating price, terms and condition of suppliers' contract. Approves Purchase Orders. Oversees overall purchasing procedures.</p>
111	Other Supporting Managers (please specify titles)	<p>Managers involve in accounting, finance, IT or other administrative work.</p>

Code No.	Job Title	Brief Job Description
SUPERVISORY LEVEL (including Senior and Assistant Supervisors)		
201	Compliance Officer	Ensures vendor understanding and completes compliance with the company's code of vendor conduct and all local laws and regulations. Regularly visits the factories to inspect for compliance to ensure that they have developed, implemented and maintained proper personnel policies, procedures and factory condition. Establishes system/procedure to elicit honest feedback about factory condition from workers and other non-management groups. Establishes and maintains positive relationships with appropriate local religious, labour, political and business leaders through sharing information and giving advice. Provides assessments, analyses and forecasts of local, political, cultural and economic conditions.
202	Shipping Supervisor	Supervises the operation of import and/or export division/section of an establishment. Checks shipping documents and monitor the transport of raw material and cargo.
203	Research and Development Officer * Product Development Officer	Assists Research and Development Manager to supervise the product development team in sourcing new technology, new design and new material for the products. Co-ordinates with designers, customers and manufacturers in the process of product development to make sure that the product is feasible to produce and meet the expectation of the customers.
204	Product Designer	Creates and produces designs for commercial, medical or industrial products. Develops models and prototypes for those newly design products to facilitate mass production. Updates and improves the design of existing products and their packaging after taking into account the production cost, selection of materials, production methods, new technology, safety measure, latest fashion trends, ergonomics, environmental protection, marketing and business strategy.

Remark: * Equivalent titles have the same job code.

Code No.	Job Title	Brief Job Description
SUPERVISORY LEVEL (including Senior and Assistant Supervisors) (Continued)		
205	Merchandiser/Buyer	Responsible for the purchase of merchandise for sale or materials for internal consumption. Liaises and negotiates with suppliers and buyers. Ensures the orders are properly executed.
206	Quality Inspector	Conducts quality checks on raw material and finished goods according to buyers' requirements. Supervises quality control/inspection personnel for inspecting quality of products.
207	Sales Supervisor	Supervises a team of salespersons. Checks and studies sales figures, stock of merchandise and customers' preference and makes recommendations on the purchase and stock of merchandise.
208	Warehouse and Distribution Supervisor	Plans and supervises receipt, inspection, storage and distribution of goods. Supervises warehouse staff in maintaining the workflow of warehouse, ensures the keeping of records of goods entry and exit.
209	Transportation Supervisor	Takes charge of overall supervision of transportation activities. Co-ordinates goods handling activities with clients and warehouses. Supervises the preparation of documents before arrival/departure of goods.
210	Purchasing Supervisor	Assists the Purchasing Manager in implementing purchasing functions. Supervises Stock / Purchasing Clerk.

Code No.	Job Title	Brief Job Description
SUPERVISORY LEVEL (including Senior and Assistant Supervisors) (Continued)		
211	Sales Engineer	Performs sales job in promoting the company's products/services to potential and existing customers. With strong technical knowledge regarding the related products/services, he can explain to customers and interpret product specifications and functions to meet with customers' needs and close the deal. Works with colleagues in product design/production/engineering/R&D teams on product features and recommend changes where necessary to meet with market demand and market trends.
212	Technician	Provides technical input and suggestions in the areas of sewing and construction, fitting, grading and problematic product testing to corporate technical team, merchandisers, and factories to allow for feasible production of a saleable/quality product. Ensures all the testing procedures with assigned agents are done properly and on time. Handles general enquiries regarding testing progress, performance standards and result interpretation.
213	Promoter Supervisor	Supervises Promoters in promoting products in order to meet the company sales target.
214	Other Supporting Supervisors (please specify titles)	Supervisors performing administrative and supporting works.

Code No.	Job Title	Brief Job Description
CLERICAL/OPERATIVE SUPPORT LEVEL		
301	Assistant Merchandiser	Assists the merchandisers in executing orders placed by buyer. Liaises with buyers on requirements of merchandise.
302	Documentation/Shipping Clerk	Prepares shipping documents for import, export and other related purposes. Keeps records of shipment.
303	Salesman/ Sales Representative	Solicits orders for commodities or for the import or export merchandise. Gives explanation and advice to customers or potential customers on the product(s) he/she sells.
304	Stock/Purchasing Clerk	Receives, stores and distributes supplies and commodities. Prepares purchase orders and maintains records of items purchased. Compiles and compares stock records to prepare requisitions.
305	Promoter	Promotes products and provides customer services.
306	Part-time Promoter	Promotes products and provides customer services in part-time mode.
307	Other Clerks/Supportive Staff (please specify titles)	Clerks provide supporting work.

二〇〇八年出入口業人力調查

附 註

1. 請填寫表內（A）至（G）欄，並在貴公司不適用的各欄內填入符號（0）。

2. （A）欄 - 職稱

(a) 表內部分職稱可能與貴公司所採用者不同，但如職務內容相同或類似，仍請歸類為同一職務，填上所需資料。

(b) 請根據主要職務把僱員分類，無需考慮其所兼任的其他職務。

(c) 如貴公司有附錄 C 沒有提及的主要職務名稱，而這些職務又需接受出入口業務的訓練，請在（A）欄填上有關職稱，並簡述其所屬的技能等級。

3. （B）欄 - 每月平均收入

請按下列編號選出適當的每月平均收入幅度，填入每類僱員的（B）欄內。僱員每月總收入包括底薪、超時工作工資、生活津貼、膳食津貼、佣金及花紅等。如貴公司有多於一名僱員擔任同一主要職務，請取其平均收入。

<u>每月平均收入幅度</u>	<u>編號</u>
\$70,000 以上	1
\$50,001 - \$70,000	2
\$30,001 - \$50,000	3
\$20,001 - \$30,000	4
\$10,001 - \$20,000	5
\$8,001 - \$10,000	6
\$6,001 - \$8,000	7
\$6,001 以下	8

4. (C) 欄 - 調查期間的僱員人數

請填上調查期間每一主要職務的現有職位僱員總數。長期僱員包括在貴公司人事編制內的所有僱員，不論是否有調往其他地方工作（例如內地）。

5. (D) 欄 - 調查期間的空缺額

請填入貴公司現有的空缺額。「現有空缺額」指調查期間貴公司正積極招聘的未填補空缺。

6. (E) 欄 - 預計十二個月後僱員人數

「預計僱員人數」指貴公司在十二個月後預計聘用的僱員人數。如估計業務屆時會收縮，此欄所填人數可少於（C）欄。

7. (F) 欄 - 僱員宜有教育程度

請按下列編號，將貴公司認為個別職位僱員宜有的教育程度填入（F）欄內。

<u>教育程度</u>	<u>編號</u>
專業資格	1
大學學位或以上	2
副學士學位／專業文憑／高級文憑／ 高級證書或同等學歷	3
文憑／證書或同等學歷	4
大學預科	5
中五	6
中三或以下	7

8. (G) 欄 - 僱員宜有的相關年資

請按下列編號，填上貴公司各類別職位僱員宜有的相關工作年資。

<u>年資</u>	<u>編號</u>
十年或以上	1
六年至十年以下	2
三年至六年以下	3
一年至三年以下	4
一年以下	5

註：調查所得資料絕對保密，只以統計摘要方式發表，絕不指明任何個別公司。

二〇〇八年出入口業人力調查

附註 I：(A) 欄 一 出入口業主要職務名稱及工作說明

(以下一些職務名稱可能與貴公司所採用者有所不同，但若職務內容相同或類似，請歸類為同一職務，並在調查表填上所需資料。)

編號	職稱	工作說明
經理級 (包括高級及助理經理)		
101	總經理	承擔機構的全部責任，直接管理其他經理及行政人員。
102	研究及開發經理 *設計經理 *首席設計師 *產品開發經理 *工程經理 *應用經理 *技術經理	負責帶領產品開發隊伍設計產品和技術的工作，待研發成功後，才讓商品大量生產。了解不同客戶的需求，並向客戶就現有產品作出建議或就新產品系列進行推介。進行產品研究，包括物料、附加配件及潮流款式，並與客戶和機構內部員工進行經常性的溝通或情報交換。按客戶的要求搜羅新物料及比較生產成本。於產品開發上，與客戶一同發展和檢討樣本規格說明。於產品研發過程中，與採購商、品質檢查人員及生產商就生產進度和成本進行緊密的協調。與下屬分享設計概念並啓發其創意。
103	出入口／船務經理	掌管機構的物流、出口或入口部門的業務。與顧客、經銷代理商以及保險、船務及其他公司保持聯絡。確保出入口、船務及其他有關文件編製妥當及準時呈交。

註：*同等職稱有同一編號。

編號	職稱	工作說明
經理級（包括高級及助理經理）（續）		
104	技術經理	與商人及供應商合作，解決產品開發階段的技術問題。按要求向供應商提供技術意見，與公司技術人員聯絡，研究質素提升及生產方法。參與制訂各範疇的最新技術政策，包括產品標準及安全、測試程序、顏色質素等。監督測試及化驗工作。
105	商品採購經理	策劃、組織、督導及主持各種採購工作。檢討市場及營業分析資料，以釐定本地及海外市場的需求。跟進買家訂單，並與有關部門聯絡，以確保貨物能迅速送交買家。
106	品質管制經理	策劃、組織、督導及監控採購方面各階段的品質保證程序，確保來料及製成品符合既定標準及規格。
107	準則審核經理	掌管有關機構產品符合各地準則的事宜。負責制訂政策及程序，規定供應商採取符合準則的做法。就符合準則的長期策略方針，向管理層提供意見。了解全球對人權及國際標準的最新發展，並提醒管理層注意容易出現問題的環節。與採購人員、質素保證人員、顧客及供應商緊密合作，以便繼續加強符合準則的工作。
108	銷售／市務經理	策劃、組織、督導和主持經銷機構的市場、營業及推廣工作。檢討市場及營業分析資料，以釐訂市場的需求。親身聯絡客戶，以推廣業務。
109	倉務及收發經理	管理和監控貨物接收、儲存、分發工作，以及貨倉的整體運作。提供接收、儲存及分發服務，保存有關記錄。確保符合消防、安全規定及其他法例。

編號	職稱	工作說明
經理級（包括高級及助理經理）（續）		
110	採購經理	管理採購工作，包括尋找貨源、洽談價錢及供應合約條款等。審批定單。監管整體採購程序。
111	其他經理級支援人員 （請說明其職稱）	參與會計、財務、資訊科技或其他行政工作的經理級人員。
主任級（包括高級和助理主任）		
201	準則審核主任	確保供應商明瞭並採取符合機構採購準則和本地法規的做法。定期到工廠巡查，確保廠方在符合準則方面制訂、推行和維持適當的人事政策、程序及工作環境。訂立制度／程序，收集員工及非管理層人士對工作環境的意見。透過資訊及意見交流，與本地有關宗教、勞工、政治及商界領袖建立並維持良好關係。就本地政治、文化、經濟情況進行評估、分析和預測。
202	船務主任	監督機構所有出入口業務。查核船務文件，督導原料及貨品的運送。
203	研究及開發主任 *產品開發主任	協助研究及開發經理監督產品開發隊伍，為產品研究新科技、設計及物料。在產品開發過程中，協調設計師、顧客及製造商，確保產品可以生產，同時滿足顧客要求。
204	產品設計師	創造商業、醫療或工業產品設計。製造新設計產品的模型和原型以便大量生產。考慮影響產品設計的原因，包括：生產成本、物料選擇、生產方法、最新技術、安全措施、最新流行款式、人體工程學、環境保護、市場學及商務策略等，以便更新和改進現有產品的設計和包裝。

註：*同等職稱有同一編號。

編號	職稱	工作說明
主任級（包括高級和助理主任）（續）		
205	商品／採購主任	負責採購貨品以供出售，或採購物料以供內部使用。與供應商、買家聯絡洽談。確保交易妥當完成。
206	品質檢查員	查驗原料及製成品的質素，確保符合買家要求。督導品質控制／檢查人員的工作。
207	營業主任	負責某種貨品或數種貨品的銷售，查核和研究銷售數字、貨品存貨及顧客的喜惡，並就貨品的採購及存貨提出建議。監督一組營業員的工作。
208	倉務及收發主任	策劃和監督貨物接收、查驗儲存及分發工作。督導貨倉員工依循倉內工作流程，保存貨物進出記錄。
209	運輸主任	負責全面的運輸督導工作。協調客戶與貨倉之間的貨物處理安排。確保貨物送達或運出前備妥文件。
210	採購主任	協助採購經理進行採購工作；監督貨倉／採購文員。
211	銷售工程師	負責銷售工作及向現有及有潛質之顧客推廣公司的產品／服務；以良好的產品／服務技術知識，向顧客解釋產品的規格及用途，從而滿足顧客的要求以至完成交易；在產品的特性及改進方面，與公司的產品設計／生產／工程／研發部門合作，以滿足市場需求及緊貼市場趨勢。
212	技術員	為公司技術人員、商品主任及工廠提供各方面的技術支援及建議，包括縫紉及構製、裝配、分級、問題產品測試等，以便生產暢銷／優質產品。確保指定代理的測試工作適當及依時進行。處理有關測試進展、標準及結果的一般查詢。

編號	職稱	工作說明
主任級（包括高級和助理主任）（續）		
213	推銷主任	監督推銷員推銷貨品，以便達到公司的營業額。
214	其他主任級支援人員 （請說明其職稱）	從事行政與支援工作的主任級人員。
文員／技術人員級		
301	助理商品員	協助商品主任完成交易，並就貨品規格與買家聯絡。
302	文件處理／船務文員	處理出入口或其他有關業務的文件，保存付運記錄。
303	營業代表	招攬貨品或商品批銷的訂單。就公司出售的產品，向顧客或未來顧客提供解釋及意見。
304	貨倉／採購文員	接收、儲存與分配存貨及貨品。編製購貨訂單，並保存購貨記錄。編寫和比較存貨記錄，供採購貨品之用。
305	推銷員	推銷貨品及提供客戶服務。
306	兼職推銷員	以兼職形式推銷貨品及提供客戶服務。
307	其他文員／輔助人員 （請說明其職稱）	提供支援工作的人員。

Headquarters Division 2 總辦事處二科
20F, Skyline Tower, 39 Wang Kwong Road, Kowloon Bay, Kowloon, Hong Kong
香港九龍九龍灣宏光道39號宏天廣場20樓
www.vtc.edu.hk

Telephone No 電話

Facsimile No 傳真 (852) 2574 3759

Our Reference 本局檔號 IEW/4/2 (2008)

Your Reference 來函檔號



3rd November 2008

Dear Sir/Madam,

2008 Manpower Survey of the Wholesale Trade

On behalf of the Vocational Training Council, I am writing to solicit your kind cooperation in the 2008 Manpower Survey to be conducted by the Import/Export/Wholesale Trades Training Board. The Import/Export/Wholesale Trades Training Board is appointed by the Chief Executive of the Government of the Hong Kong Special Administrative Region to be responsible for matters pertaining to manpower training in the import/export/wholesale trades.

The purpose of the survey is to assess the latest manpower situation and training needs so as to enable the Training Board to formulate appropriate recommendations on manpower training for the wholesale trade. The survey will be conducted from 10th November to 9th December 2008. Your support in supplying the information will be much appreciated.

---- I enclose the following documents in both English and Chinese for your completion and reference :

1. The questionnaire (Appendix A),
2. Explanatory notes (Appendix B), and
3. Descriptions of principal jobs (Appendix C)

During the survey period, an officer from the Census and Statistics Department will contact your office. The officer will answer any queries you may have, and collect the completed questionnaire.

I wish to assure you that the information collected will be handled in strict confidence and will be published only in the form of statistical summaries without reference to individual companies.

All information and findings reported in the survey reports is of great relevance for future growth and development in your company. It would be most appreciated if you would take a few minutes in completing the questionnaire.

In appreciation of your support in completing the questionnaire, an officer from the Census and Statistics Department will present a complimentary USB protection device, "My USB Only" for your retention.

For details of past manpower survey reports of Import/Export and Wholesale Trades, please visit our website: <http://ietb.vtc.edu.hk>.

Should you have any queries regarding the survey, please contact the Manpower Statistics Section of the Census and Statistics Department at 2116 8301.

Thank you for your cooperation.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Bianca Tang', with a large, stylized flourish at the end.

(Ms Bianca Tang)
Chairlady
Import/Export/Wholesale Trades Training Board

Headquarters Division 2 總辦事處二科
20F, Skyline Tower, 39 Wang Kwong Road, Kowloon Bay, Kowloon, Hong Kong
香港九龍九龍灣宏光道39號宏天廣場20樓
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Our Reference 本局檔號 IEW/4/2 (2008)

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各位僱主：

2008 年批發業人力調查

職業訓練局屬下出入口及批發業訓練委員會將進行 2008 年人力調查，本人謹代表職訓局懇請閣下惠予合作，提供協助。本委員會是由香港特別行政區政府行政長官委任，負責出入口及批發業的人力訓練事宜。

為評估本港批發業最新的人力情況及訓練需要，以便制定合適的人力訓練建議，本會將於 2008 年 11 月 10 日至 2008 年 12 月 9 日期間進行人力調查。

…… 現隨函附上下列中英文對照文件，以供參閱填寫：

1. 調查表（附錄 A）；
2. 調查表附註（附錄 B）；
3. 主要職務工作說明（附錄 C）。

調查期間，政府統計處職員將造訪 貴機構，解答有關問題，同時收取填妥的調查表。

調查所得資料絕對保密，並只發表摘要統計數字，不會提及個別機構。

敬請以數分鐘時間完成夾附的調查表，調查報告內所有資料可作為 貴公司將來發展參考備用。

為答謝 貴機構對是次調查的支持，政府統計處職員會為你送上一盒 USB 保護裝置軟體贈送版 — 『My USB Only』，以作紀念。

有關過去相關的出入口及批發業人力調查報告書，可在我們的網站
<http://ietb.vtc.edu.hk> 細閱。

如對調查有任何疑問，請致電 2116 8301 與政府統計處人力統計組聯絡。

承蒙協助，謹此致謝。



出入口及批發業訓練委員會主席
鄧煥儀女士

2008 年 11 月 3 日

CONFIDENTIAL	填入數據後即成
WHEN DATA ENTERED	機密文件

VOCATIONAL TRAINING COUNCIL

職業訓練局

THE 2008 MANPOWER SURVEY OF THE WHOLESALE TRADE

二〇〇八年批發業人力調查

QUESTIONNAIRE

調查表

PLEASE READ THE EXPLANATORY NOTES BEFORE COMPLETING THIS QUESTIONNAIRE

填表前，請參閱附註

For official use only: 此欄毋須填寫	Rec. Type	Survey Code	Industry Code	Establishment No.	Enumerator's No.	Editor's No.	Check Digit	No. of Employees Covered by the Questionnaire
	1	4 0 2 3	4 5 6 7 8 9	10 11 12 13 14 15	16 17	18 19	20 21 22	23 24 25 26 27

NAME OF COMPANY: _____

公司名稱

ADDRESS: _____

地址

TYPE OF PRODUCTS/SERVICES: _____

產品 / 服務

TOTAL NUMBER OF PERSONS ENGAGED: _____

僱員總人數

NAME OF PERSON TO CONTACT: _____

聯絡人姓名

28

47

POSITION: _____

職位

TEL. NO.: _____ - _____

電話

48

55

56

63

FAX NO.: _____

圖文傳真

E-MAIL: _____

電郵

64

98

VTC-W-01

PART I 第一部份

(A) Job 工作		(B) Average Monthly Income 每月平均 收入		(C) Number Employed at Date of Survey 調查期間 的僱員人數	(D) No. of Vacancies at Date of Survey 調查期間 的空缺額	(E) Forecast of No. Employed 12 Months from Now 預測在 十二個月後 的僱員人數	(F) Preferred Level of Education 僱員宜有教育程度	(G) Preferred Relevant Years of Experience 僱員宜有的相關年資	(H)
Title 職稱 (See Appendix C) (參閱附錄C)		Rec. Type	Job Code 職務編號 8-10	Code 編號 11	12-15	16-18	19-22	Code 編號 23	Code 編號 24
1.		2							
2.		2							
3.		2							
4.		2							
5.		2							
6.		2							
7.		2							
8.		2							
9.		2							
10.		2							
11.		2							
12.		2							
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15.		2							
16.		2							
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20.		2							
21.		2							
22.		2							
23.		2							
24.		2							
25.		2							
26.		2							
27.		2							
28.		2							
29.		2							
30.		2							
31.		2							
32.		2							

(i) Enter in Column (B) the employee's average monthly income range according to the following codes: 請將僱員的每月平均收入幅度，按下列編號填入「B」欄內：

Code 編號	Average Monthly Income Range 每月平均收入幅度
1	Over \$70,000 以上
2	\$50,001 - \$70,000
3	\$30,001 - \$50,000
4	\$20,001 - \$30,000
5	\$10,001 - \$20,000
6	\$8,001 - \$10,000
7	\$6,001 - \$8,000
8	Under \$6,001 以下

(ii) Enter in Column (F) the preferred level of education for employee according to the following codes: 請將僱員宜有的教育程度按下列編號填入「F」欄內：

Code 編號	Preferred Level of Education 宜有教育程度
1	Professional Qualification 專業資格
2	University Degree or above 大學學位或以上
3	Associate Degree/Professional Diploma/Higher Diploma/ Higher Certificate or equivalent 副學士學位/專業文憑/ 高級文憑/高級證書 或同等學歷
4	Diploma/Certificate or equivalent 文憑/證書或同等學歷
5	Matriculation 大學預科
6	Secondary 5 中五
7	Secondary 3 or below 中三或以下

(iii) Enter in Column (G) the preferred relevant years of experience for employee according to the following codes: 請將僱員宜有的相關年資，按下列編號填入「G」欄內：

Code 編號	Preferred Relevant Years of Experience 宜有的相關年資
1	10 years or more 十年或以上
2	6 years to less than 10 years 六年至十年以下
3	3 years to less than 6 years 三年至六年以下
4	1 year to less than 3 years 一年至三年以下
5	Less than 1 year 一年以下

Note : If additional lines are necessary, please tick here and enter on supplementary sheet(s).
附註： 如此頁填滿，請先將 (✓) 號填入此 內，然後在附頁繼續填寫。

PART II
第二部份

<u>For Official Use Only</u> 此欄毋須填寫	
Est. No.	_____
ER No.	_____

Internal Promotion
內部晉升

Q1. Number of internal promotions in respect of new or existing posts during the past 12 months:
過去十二個月內由內部晉升以填補增設職位或現有空缺的僱員人數：

- | | | | | | |
|---|---|--|--|--|--|
| (a) From Supervisory Level to Managerial Level
由主任級晉升為經理級 | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> <p style="text-align: center;">8</p> | | | | |
| | | | | | |
| (b) From Clerical / Operative Support Level to Supervisory Level
由文員/技術人員級晉升為主任級 | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> <p style="text-align: center;">11</p> | | | | |
| | | | | | |
| (c) From Others to Clerical / Operative Support Level
由其他職位晉升為文員/技術人員級 | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> <p style="text-align: center;">14</p> | | | | |
| | | | | | |

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

Q2. Number of employees leaving your company during the past 12 months by whereabouts:
過去十二個月內離職的僱員人數（按去向分類）：

	<u>Managerial</u> 經理級	<u>Supervisory</u> 主任級	<u>Clerical and Operative Support</u> 文員及技術人員級												
(a) Taking up wholesale trade related jobs (Including starting own business in related trade) 從事與批發業有關的工作（包括創業）	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> <p style="text-align: center;">17</p>					<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> <p style="text-align: center;">20</p>					<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> <p style="text-align: center;">23</p>				
(b) Taking up non-wholesale trade related jobs (Including starting own business in non-wholesale trade) 從事與批發業無關的工作（包括創業）	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> <p style="text-align: center;">26</p>					<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> <p style="text-align: center;">29</p>					<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> <p style="text-align: center;">32</p>				
(c) Emigration, retirement, further studies or others 移民、退休、升學或其他	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> <p style="text-align: center;">35</p>					<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> <p style="text-align: center;">38</p>					<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> <p style="text-align: center;">41</p>				

<u>For Official Use Only</u> 此欄毋須填寫	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> <p style="text-align: center;">44</p>					<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> <p style="text-align: center;">47</p>					<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> <p style="text-align: center;">50</p>				
	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> <p style="text-align: center;">53</p>					<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> <p style="text-align: center;">54</p>									

Local Employees Deployed to Work in the Mainland

本港僱員被派遣在內地工作的情況

Q3. (a) Does your company deploy any local employees to work in the Mainland?
貴公司是否有派遣本港僱員前往內地工作?

Yes 有

Please go to Q3(b)
請答第3(b)題

No 沒有

Please go to Q4
請答第4題

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(b) If yes, please give the number of local employees deployed to work in the Mainland
如有，請說明被派遣前往內地工作的僱員人數。

Local Employees Deployed to Work in the Mainland
(As in November 2008)
二〇〇八年十一月本港僱員被派遣在內地工作的情況

	<u>Stationed Basis</u> ^{*(1)}	<u>Travelling Basis</u> ^{*(2)}
	長駐 ^{*(1)}	非長駐 ^{*(2)}
(i) Managerial 經理級	<input type="text"/> <input type="text"/> <input type="text"/> 56	<input type="text"/> <input type="text"/> <input type="text"/> 59
(ii) Supervisory 主任級	<input type="text"/> <input type="text"/> <input type="text"/> 62	<input type="text"/> <input type="text"/> <input type="text"/> 65
(iii) Clerical and Operative Support 文員及技術人員級	<input type="text"/> <input type="text"/> <input type="text"/> 68	<input type="text"/> <input type="text"/> <input type="text"/> 71

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* (1) "Employees working in the Mainland on a stationed basis" refers to those local full-time staff members who had worked in the Mainland with permanent post and job title.

「長駐內地的僱員」指在內地工作，有長期職位及職稱的全職本港員工。

* (2) "Employees working in the Mainland on a travelling basis" refers to those local full-time staff members who went to the Mainland only undertaking trade related functions, business negotiations/consultations, and/or attending trade fairs, meetings and business-related entertainment.

「非長駐但要返內地公幹的僱員」指到內地只是為了負責行業相關工作、洽談生意、業務諮詢及／或出席業內展覽、會議及參與與工作有關的娛樂活動的全職本港員工。

Involvement/Expansion of Wholesale Trade Services
批發業服務的參與/擴展

Q4. Number of employees involved in the following functions/activities of the wholesale trade at time of survey and the forecast of % of manpower growth / decrease in the next 12 months?
 在調查時，貴公司從事下列工作／業務的批發業僱員人數，以及未來十二個月就下列各工作／業務的預計僱員增加／減少比率？

Functions / Activities of the Wholesale Trade 批發業工作/業務	No. of Employees Involved (November 2008)	Forecast of % of Manpower Growth (+) / Decrease (-) (December 2008 - November 2009)	
	參與僱員人數 (二〇〇八年十一月)	(+/-)	(%)
(a) Import/Export 出入口	<input type="text" value="76"/>	<input type="text" value="79"/>	<input type="text" value="80"/>
(b) Retail 零售	<input type="text" value="83"/>	<input type="text" value="86"/>	<input type="text" value="87"/>
(c) Brand Name Development 品牌發展	<input type="text" value="90"/>	<input type="text" value="93"/>	<input type="text" value="94"/>
(d) Sales and Marketing 銷售及市場推廣	<input type="text" value="97"/>	<input type="text" value="100"/>	<input type="text" value="101"/>
(e) Distribution 分銷	<input type="text" value="104"/>	<input type="text" value="107"/>	<input type="text" value="108"/>
(f) Manufacturing 生產	<input type="text" value="111"/>	<input type="text" value="114"/>	<input type="text" value="115"/>
(g) Procurement 採購	<input type="text" value="118"/>	<input type="text" value="121"/>	<input type="text" value="122"/>
(h) Warehousing 倉務	<input type="text" value="125"/>	<input type="text" value="128"/>	<input type="text" value="129"/>
(i) Others (Please Specify) 其他 (請說明)	<input type="text" value="132"/>	<input type="text" value="135"/>	<input type="text" value="136"/>
_____	<input type="text" value="139"/>	<input type="text" value="142"/>	<input type="text" value="143"/>

<u>For official use only</u> 此欄毋須填寫	<input type="text" value="146"/>	<input type="text" value="147"/>
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Manpower Training and Development Plan
人力培訓及發展計劃

Q5. How many employees will you plan to provide/sponsor training in the next 12 months?
 (May choose more than one type of skills)
 在未來十二個月內，貴公司會計劃提供／資助培訓給多少名僱員? (可選超過一種技能類別)

	<u>Managerial</u> 經理級	<u>Supervisory</u> 主任級	<u>Clerical and Operative Support</u> 文員及技術人員級
Management Skills 管理技能			
(a) Business Development and Management 商務發展及管理	148	151	154
(b) Supply Chain Management 供應鏈管理	157	160	163
(c) Supervisory Skills 督導技巧	166	169	172

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Trade Specific Skills
業內專業技能

(d) International Trade and Practices 國際貿易實務	176	179	182
(e) Transport and Logistics 運輸與物流	185	188	191
(f) Product Development 產品開發	194	197	200
(g) Graphic Design 平面設計	203	206	209
(h) Merchandising 辦貨	212	215	218
(i) Customer Relationship 客戶關係	221	224	227
(j) Product Knowledge 產品知識	230	233	236
(k) Quality Control 品質控制	239	242	245
(l) Compliance 準則審核	248	251	254

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IT Skills
資訊科技技能

(m) e-Commerce Knowledge and Applications 電子商貿的知識及應用	258	261	264
(n) Basic Computer Operation Skills including Chinese Input Method 運用電腦基本技能包括中文輸入法	267	270	273
(o) Web Design 網頁設計	276	279	282

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Managerial
經理級

Supervisory
主任級

Clerical and
Operative Support
文員及技術人員級

China-related Knowledge and World Vision
有關中國的知識及世界視野

- | | | | | |
|-----|--|-----------------------------|-----------------------------|-----------------------------|
| (p) | China Trade Business
中國貿易 | <input type="text"/>
286 | <input type="text"/>
289 | <input type="text"/>
292 |
| (q) | Laws and Regulatory Restrictions for
Access to China's Market
進入中國市場的法律和規條限制 | <input type="text"/>
295 | <input type="text"/>
298 | <input type="text"/>
301 |
| (r) | World Vision
世界視野 | <input type="text"/>
304 | <input type="text"/>
307 | <input type="text"/>
310 |

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Language Skills
語文技能

- | | | | | |
|-----|---------------------------|-----------------------------|-----------------------------|-----------------------------|
| (s) | Spoken English
英語會話 | <input type="text"/>
314 | <input type="text"/>
317 | <input type="text"/>
320 |
| (t) | Written English
英語書寫能力 | <input type="text"/>
323 | <input type="text"/>
326 | <input type="text"/>
329 |
| (u) | Written Chinese
中文書寫能力 | <input type="text"/>
332 | <input type="text"/>
335 | <input type="text"/>
338 |
| (v) | Putonghua
普通話 | <input type="text"/>
341 | <input type="text"/>
344 | <input type="text"/>
347 |
| (w) | Japanese
日文 | <input type="text"/>
350 | <input type="text"/>
353 | <input type="text"/>
356 |

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359

Others (Please Specify)
其他 (請說明)

- | | | | |
|-------|-----------------------------|-----------------------------|-----------------------------|
| <hr/> | <input type="text"/>
360 | <input type="text"/>
363 | <input type="text"/>
366 |
| <hr/> | <input type="text"/>
369 | <input type="text"/>
372 | <input type="text"/>
375 |

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End of Questionnaire
Thank You for Your Co-operation

— 問卷完 —
多謝合作

Please tick this box if your company wants a complimentary copy of the 2008 Manpower Survey Report in CD-ROM version.

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如貴公司欲收到二〇〇八年人力調查報告 CD-ROM 贈閱版，請於方格內加上 "✓" 號。

The completed questionnaire will be collected by an officer from the Census and Statistics Department
政府統計處會派員收回填妥的調查表。

The 2008 Manpower Survey of the Wholesale Trade

Explanatory Notes

1. Please complete the columns ('A' to 'G') of the questionnaire and insert a zero (0) for any column not applicable to your company.

2. Column 'A' - Job Titles

- (a) Please note that some of the job titles may not be the same as those used in your company, but if the jobs have similar or related functions, please treat them as the same and supply the required information in the questionnaire.
- (b) Please classify an employee according to his major duty irrespective of any additional secondary duties he may be required to perform.
- (c) Please add in this column titles of employees not mentioned in Appendix C whose duties demand wholesale trade training, and briefly describe them in respect of the appropriate job levels.

3. Column 'B' - Average Monthly Income

Please select and enter in this column the appropriate code number showing the average monthly income range for each type of employee(s). The monthly income should include basic salary, overtime pay, cost of living allowance, meal allowance, commission and bonus. If you have more than one employee doing the same principal job, please enter the average figure.

<u>Average Monthly Income Range</u>	<u>Code</u>
Over \$70,000	1
\$50,001 - \$70,000	2
\$30,001 - \$50,000	3
\$20,001 - \$30,000	4
\$10,001 - \$20,000	5
\$8,001 - \$10,000	6
\$6,001 - \$8,000	7
Under \$6,001	8

4. Column 'C' - Number Employed at Date of Survey

Please fill in the total number of employees in present posts against each principal job at the time of the survey. The permanent employees include all those under the company's payroll, disregarding whether the employees are deployed to work in other places (including Mainland China).

5. Column 'D' - Number of Vacancies at Date of Survey

Please fill in the number of existing vacancies you may have. 'Existing Vacancies' refer to those unfilled, immediately available job openings for which the company is actively trying to recruit personnel at date of survey.

6. Column 'E' - Forecast of Number Employed 12 Months from Now

The forecast of number employed means the number of employees you will be employing 12 months from now. The number given could be less than that in column 'C' if a contraction is expected.

7. Column 'F' - Preferred Level of Education

Please enter in this column the appropriate code number showing the preferred level of education which your company requires an employee in a particular position to have.

<u>Level of Education</u>	<u>Code</u>
Professional Qualification	1
University Degree or above	2
Associate Degree/Professional Diploma/Higher Diploma/ Higher Certificate or equivalent	3
Diploma/Certificate or equivalent	4
Matriculation	5
Secondary 5	6
Secondary 3 or below	7

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

Please indicate the preferred relevant years of experience which your company requires an employee in a particular position to have.

<u>Period</u>	<u>Code</u>
10 years or more	1
6 years to less than 10 years	2
3 years to less than 6 years	3
1 year to less than 3 years	4
Less than 1 year	5

Note: The information received will be treated in strict confidence and will be published only in the form of statistical summaries without reference to any individual company.

The 2008 Manpower Survey of the Wholesale Trade

Note I : Column 'A' - Job Titles and Brief Job Descriptions of Principal Jobs
in the Wholesale Trade

(Some of the job titles may not be identical to those used in your company. However, if the jobs have similar or related functions, please treat them as the same and supply the required information in the questionnaire.)

Code No.	Job Title	Brief Job Description
MANAGERIAL LEVEL (including Senior and Assistant Managers)		
121	General Manager	Assumes total responsibility of an establishment and has other managers/executives as direct subordinates.
122	Merchandising Manager	Plans, organizes, directs and controls sourcing, purchasing and buying activities. Reviews market and sales analyses to determine local and/or overseas market requirements. Follows up buyers' orders, liaises with appropriate departments to ensure prompt execution of buyers' orders.
123	Quality Control Manager	Plans, organizes, directs and controls quality assurance procedures in all stages of merchandising to ensure incoming materials and finished products meet the required standards and specifications.

Code No.	Job Title	Brief Job Description
MANAGERIAL LEVEL (including Senior and Assistant Managers) (Continued)		
124	Research and Development Manager * Design Manager * Chief Designer * Product Development Manager * Engineering Manager * Application Manager * Technology Manager	Responsible for leading a product development team in all design and technical issues before merchandise can proceed to mass production. Understands different customers' expectations and provides recommendations on existing designs or presents new collection to customer. Conducts research on fabric, accessories and styles and updates customers and internal teams on regular basis. Sources new materials on customers' requests and compares costing. Develops and reviews sample specifications together with customers on sample development. Works closely with merchandisers, QA and vendors on samples, samples production schedule and costing issues throughout the development stage. Shares design conceptions with subordinates and inspires their creativity.
125	Sales/Marketing Manager	Plans, organizes, directs and controls marketing, sales and promotion activities in a wholesale and distribution establishment. Reviews market and sales analyses to determine market requirements. Personally contacts clients to promote sales.
126	Warehouse and Distribution Manager	Responsible for and controls of the receiving, storing and distribution of goods and the overall operation of a warehouse. Ensures receiving, storage and distribution services are provided for and records kept. Enforces fire, safety and other government regulations.
127	Compliance Manager	Takes charge of the full compliance function of the company. Responsible for developing policies and procedures and implementing proper practices on vendor compliance. Provides inputs to management on long term strategic direction on compliance issues. Keeps abreast of the global development on aspects like human rights and international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices.

Remark: * Equivalent titles have the same job code.

Code No.	Job Title	Brief Job Description
MANAGERIAL LEVEL (including Senior and Assistant Managers) (Continued)		
128	Purchasing Manager	Manages purchasing activities in sourcing, negotiating price, terms and condition of suppliers' contract. Approves Purchase Orders. Oversees overall purchasing procedures.
129	Other Supporting Managers (please specify titles)	Managers involve in accounting, finance, IT or other administration work.
SUPERVISORY LEVEL (including Senior and Assistant Supervisors)		
221	Shipping Supervisor	Supervises the operation of wholesale division/section of an establishment. Checks shipping documents and monitor the transport of raw material and cargo.
222	Research and Development Officer * Product Development Officer	Assists Research and Development Manager to supervise the product development team in sourcing new technology, new design and new material for the products. Co-ordinates with designers, customers and manufacturers in the process of product development to make sure that the product is feasible to produce and meet the expectation of the customers.
223	Product Designer	Creates and produces designs for commercial, medical or industrial products. Develops models and prototypes for those newly design products to facilitate mass production. Updates and improves the design of existing products and their packaging after taking into account the production cost, selection of materials, production methods, new technology, safety measure, latest fashion trends, ergonomics, environmental protection, marketing and business strategy.
224	Merchandiser/Buyer	Responsible for the purchase of merchandise for sale or materials for internal consumption. Liaises and negotiates with suppliers and buyers. Ensures the orders are properly executed.

Remark: * Equivalent titles have the same job code.

Code No.	Job Title	Brief Job Description
SUPERVISORY LEVEL (including Senior and Assistant Supervisors) (Continued)		
225	Quality Inspector	Conducts quality checks on raw material and finished goods according to buyers' requirements. Supervises quality control/inspection personnel for inspecting quality of products.
226	Technician	Provides technical input and suggestions in the areas of sewing and construction, fitting, grading and problematic product testing to corporate technical team, merchandisers, and factories to allow for feasible production of a saleable/quality product. Ensures all the testing procedures with assigned agents are done properly and on time. Handles general enquiries regarding testing progress, performance standards and result interpretation.
227	Sales Supervisor	Supervises a team of salespersons. Checks and studies sales figures, stock of merchandise and customers' preference and makes recommendations on the purchase and stock of merchandise.
228	Warehouse and Distribution Supervisor	Plans and supervises receipt, inspection, storage and distribution of goods. Supervises warehouse staff in maintaining the workflow of warehouse, ensures the keeping of records of goods entry and exit.
229	Transportation Supervisor	Takes charge of overall supervision of transportation activities. Co-ordinates goods handling activities with clients and warehouses. Supervises the preparation of documents before arrival/departure of goods.
230	Purchasing Supervisor	Assists the Purchasing Manager in the purchasing activities. Supervises wholesale buyers to purchase goods from manufacturers for resale, based on the established company policies and procedures.

Code No.	Job Title	Brief Job Description
SUPERVISORY LEVEL (including Senior and Assistant Supervisors) (Continued)		
231	Promoter Supervisor	Supervises Promoters in promoting products in order to meet the company sales target.
232	Sales Engineer	Performs sales job in promoting the company's products/services to potential and existing customers. With strong technical knowledge regarding the related products/services, he can explain to customers and interpret product specifications and functions to meet with customers' needs and close the deal. Works with colleagues in product design/production/engineering/R&D teams on product features and recommend changes where necessary to meet with market demand and market trends.
233	Other Supporting Supervisors (please specify titles)	Supervisors performing administrative and supporting work.
CLERICAL/OPERATIVE SUPPORT LEVEL		
321	Salesman/Sales Representative	Solicits orders for commodities or for wholesale provision or for the import or export of merchandise. Gives explanation and advice to customers or potential customers on the product(s) he/she sells.
322	Stock/Purchasing Clerk	Receives, stores and distributes supplies and commodities. Prepares purchase orders and maintains records of items purchased. Compiles and compares stock records to prepare requisitions.
323	Documentation/Shipping Clerk	Prepares shipping documents for wholesale and other related purposes. Keeps records of shipment.
324	Promoter	Promotes products and provides customer services.
325	Part-time Promoter	Promotes products and provides customer services in part-time mode.
326	Other Clerks/Supportive Staff (please specify titles)	Clerks provide supporting work.

二〇〇八年批發業人力調查

附 註

1. 請填寫表內 (A) 至 (G) 欄，並在貴公司不適用的各欄內填入符號 (0)。

2. (A) 欄 - 職稱

(a) 表內部分職稱可能與貴公司所採用者不同，但如職務內容相同或類似，仍請歸類為同一職務，填上所需資料。

(b) 請根據主要職務把僱員分類，無需考慮其所兼任的其他職務。

(c) 如貴公司有附錄 C 沒有提及的主要職務名稱，而這些職務又需接受批發業務的訓練，請在 (A) 欄填上有關職稱，並簡述其所屬的技能等級。

3. (B) 欄 - 每月平均收入

請按下列編號選出適當的每月平均收入幅度，填入每類僱員的 (B) 欄內。僱員每月總收入包括底薪、超時工作工資、生活津貼、膳食津貼、佣金及花紅等。如貴公司有多於一名僱員擔任同一主要職務，請取其平均收入。

<u>每月平均收入幅度</u>	<u>編號</u>
\$70,000 以上	1
\$50,001-\$70,000	2
\$30,001-\$50,000	3
\$20,001-\$30,000	4
\$10,001-\$20,000	5
\$8,001-\$10,000	6
\$6,001-\$8,000	7
\$6,001 以下	8

4. (C) 欄 - 調查期間的僱員人數

請填上調查期間每一主要職務的現有職位僱員總數。長期僱員包括在貴公司人事編制內的所有僱員，不論是否有調往其他地方工作（例如內地）。

5. (D) 欄 - 調查期間的空缺額

請填入貴公司現有的空缺額。「現有空缺額」指調查期間貴公司正積極招聘的未填補空缺。

6. (E) 欄 - 預計十二個月後僱員人數

「預計僱員人數」指貴公司在十二個月後預計聘用的僱員人數。如估計業務屆時會收縮，此欄所填人數可少於（C）欄。

7. (F) 欄 - 僱員宜有教育程度

請按下列編號，將貴公司認為個別職位僱員宜有的教育程度填入（F）欄內。

<u>教育程度</u>	<u>編號</u>
專業資格	1
大學學位或以上	2
副學士學位／專業文憑／高級文憑／ 高級證書或同等學歷	3
文憑／證書或同等學歷	4
大學預科	5
中五	6
中三或以下	7

8. (G) 欄 - 僱員宜有的相關年資

請按下列編號，填上貴公司各類別職位僱員宜有的相關工作年資。

<u>年資</u>	<u>編號</u>
十年或以上	1
六年至十年以下	2
三年至六年以下	3
一年至三年以下	4
一年以下	5

註：調查所得資料絕對保密，只以統計摘要方式發表，絕不指明任何個別公司。

二〇〇八年批發業人力調查

附註 I：(A) 欄 — 批發業主要職務名稱及工作說明

(以下一些職務名稱可能與貴公司所採用者有所不同，但若職務內容相同或類似，請歸類為同一職務，並在調查表填上所需資料。)

編號	職稱	工作說明
經理級 (包括高級及助理經理)		
121	總經理	承擔機構的全部責任，直接管理其他經理及行政人員。
122	商品採購經理	策劃、組織、督導及主持各種採購工作。檢討市場及營業分析資料，以釐定本地及海外市場的需求。跟進買家訂單，並與有關部門聯絡，以確保貨物能迅速送交買家。
123	品質管制經理	策劃、組織、督導及監控採購方面各階段的品質保證程序，確保來料及製成品符合既定標準及規格。
124	研究及開發經理 *設計經理 *首席設計師 *產品開發經理 *工程經理 *應用經理 *技術經理	負責帶領產品開發隊伍設計產品和技術的工作，待研發成功後，才讓商品大量生產。了解不同客戶的需求，並向客戶就現有產品作出建議或就新產品系列進行推介。進行產品研究，包括物料、附加配件及潮流款式，並與客戶和機構內部員工進行經常性的溝通或情報交換。按客戶的要求搜羅新物料及比較生產成本。於產品開發上，與客戶一同發展和檢討樣本規格說明。於產品研發過程中，與採購商、品質檢查人員及生產商就生產進度和成本進行緊密的協調。與下屬分享設計概念並啓發其創意。

註：*同等職稱有同一編號。

編號	職稱	工作說明
經理級（包括高級及助理經理）（續）		
125	銷售／市務經理	策劃、組織、督導和主持批發機構的市場、營業及推廣工作。檢討市場及營業分析資料，以釐訂市場的需求。親身聯絡客戶，以推廣業務。
126	倉務及收發經理	管理和監控貨物接收、儲存、分發工作，以及貨倉的整體運作。提供接收、儲存及分發服務，保存有關記錄。確保符合消防、安全規定及其他法例。
127	準則審核經理	掌管有關機構產品符合各地準則的事宜。負責制訂政策及程序，規定供應商採取符合準則的做法。就符合準則的長期策略方針，向管理層提供意見。了解全球對人權及國際標準的最新發展，並提醒管理層注意容易出現問題的環節。與採購人員、質素保證人員、顧客及供應商緊密合作，以便繼續加強符合準則的工作。
128	採購經理	管理採購工作，包括尋找貨源、洽談價錢及供應合約條款等。審批定單。監管整體採購程序。
129	其他經理級支援人員 （請說明其職稱）	參與會計、財務、資訊科技或其他行政工作的經理級人員。
主任級（包括高級和助理主任）		
221	船務主任	監督機構所有批發業務。查核船務文件，督導原料及貨品的運送。
222	研究及開發主任 *產品開發主任	協助研究及開發經理監督產品開發隊伍，為產品研究新科技、設計及物料。在產品開發過程中，協調設計師、顧客及製造商，確保產品可以生產，同時滿足顧客要求。

註：*同等職稱有同一編號。

編號	職稱	工作說明
主任級（包括高級和助理主任）（續）		
223	產品設計師	創造商業、醫療或工業產品設計。製造新設計產品的模型和原型以便大量生產。考慮影響產品設計的原因，包括：生產成本、物料選擇、生產方法、最新技術、安全措施、最新流行款式、人體工程學、環境保護、市場學及商務策略等，以便更新和改進現有產品的設計和包裝。
224	商品／採購主任	負責採購貨品以供出售，或採購物料以供內部使用。與供應商、買家聯絡洽談。確保交易妥當完成。
225	品質檢查員	查驗原料及製成品的質素，確保符合買家要求。督導品質控制／檢查人員的工作。
226	技術員	為公司技術人員、商品主任及工廠提供各方面的技術支援及建議，包括縫紉及構製、裝配、分級、問題產品測試等，以便生產暢銷／優質產品。確保指定代理的測試工作適當及依時進行。處理有關測試進展、標準及結果的一般查詢。
227	營業主任	負責某種貨品或數種貨品的銷售，查核和研究銷售數字、貨品存貨及顧客的喜惡，並就貨品的採購及存貨提出建議。監督一組營業員的工作。
228	倉務及收發主任	策劃和監督貨物接收、查驗儲存及分發工作。督導貨倉員工依循倉內工作流程，保存貨物進出記錄。
229	運輸主任	負責全面的運輸督導工作。協調客戶與貨倉之間的貨物處理安排。確保貨物送達或運出前備妥文件。
230	採購主任	根據公司的政策及程序協助採購經理監督採購文員從生產商採購貨物以作轉售。

編號	職稱	工作說明
主任級（包括高級和助理主任）（續）		
231	推銷主任	監督推銷員推銷貨品，以便達到公司的營業額。
232	銷售工程師	負責銷售工作及向現有及有潛質之顧客推廣公司的產品／服務；以良好的產品／服務技術知識，向顧客解釋產品的規格及用途，從而滿足顧客的要求以至完成交易；在產品的特性及改進方面，與公司的產品設計／生產／工程／研發部門合作，以滿足市場需求及緊貼市場趨勢。
233	其他主任級支援人員 （請說明其職稱）	從事行政與支援工作的主任級人員。
文員／技術人員級		
321	營業代表	招攬貨品或商品批銷或出入口的訂單。就公司出售的產品，向顧客或未來顧客提供解釋及意見。
322	貨倉／採購文員	接收、儲存與分配存貨及貨品。編製購貨訂單，並保存購貨記錄。編寫和比較存貨記錄，供採購貨品之用。
323	文件處理／船務文員	處理批發或其他有關業務的文件，保存付運記錄。
324	推銷員	推銷貨品及提供客戶服務。
325	兼職推銷員	以兼職形式推銷貨品及提供客戶服務。
326	其他文員／輔助人員 （請說明其職稱）	提供支援工作的人員。

出入口業人力統計資料
Manpower Statistics of the Import/Export Trade

職稱 Job Title	2008 年 11 月的 僱員人數 No. of Employees in November 2008	2008 年 11 月的 空缺數目 No. of Vacancies in November 2008	預測 2009 年 11 月的 人力需求 Forecast Manpower Demand in November 2009
經理級（包括高級及助理經理） MANAGERIAL LEVEL (including Senior and Assistant Managers)			
總經理 General Manager	7 156	0	7 156
研究及開發經理 Research and Development Manager	2 594	1	2 596
出入口／船務經理 Shipping Manager	2 153	27	2 180
技術經理 Technical Manager	2 988	2	2 993
商品採購經理 Merchandising Manager	8 251	11	8 262
品質管制經理 Quality Control Manager	1 180	22	1 202
準則審核經理 Compliance Manager	366	0	366
銷售／市務經理 Sales / Marketing Manager	17 013	14	17 037
倉務及收發經理 Warehouse and Distribution Manager	516	0	516
採購經理 Purchasing Manager	1 826	0	1 826
小計 Sub-total	44 043	77	44 134

職稱 Job Title	2008年 11月的 僱員人數 No. of Employees in November 2008	2008年 11月的 空缺數目 No. of Vacancies in November 2008	預測2009年 11月的 人力需求 Forecast Manpower Demand in November 2009
主任級（包括高級和助理主任） SUPERVISORY LEVEL (including Senior and Assistant Supervisors)			
準則審核主任 Compliance Officer	557	1	558
船務主任 Shipping Supervisor	6 189	0	6 189
研究及開發主任 Research and Development Officer	4 255	3	4 254
產品設計師 Product Designer	4 961	40	5 101
商品／採購主任 Merchandiser / Buyer	34 508	35	34 796
品質檢查員 Quality Inspector	5 108	3	5 111
營業主任 Sales Supervisor	44 713	10	44 693
倉務及收發主任 Warehouse and Distribution Supervisor	2 242	2	2 244
運輸主任 Transportation Supervisor	277	0	277
採購主任 Purchasing Supervisor	4 086	24	4 112
銷售工程師 Sales Engineer	5 509	4	5 498
技術員 Technician	8 981	1 189	10 083
推銷主任 Promoter Supervisor	257	2	259
小計 Sub-total	121 643	1 313	123 175

職稱 Job Title	2008年 11月的 僱員人數 No. of Employees in November 2008	2008年 11月的 空缺數目 No. of Vacancies in November 2008	預測2009年 11月的 人力需求 Forecast Manpower Demand in November 2009
文員／技術人員級 CLERICAL / OPERATIVE SUPPORT LEVEL			
助理商品員 Assistant Merchandiser	24 149	25	24 573
文件處理／船務文員 Documentation / Shipping Clerk	61 099	962	62 413
營業代表 Salesman / Sales Representative	86 364	227	87 698
貨倉／採購文員 Stock / Purchasing Clerk	21 898	56	21 811
推銷員 Promoter	2 662	47	2 709
兼職推銷員 Part-time Promoter	913	3	956
小計 Sub-total	197 085	1 320	200 160
總計 Grand Total	362 771	2 710	367 469

其他經理級支援人員 Other Supporting Managers ⁽¹⁾	11 214
其他主任級支援人員 Other Supporting Supervisors ⁽²⁾	16 109
其他文員／輔助人員 Other Clerks / Supportive Staff ⁽³⁾	78 479
其他支援人員 Other Supportive Staff ⁽⁴⁾	28 891
總計 Total	134 693

- 註： (1) 從事工程、生產、人事、會計、財務、資訊科技或其他行政工作的經理。
Include other supporting managers involved in engineering, production, personnel, accounting, finance and I.T.
- (2) 從事行政及其他支援工作，包括人事、財務、會計及資訊科技等之主任。
Include supporting supervisors involved in personnel, finance, accounting and I.T.
- (3) 從事秘書、人事、財務、會計及資訊科技等多個範疇的支援工作的文員。
Include clerical and supporting staff involved in secretary, personnel, finance, accounting and I.T.
- (4) 擔任司機、女傭、看守員、辦公室助理、清潔工及送遞員等勞力密集工作的員工。
Include labour intensive work such as driver, amah, watchman, office assistant, cleaner and delivery man.

批發業人力統計資料
Manpower Statistics of the Wholesale Trade

職稱 Job Title	2008年 11月的 僱員人數 No. of Employees in November 2008	2008年 11月的 空缺數目 No. of Vacancies in November 2008	預測 2009年 11月的 人力需求 Forecast Manpower Demand in November 2009
經理級（包括高級及助理經理） MANAGERIAL LEVEL (including Senior and Assistant Managers)			
總經理 General Manager	803	0	803
商品採購經理 Merchandising Manager	52	0	52
品質管制經理 Quality Control Manager	32	0	32
研究及開發經理 Research and Development Manager	66	0	66
銷售／市務經理 Sales / Marketing Manager	1 316	1	1 317
倉務及收發經理 Warehouse and Distribution Manager	115	8	123
準則審核經理 Compliance Manager	3	0	3
採購經理 Purchasing Manager	484	0	484
小計 Sub-total	2 871	9	2 880
主任級（包括高級和助理主任） SUPERVISORY LEVEL (including Senior and Assistant Supervisors)			
船務主任 Shipping Supervisor	57	0	57
研究及開發主任 Research and Development Officer	84	1	85
產品設計師 Product Designer	92	0	92
商品／採購主任 Merchandiser / Buyer	315	0	314

職稱 Job Title	2008年 11月的 僱員人數 No. of Employees in November 2008	2008年 11月的 空缺數目 No. of Vacancies in November 2008	預測 2009年 11月的 人力需求 Forecast Manpower Demand in November 2009
主任級（包括高級和助理主任）（續） SUPERVISORY LEVEL (including Senior and Assistant Supervisors) (Continued)			
品質檢查員 Quality Inspector	76	2	78
技術員 Technician	481	7	488
營業主任 Sales Supervisor	7 045	0	7 045
倉務及收發主任 Warehouse and Distribution Supervisor	693	0	692
運輸主任 Transportation Supervisor	62	0	62
採購主任 Purchasing Supervisor	1 779	0	1 779
推銷主任 Promoter Supervisor	22	0	22
銷售工程師 Sales Engineer	527	0	527
小計 Sub-total	11 233	10	11 241
文員／技術人員級 CLERICAL / OPERATIVE SUPPORT LEVEL			
營業代表 Salesman / Sales Representative	15 682	133	15 788
貨倉／採購文員 Stock / Purchasing Clerk	3 460	123	3 569
文件處理／船務文員 Documentation / Shipping Clerk	3 263	59	3 301
推銷員 Promoter	338	3	341
兼職推銷員 Part-time Promoter	165	2	167
小計 Sub-total	22 908	320	23 166
總計 Grand Total	37 012	339	37 287

其他經理級支援人員 Other Supporting Managers ⁽¹⁾	701
其他主任級支援人員 Other Supporting Supervisors ⁽²⁾	1 846
其他文員／輔助人員 Other Clerks / Supportive Staff ⁽³⁾	9 494
其他支援人員 Other Supportive Staff ⁽⁴⁾	11 720
總計 Total	23 761

- 註： (1) 從事工程、生產、人事、會計、財務、資訊科技或其他行政工作的經理。
Include other supporting managers involved in engineering, production, personnel, accounting, finance and I.T.
- (2) 從事行政及其他支援工作，包括人事、財務、會計及資訊科技等之主任。
Include supporting supervisors involved in personnel, finance, accounting and I.T.
- (3) 從事秘書、人事、財務、會計及資訊科技等多個範疇的支援工作的文員。
Include clerical and supporting staff involved in secretary, personnel, finance, accounting and I.T.
- (4) 擔任司機、女傭、看守員、辦公室助理、清潔工及送遞員等勞力密集工作的員工。
Include labour intensive work such as driver, amah, watchman, office assistant, cleaner and delivery man.

出入口業僱員宜有的教育程度
Preferred Level of Education of IE Employees by Job Title

出入口業僱員人數
No. of IE Employees

職稱 Job Title	專業資格 Professional Qualification	大學學位或 以上 University Degree or above	副學士學位 ／專業文憑 ／高級文憑 ／高級證書 或同等學歷 Associate Degree / Professional Diploma / Higher Diploma / Higher Certificate or equivalent	文憑／證書 或同等學歷 Diploma / Certificate or equivalent	大學預科 Matriculation	中五 Secondary 5	中三或以下 Secondary 3 or below	未有說明 Unspecified
<i>經理級 MANAGERIAL LEVEL</i>								
總經理 General Manager	1 381	3 345	1 032	213	799	268	-	118
研究及開發經理 Research and Development Manager	195	1 494	621	2	113	46	-	123
出入口／船務經理 Shipping Manager	8	987	310	115	155	509	-	69
技術經理 Technical Manager	34	2 160	659	58	13	-	-	64
商品採購經理 Merchandising Manager	49	4 446	1 138	348	728	698	-	844
品質管制經理 Quality Control Manager	74	871	68	25	19	80	-	43
準則審核經理 Compliance Manager	20	108	25	-	204	-	-	9
銷售／市務經理 Sales/Marketing Manager	173	10 225	2 251	415	2 292	633	-	1 024
倉務及收發經理 Warehouse and Distribution Manager	-	373	74	10	1	37	-	21
採購經理 Purchasing Manager	23	877	87	141	193	65	-	440
小計 Sub-Total	1957	24 886	6 265	1 327	4 517	2 336	-	2 755
<i>主任級 SUPERVISORY LEVEL</i>								
準則審核主任 Compliance Officer	-	339	112	22	24	2	-	58
船務主任 Shipping Supervisor	-	1 287	518	918	1 458	1 076	-	932
研究及開發主任 Research and Development Officer	-	1 376	1 484	263	235	7	-	890
產品設計師 Product Designer	-	1 270	1 504	887	811	417	-	72
商品／採購主任 Merchandiser/Buyer	-	6 064	3 564	4 652	10 476	6 988	-	2 764

職稱 Job Title	專業資格 Professional Qualification	大學學位或以上 University Degree or above	副學士學位／專業文憑／高級文憑／高級證書或同等學歷 Associate Degree / Professional Diploma / Higher Diploma / Higher Certificate or equivalent	文憑／證書或同等學歷 Diploma / Certificate or equivalent	大學預科 Matriculation	中五 Secondary 5	中三或以下 Secondary 3 or below	未有說明 Unspecified
主任級 (續) SUPERVISORY LEVEL (Continued)								
品質檢查員 Quality Inspector	-	1 089	728	795	1 250	747	-	499
營業主任 Sales Supervisor	-	13 080	4 866	4 343	9 375	8 153	456	4 440
倉務及收發主任 Warehouse and Distribution Supervisor	-	68	647	210	837	457	-	23
運輸主任 Transportation Supervisor	-	64	4	35	45	85	44	-
採購主任 Purchasing Supervisor	-	1 148	386	177	1 792	493	51	39
銷售工程師 Sales Engineer	-	2 142	470	2 071	711	109	-	6
技術員 Technician	-	2 479	1 398	2 095	1 280	1 529	-	200
推銷主任 Promoter Supervisor	-	84	10	-	129	34	-	-
小計 Sub-Total	0	30 490	15 691	16 468	28 423	20 097	551	9923
文員／技術人員級 CLERICAL / OPERATIVE SUPPORT LEVEL								
助理商品員 Assistant Merchandiser	-	603	557	3 225	4 217	14 624	-	923
文件處理／船務文員 Documentation/Shipping Clerk	-	1 184	635	1 426	9134	45 114	472	3 134
營業代表 Salesman/Sales Representative	-	6 903	4 635	3 708	15 111	46 697	5 497	3 813
貨倉／採購文員 Stock/Purchasing Clerk	-	1 227	214	363	2 477	15 757	776	1 084
推銷員 Promoter	-	-	3	109	168	1 419	558	405
兼職推銷員 Part-time Promoter	-	-	-	-	78	402	27	406
小計 Sub-Total	0	9 917	6 044	8 831	31 185	124 013	7 330	9 765
總計 Grand Total	1 957	65 293	28 000	26 626	64 125	146 446	7 881	22 443

批發業僱員宜有的教育程度
Preferred Level of Education of Wholesale Employees by Job Title

批發業僱員人數
No. of Wholesale Employees

職稱 Job Title	專業資格 Professional Qualification	大學學位或以上 University Degree or above	副學士學位／專業文憑／高級文憑／或同等學歷 Associate Degree / Professional Diploma / Higher Diploma / Higher Certificate or equivalent	文憑／證書或同等學歷 Diploma / Certificate or equivalent	大學預科 Matriculation	中五 Secondary 5	中三或以下 Secondary 3 or below	未有說明 Unspecified
<i>經理級 MANAGERIAL LEVEL</i>								
總經理 General Manager	-	482	46	38	114	121	-	2
商品採購經理 Merchandising Manager	-	44	7	1	-	-	-	-
品質管制經理 Quality Control Manager	1	31	-	-	-	-	-	-
研究及開發經理 Research and Development Manager	-	57	9	-	-	-	-	-
銷售／市場經理 Sales / Marketing Manager	-	385	361	60	354	116	-	40
倉務及收發經理 Warehouse and Distribution Manager	-	75	1	2	30	7	-	-
準則審核經理 Compliance Manager	-	3	-	-	-	-	-	-
採購經理 Purchasing Manager	-	60	160	42	186	36	-	-
小計 Sub-Total	1	1 137	584	143	684	280	0	42
<i>主任級 SUPERVISORY LEVEL</i>								
船務主任 Shipping Supervisor	-	1	25	15	2	13	-	1
研究及開發主任 Research and Development Officer	-	-	33	51	-	-	-	-
產品設計師 Product Designer	-	2	47	40	3	-	-	-
商品／採購主任 Merchandiser / Buyer	-	37	25	31	129	93	-	-
品質檢查員 Quality Inspector	-	12	28	14	8	14	-	-
技術員 Technician	-	49	-	124	154	154	-	-
營業主任 Sales Supervisor	-	179	86	875	628	4 477	762	38
倉務及收發主任 Warehouse and Distribution Supervisor	-	9	4	52	281	225	121	1
運輸主任 Transportation Supervisor	-	3	3	14	20	20	-	2

職稱 Job Title	專業資格 Professional Qualification	大學學位或 以上 University Degree or above	副學士學位/ 專業文憑/高級 文憑/高級證書 或同等學歷 Associate Degree / Professional Diploma / Higher Diploma / Higher Certificate or equivalent	文憑/證書 或同等學歷 Diploma / Certificate or equivalent	大學預科 Matriculation	中五 Secondary 5	中三或以下 Secondary 3 or below	未有 說明 Unspecified
<i>主任級 (續) SUPERVISORY LEVEL (Continued)</i>								
採購主任 Purchasing Supervisor	-	4	1 012	310	115	338	-	-
推銷主任 Promoter Supervisor	-	2	-	8	-	12	-	-
銷售工程師 Sales Engineer	-	33	132	-	272	90	-	-
小計 Sub-Total	0	331	1 395	1 534	1 612	5 436	883	42
<i>文員/技術人員級 CLERICAL / OPERATIVE SUPPORT LEVEL</i>								
營業代表 Salesman / Sales Representative	-	80	42	76	1 505	9 155	4 814	10
貨倉/採購文員 Stock / Purchasing Clerk	-	-	-	39	614	2 699	108	-
文件處理/船務文員 Documentation / Shipping Clerk	-	-	35	37	146	3 044	-	1
推銷員 Promoter	-	-	-	-	1	302	35	-
兼職推銷員 Part-time Promoter	-	-	-	-	-	130	35	-
小計 Sub-Total	0	80	77	152	2 266	15 330	4 992	11
總計 Grand Total	1	1 548	2 056	1 829	4 562	21 046	5 875	95

出入口業僱員宜有的相關年資
Preferred Relevant Years of Experience of IE Employees by Job Title

出入口業僱員人數
No. of IE Employees

職稱 Job Title	一年以下 Less than 1 year	一年至 三年以下 1 year to less than 3 years	三年至 六年以下 3 years to less than 6 years	六年至 十年以下 6 years to less than 10 years	十年或 以上 10 years or more	未有說明 Unspecified
<i>經理級 MANAGERIAL LEVEL</i>						
總經理 General Manager	-	1	957	3 178	2 902	118
研究及開發經理 Research and Development Manager	-	-	803	1 010	658	123
出入口／船務經理 Shipping Manager	-	1	569	722	841	20
技術經理 Technical Manager	-	3	718	1 634	569	64
商品採購經理 Merchandising Manager	-	115	1 561	3 945	1 832	798
品質管制經理 Quality Control Manager	-	-	110	507	519	44
準則審核經理 Compliance Manager	-	4	64	247	42	9
銷售／市務經理 Sales / Marketing Manager	-	253	5 243	8 937	1 551	1 029
倉務及收發經理 Warehouse and Distribution Manager	-	-	106	241	144	25
採購經理 Purchasing Manager	-	76	530	628	150	442
小計 Sub-Total	0	453	10 661	21 049	9 208	2 672
<i>主任級 SUPERVISORY LEVEL</i>						
準則審核主任 Compliance Officer	-	75	316	41	67	58
船務主任 Shipping Supervisor	-	707	3 373	1 306	273	530
研究及開發主任 Research and Development Officer	-	196	2 565	604	-	890
產品設計師 Product Designer	88	1 420	2 792	589	-	72
商品／採購主任 Merchandiser / Buyer	-	4 769	19 305	5 372	2 298	2 764
品質檢查員 Quality Inspector	100	1 266	2 309	905	429	99

職稱 Job Title	一年以下 Less than 1 year	一年至 三年以下 1 year to less than 3 years	三年至 六年以下 3 years to less than 6 years	六年至 十年以下 6 years to less than 10 years	十年或 以上 10 years or more	未有說明 Unspecified
營業主任 Sales Supervisor	-	9 785	21 361	7 414	1 302	4 851
<i>主任級 (續) SUPERVISORY LEVEL (Continued)</i>						
倉務及收發主任 Warehouse and Distribution Supervisor	-	475	1 266	430	26	45
運輸主任 Transportation Supervisor	-	82	185	7	3	-
採購主任 Purchasing Supervisor	-	1 347	2 302	202	193	42
銷售工程師 Sales Engineer	-	1 262	3 081	203	957	6
技術員 Technician	110	2 470	5 192	757	252	200
推銷主任 Promoter Supervisor	-	78	73	106	-	-
<i>小計 Sub-Total</i>	298	23 932	64 120	17 936	5 800	9 557
<i>文員/技術人員級 CLERICAL / OPERATIVE SUPPORT LEVEL</i>						
助理商品員 Assistant Merchandiser	1 391	17 625	3 819	286	-	1 028
文件處理/船務文員 Documentation / Shipping Clerk	10 176	39 578	5 258	2 413	428	3 246
營業代表 Salesman / Sales Representative	8 774	53 961	13 893	2 873	3 293	3 570
貨倉/採購文員 Stock / Purchasing Clerk	1 967	15 540	3 047	135	22	1 187
推銷員 Promoter	810	1 027	420	-	-	405
兼職推銷員 Part-time Promoter	132	375	-	-	406	-
<i>小計 Sub-Total</i>	23 250	128 106	26 437	5 707	4 149	9 436
總計 Grand Total	23 548	152 491	101 218	44 692	19 157	21 665

批發業僱員宜有的相關年資
Preferred Relevant Years of Experience of Wholesale Employees by Job Title

批發業僱員人數
No. of Wholesale Employees

職稱 Job Title	一年以下 Less than 1 year	一年至 三年以下 1 year to less than 3 years	三年至 六年以下 3 years to less than 6 years	六年至 十年以下 6 years to less than 10 years	十年或 以上 10 years or more	未有說明 Unspecified
<i>經理級 MANAGERIAL LEVEL</i>						
總經理 General Manager	-	-	449	132	220	2
商品採購經理 Merchandising Manager	-	-	7	45	-	-
品質管制經理 Quality Control Manager	-	2	9	8	13	-
研究及開發經理 Research and Development Manager	-	-	8	54	4	-
銷售／市務經理 Sales / Marketing Manager	-	32	554	537	183	10
倉務及收發經理 Warehouse and Distribution Manager	-	-	31	68	16	-
準則審核經理 Compliance Manager	-	-	2	1	-	-
採購經理 Purchasing Manager	-	-	224	234	26	-
<i>小計 Sub-Total</i>	<i>0</i>	<i>34</i>	<i>1 284</i>	<i>1 079</i>	<i>462</i>	<i>12</i>
<i>主任級 SUPERVISORY LEVEL</i>						
船務主任 Shipping Supervisor	-	22	20	14	-	1
研究及開發主任 Research and Development Officer	-	-	84	-	-	-
產品設計師 Product Designer	-	6	86	-	-	-
商品／採購主任 Merchandiser / Buyer	-	-	300	15	-	-
品質檢查員 Quality Inspector	-	-	51	14	11	-
技術員 Technician	-	110	259	112	-	-
營業主任 Sales Supervisor	-	1 291	4 387	1 244	85	38
倉務及收發主任 Warehouse and Distribution Supervisor	121	209	338	24	-	1

職稱 Job Title	一年以下 Less than 1 year	一年至 三年以下 1 year to less than 3 years	三年至 六年以下 3 years to less than 6 years	六年至 十年以下 6 years to less than 10 years	十年或 以上 10 years or more	未有說明 Unspecified
<i>主任級 (續) SUPERVISORY LEVEL (Continued)</i>						
運輸主任 Transportation Supervisor	-	16	38	-	6	2
採購主任 Purchasing Supervisor	-	92	609	1078	-	-
推銷員主任 Promoter Supervisor	-	2	15	5	-	-
銷售工程師 Sales Engineer	-	153	363	11	-	-
<i>小計 Sub-Total</i>	<i>121</i>	<i>1 901</i>	<i>6 550</i>	<i>2 517</i>	<i>102</i>	<i>42</i>
<i>文員/技術人員級 CLERICAL / OPERATIVE SUPPORT LEVEL</i>						
營業代表 Salesman / Sales Representative	650	10 459	3 860	643	60	10
貨倉/採購文員 Stock / Purchasing Clerk	225	2 868	358	9	-	-
文件處理/船務文員 Documentation / Shipping Clerk	315	2 837	110	-	-	1
推銷員 Promoter	129	82	127	-	-	-
兼職推銷員 Part-time Promoter	17	148	-	-	-	-
<i>小計 Sub-Total</i>	<i>1 336</i>	<i>16 394</i>	<i>4 455</i>	<i>652</i>	<i>60</i>	<i>11</i>
總計 Grand Total	1 457	18 329	12 289	4 248	624	65

按每月平均收入幅度劃分的出入口業僱員人數
Distribution of IE Employees by Average Monthly Income Range

職稱 Job Title	\$6,001 以下 Under \$6,001	\$6,001 - \$8,000	\$8,001 - \$10,000	\$10,001 - \$20,000	\$20,001 - \$30,000	\$30,001 - \$50,000	\$50,001 - \$70,000	\$70,000 以上 Over \$70,000	未有說明 Unspecified
<i>經理級</i> MANAGERIAL LEVEL									
總經理 General Manager	-	-	-	209	1 185	2 747	1 094	1 276	645
研究及開發經理 Research and Development Manager	-	-	-	502	642	804	260	-	386
出入口／船務經理 Shipping Manager	-	-	-	686	550	680	12	-	225
技術經理 Technical Manager	-	-	-	7	1 903	787	95	27	169
商品採購經理 Merchandising Manager	-	-	-	476	2 284	4 017	19	5	1 450
品質管制經理 Quality Control Manager	-	-	-	98	294	438	217	4	129
準則審核經理 Compliance Manager	-	-	-	-	268	55	18	1	24
銷售／市務經理 Sales / Marketing Manager	-	-	406	1 431	6 916	5 365	763	61	2 071
倉務及收發經理 Warehouse and Distribution Manager	-	-	-	42	132	245	12	-	85
採購經理 Purchasing Manager	-	-	-	160	551	901	31	2	181
小計 Sub-Total	0	0	406	3 611	14 725	16 039	2 521	1 376	5 365
<i>主任級</i> SUPERVISORY LEVEL									
準則審核主任 Compliance Officer	-	-	-	320	82	29	-	-	126
船務主任 Shipping Supervisor	-	-	230	2 806	1 494	230	-	-	1 429
研究及開發主任 Research and Development Officer	-	-	1 222	1 002	455	478	-	-	1 098
產品設計師 Product Designer	-	-	84	2 564	1 153	156	-	-	1 004
商品／採購主任 Merchandiser / Buyer	-	1 217	976	15 776	8 321	2 530	85	-	5 603
品質檢查員 Quality Inspector	-	405	75	2 076	1 695	291	-	-	566
營業主任 Sales Supervisor	-	-	4 397	17 946	10 965	3 248	56	-	8 101
倉務及收發主任 Warehouse and Distribution Supervisor	-	-	191	1 128	730	8	-	-	185
運輸主任 Transportation Supervisor	-	-	50	114	81	-	-	-	32
採購主任 Purchasing Supervisor	-	-	224	2 256	1 381	69	5	-	151
銷售工程師 Sales Engineer	-	-	541	1 619	1 914	895	-	-	540
技術員 Technician	-	-	161	6 912	1 134	138	-	-	636

職稱 Job Title	\$6,001 以下 Under \$6,001	\$6,001 - \$8,000	\$8,001 - \$10,000	\$10,001 - \$20,000	\$20,001 - \$30,000	\$30,001 - \$50,000	\$50,001 - \$70,000	\$70,000 以上 Over \$70,000	未有說明 Unspecified
推銷主任 Promoter Supervisor	-	-	8	89	144	13	-	-	3
小計 Sub-Total	0	1 622	8 159	54 608	29 549	8 085	146	0	19 474
<i>文員/技術人員級 CLERICAL / OPERATIVE SUPPORT LEVEL</i>									
助理商品員 Assistant Merchandiser	-	1 322	8 461	11 326	525	-	-	-	2 515
文件處理/船務文員 Documentation / Shipping Clerk	1 723	7 461	33 761	13 027	501	-	-	-	4 626
營業代表 Salesman / Sales Representative	3 092	9 382	27 392	32 743	6 475	168	-	-	7 112
貨倉/採購文員 Stock / Purchasing Clerk	-	3 879	10 828	4 058	456	-	-	-	2 677
推銷員 Promoter	-	316	1 018	623	-	200	-	-	505
兼職推銷員 Part-time Promoter	695	-	218	-	-	-	-	-	-
小計 Sub-Total	5 510	22 360	81 678	61 777	7 957	368	0	0	17 435
總計 Grand Total	5 510	23 982	90 243	119 996	52 231	24 492	2 667	1 376	42 274

按每月平均收入幅度劃分的批發業僱員人數
Distribution of Wholesale Employees by Average Monthly Income Range

職稱 Job Title	\$6,001 以下 Under \$6,001	\$6,001 - \$8,000	\$8,001 - \$10,000	\$10,001 - \$20,000	\$20,001 - \$30,000	\$30,001 - \$50,000	\$50,001 - \$70,000	\$70,000 以上 Over \$70,000	未有說明 Unspecified
<i>經理級 MANAGERIAL LEVEL</i>									
總經理 General Manager	-	-	-	56	510	143	16	62	16
商品採購經理 Merchandising Manager	-	-	-	7	-	40	4	1	-
品質管制經理 Quality Control Manager	-	-	-	2	5	8	-	-	17
研究及開發經理 Research and Development Manager	-	-	-	6	1	52	7	-	-
銷售／市務經理 Sales / Marketing Manager	-	-	-	453	344	300	143	1	75
倉務及收發經理 Warehouse and Distribution Manager	-	-	-	23	19	70	1	-	2
準則審核經理 Compliance Manager	-	-	-	-	-	3	-	-	-
採購經理 Purchasing Manager	-	-	-	71	345	67	1	-	-
小計 Sub-Total	0	0	0	618	1 224	683	172	64	110
<i>主任級 SUPERVISORY LEVEL</i>									
船務主任 Shipping Supervisor	-	-	-	30	25	-	-	-	2
研究及開發主任 Research and Development Officer	-	-	-	59	25	-	-	-	-
產品設計師 Product Designer	-	-	-	28	62	-	-	-	2
商品／採購主任 Merchandiser / Buyer	-	-	4	232	79	-	-	-	-
品質檢查員 Quality Inspector	-	-	22	29	25	-	-	-	-
技術員 Technician	-	-	9	263	160	-	-	-	49
營業主任 Sales Supervisor	-	14	861	4 141	691	779	-	-	559
倉務及收發主任 Warehouse and Distribution Supervisor	-	-	110	488	84	1	-	-	10
運輸主任 Transportation Supervisor	-	-	-	49	4	-	-	-	9
採購主任 Purchasing Supervisor	-	-	18	1 244	477	30	-	-	10
推銷員主任 Promoter Supervisor	-	-	-	12	1	-	-	-	9
銷售工程師 Sales Engineer	-	-	-	243	273	-	-	-	11
小計 Sub-Total	0	14	1 024	6 818	1 906	810	0	0	661

職稱 Job Title	\$6,001 以下 Under \$6,001	\$6,001 - \$8,000	\$8,001 - \$10,000	\$10,001 - \$20,000	\$20,001 - \$30,000	\$30,001 - \$50,000	\$50,001 - \$70,000	\$70,000 以上 Over \$70,000	未有說明 Unspecified
<i>文員／技術人員級 CLERICAL / OPERATIVE SUPPORT LEVEL</i>									
營業代表 Salesman / Sales Representative	762	1 688	8 693	3 178	138	-	-	-	1 223
貨倉／採購文員 Stock / Purchasing Clerk	7	809	2 078	465	-	-	-	-	101
文件處理／船務文員 Documentation / Shipping Clerk	-	1 555	1 171	381	-	-	-	-	156
推銷員 Promoter	-	35	52	156	-	-	-	-	95
兼職推銷員 Part-time Promoter	17	-	18	120	-	-	-	-	10
小計 <i>Sub-Total</i>	786	4 087	12 012	4 300	138	0	0	0	1 585
總計 Grand Total	786	4 101	13 036	11 736	3 268	1 493	172	64	2 356

過往十二個月曾將全部或部分業務
遷離至香港以外地方/
或於未來十二個月有此計劃的出入口公司百分率
**Percentage of IE Companies Having Involved in Moving
Functions Wholly or Partially to Other Places Outside
Hong Kong in the Past 12 Months and/or will be Involved
in Moving Functions in the Next 12 Months**

業務 Functions	過往十二個月 (有) Past 12 Months (Yes) %*	未來十二個月 (有) Next 12 Months (Yes) %*
<i>業務遷離香港</i> <i>Moving Functions Outside Hong Kong</i>		
品質控制 Quality Control	13.9	1.9
辦貨 Merchandising	75.1	84.5
倉務 Warehouse	11.2	0.1
船務 Shipping	12.3	2.0
會計 Accounting	0.3	1.1
研究及發展 Research and Development	0.5	0.4
出口及銷售 Export and Marketing	12.8	1.3
電腦資料輸入 Computer Data Entry	0.7	1.0
銷售及客戶服務 Sales and Customer Services	65.4	69.3
其他 Others	1.3 ⁺	-
總數 Overall	5.1[#]	3.8[#]
<i>遷往何地</i> <i>Whereabouts</i>		
內地 Mainland	100	100
亞洲 Asia	0.03	-
馬來西亞 Malaysia	-	-
印度 India	-	-
越南 Vietnam	-	-

業務 Functions	過往十二個月 (有) Past 12 Months (Yes) %*	未來十二個月 (有) Next 12 Months (Yes) %*
柬埔寨 Cambodia	-	-
美洲 America	0.03	-
歐洲 Europe	0.03	-
非洲 Africa	-	-
其他地區 Other Places	-	-
<i>業務遷離香港之公司需要聘請員工人數 No. of Employees Required When Companies' Functions Moved Outside Hong Kong</i>		
香港員工 <u>Hong Kong</u>		
0 人	88.34	72.36
1 - 20 人	11.66	27.51
21 - 50 人	-	0.14
51 - 100 人	-	-
> 100 人	-	-
內地員工 <u>Mainland</u>		
0 人	73.74	97.36
1 - 20 人	25.48	2.34
21 - 50 人	0.13	0.27
51 - 100 人	0.03	0.03
> 100 人	0.63	-
其他地方員工 <u>Other Places</u>		
0 人	99.97	99.97
1 - 20 人	0.03	0.03
21 - 50 人	-	-
51 - 100 人	-	-
> 100 人	-	-
整體 Overall	5.06[#]	3.76[#]

* 佔填覆公司的百分率。
As a percentage of number of responding cases.

+ 其他業務包括行政及包裝設計。
Other functions included administration and packaging design.

佔行業公司總數百分率。
As a percentage of total number of companies in the trade.

批發業
參與人力／人力擴充百分率 (按工作／業務劃分)
Wholesale Trade
Manpower Involvement / Expansion by Function / Activity

工作 / 業務 Functions / Activities	參與僱員人數 (人次) (2008 年 11 月) No. of Wholesale Employees (in terms of Man-Times) Involved (As in November 2008)	參與僱員人數 (人次) (2009 年 11 月) No. of Wholesale Employees (in terms of Man-Times) Involved (As in November 2009)	預測人力增減比率 (2008 年 11 月至 2009 年 11 月) Forecast % Changes of Manpower Growth (+) / Decrease (-) (November 2008 - November 2009)
出入口 Import / Export	694	701	1.01%
零售 Retail	10 394	10 538	1.39%
品牌發展 Brand Name Development	554	558	0.72%
銷售及市場推廣 Sales and Marketing	25 808	26 226	1.62%
分銷 Distribution	8 628	8 716	1.02%
生產 Manufacturing	936	945	0.96%
採購 Procurement	10 220	10 440	2.15%
倉務 Warehousing	3 822	3 856	0.89%
其他 Others	28	28	0.00%
總計 Total	61 084	62 006	1.51%*

* 2009 僱主之人力需求以 2008 年 11 月之經濟情況而預測。

* The employers' forecast for 2009 manpower demand was made during the economic environments in November 2008.

Manpower Projection for 2009-2013

A. Import and Export Industry

Methodology

The Labour Market Analysis (LMA) approach first examines a group of key statistical data collected by a reliable and independent authority that reflect important changes in the local economy, demography and labour market. It then selects some of the data as independent variables and builds a statistical model that can be used to project manpower demand in the economic sector under study. In other words, the model makes use of some relevant and reliable economic indicators to project manpower demand in the short and medium term.

2. The LMA approach has been successfully applied to manpower projection for Import and Export Industry in 2004 and 2006.

3. The building of a statistical model comprises two main steps. The first step is called ‘Diagnostic’ when two sets of statistical data are tested to select independent variables as determinants. Set I comprises 9 core statistics in the National Accounts (e.g. Gross Domestic Products (GDP) and its components) of Hong Kong. These statistics provide information about our key economic activities. Set II comprises 42 economic indicators with more disaggregate information about various economic sectors. Such information includes consumption, investment, trade, tourism, beverage, property and related activities, and information about the labour market, etc. From these two data sets, some determinants can be found. To minimize Types I & II and other errors, these determinants are statistically tested for multi-collinearity before they are grouped into Principal Components (PCs). The second step of statistical modeling is called “Prognostic” because the PCs found in the first step are used to build the statistical model for manpower projection.

Manpower Projection for Import and Export Industry

4. For the Import and Export Industry, 7 determinants below have been identified and grouped into PCs.

- 1) Gross Domestic Fixed Capital Formation [GDFCF]
- 2) Composite Consumer Price Index [CCPI]
- 3) Import of Goods in Value Index [VM]
- 4) Loans and Advance [LA]
- 5) Private Consumption Expenditure [PCE]
- 6) Re-export of Goods in Value Index [VREX]
- 7) Retails Sales in Value Index [RSVA]

5. At the “Diagnostic” step, Principal Component Analysis (PCA) is used to group these determinants into Principal Components (PCs). It is found that about 98% of the total variation can be explained by these PCs and thus they can be safely used to project the manpower requirements in the near future. At the second “Prognostic” step, Principal Component Regression (PCR) is applied to build the statistical model. The model indicates that there is a strong positive correlation between the actual manpower data and the PCs. The adjusted R-square worked out to be 0.92, indicating that about 92% of the variation of the

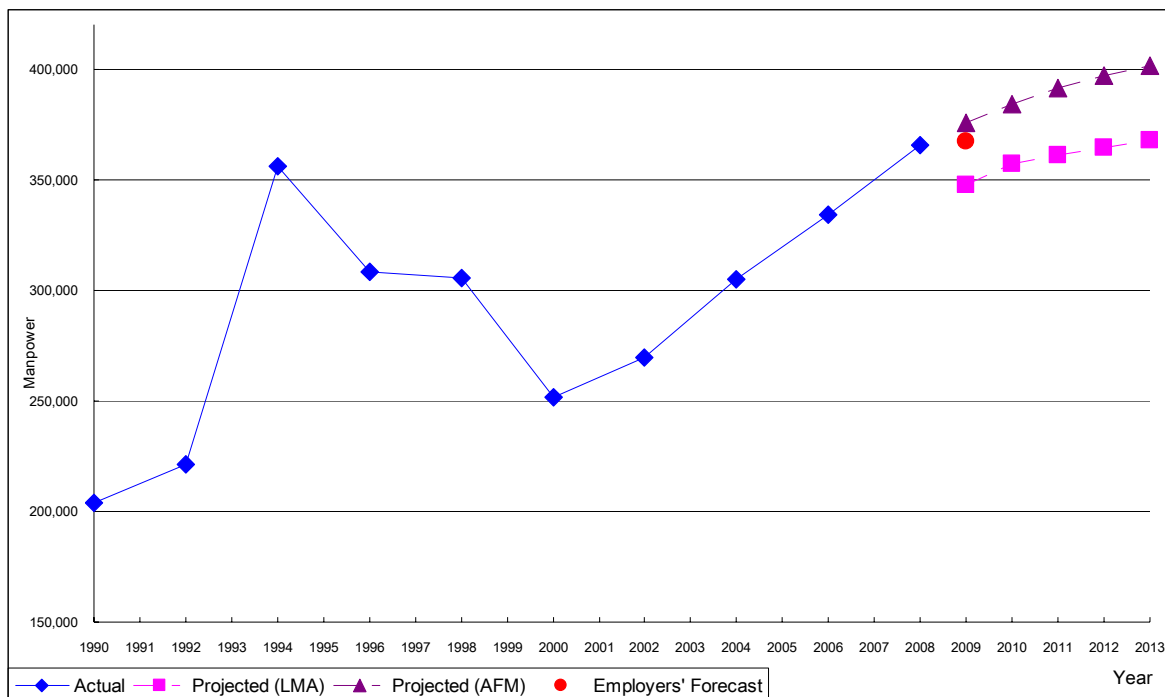
manpower requirements can be explained by the model.

6. The manpower demand for Import and Export Industry in 2009-2013 is projected using 3 methods, namely Labour Market Analysis (LMA), Adaptive Filtering Method (AFM) and Employers' Forecast (EF). A summary table is provided as below.

Table 1: Summary of Manpower Projections by LMA, AFM and EF.

Year	Manpower Demand	Projected (LMA)	Projected (AFM)	Projected (EF)
2008	365 481			
2009		347 540 (-4.9%*)	375 615 (+2.8%*)	367 469 (+0.5%*)
2010		357 312 (+2.8**)	384 337 (+2.3%**)	
2011		360 912 (+1.0%**)	391 417 (+1.8%**)	
2012		364 347 (+1.0%**)	397 138 (+1.5%**)	
2013		367 649 (+0.9%**)	401 745 (+1.2%**)	
<p><i>All figures include technical manpower only.</i> * as percentage change vs manpower demand in 2008 ** as percentage change vs projected manpower in previous year</p> <p>LMA: Labour Market Analysis AFM: Adaptive Filtering Method EF: Employers' Forecast at the date of the survey</p>				

Figure 1: Summary of Manpower Projection by LMA, AFM and EF.



7. LMA illustrates a decreasing manpower situation in 2009, followed by moderate growth for the years ahead while AFM shows an increasing trend for manpower demand for 2009-2013. The LMA approach has the advantage of objectivity and allows interim manpower projection updates when economic indicators become available, whereas the AFM approach is based on historical pattern in manpower series to extrapolate the future assuming all other variables remain unchanged. Finally, EF which is based on personal guess and industry experience of the respondents predicts a slight growth in 2009.

Wholesale Industry

8. Due to fluctuations of historical data in the past years, no economic indicators can be identified to project manpower requirement and thus LMA approach cannot be applied in the Wholesale Industry.

9. AFM is used to project the manpower requirement for the Wholesale Industry and a summary table for the manpower projection by AFM and EF is presented as below.

Table 2: Summary of Manpower Projections by AFM and EF.

Year	Manpower Demand	Projected (AFM)	Projected (EF)
2008	37 351		
2009		36 813 (-1.4%*)	37 287 (-0.17%*)
2010		37 166 (+1.0%**)	
2011		37 432 (+0.7%**)	
2012		37 632 (+0.5%**)	
2013		37 782 (+0.4%**)	

All figures include technical manpower only.

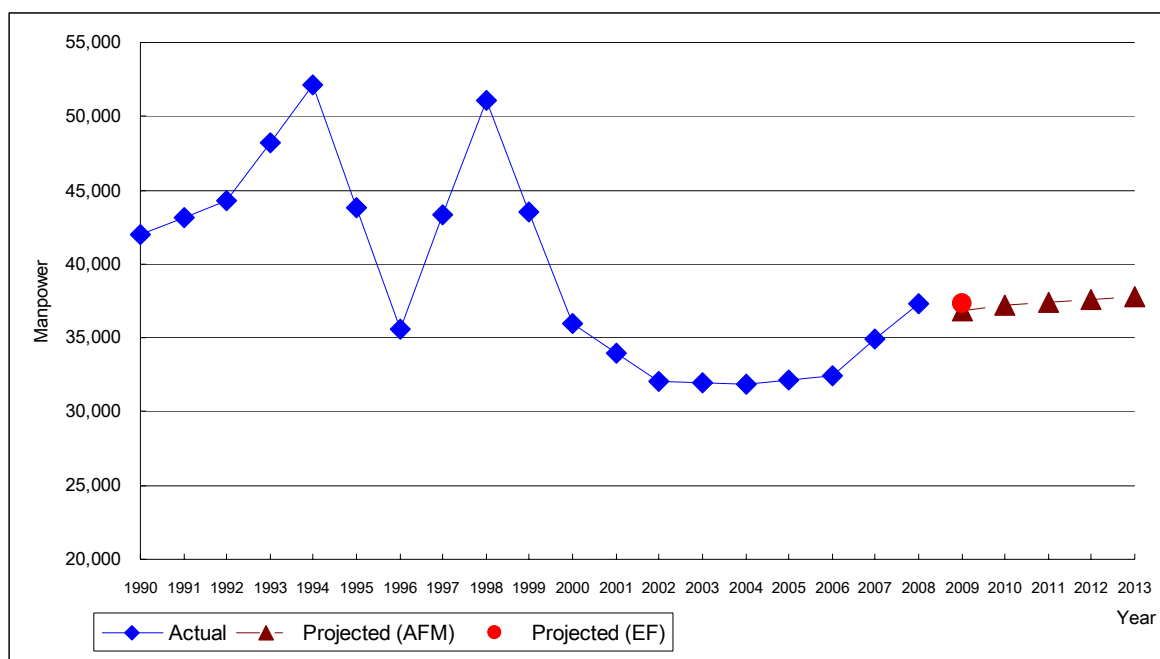
* as percentage change vs manpower demand in 2008

** as percentage change vs projected manpower in previous year

AFM: Adaptive Filtering Method

EF: Employers' Forecast at the date of the survey

Figure 2: Summary of Manpower Projection by AFM and EF



2009 至 2013 年的人力推算

出入口業

人力市場分析法

1. 使用「人力市場分析法」(Labour Market Analysis Approach, 簡稱 LMA) 作人力需求預測, 程序是這樣的: 仔細分析由一可靠、獨立的機構所收集的一系列反映本地經濟、人口和勞動市場狀況的主要統計數據, 然後在當中選出部分作為獨立變數, 以之建立一個統計模型, 用作預測某指定經濟範疇的人力需求。換言之, 模型可利用這些可靠而相關的主要經濟指標, 推算中短期人力需求。

2. 本會分別於 2004 年及 2006 年, 成功採用 LMA 統計模型為出入口業作人力推算。

3. 建立這類模型, 主要牽涉兩個階段: 第一個階段是「診斷」, 意即將兩組統計數據作一連串嚴格測試, 抽取出獨立變數, 稱為「決定因子」。第一組數據包括國民經濟核算中 9 個核心數據(例如本地生產總值及其組成數據), 憑這些數據, 我們可以知道主要經濟活動的情況。第二組數據包括 42 個經濟指標, 由此可以得到不同界別較廣泛的經濟信息, 包括消費、投資、貿易、旅客訪港、餐飲、房地產及相關活動, 以及勞動市場的資料等。上述的決定因子就是由這兩組數據分析出來的。為減少第一、二組及其他數據的誤差, 這些決定因子會經過統計測試, 找出它們的多共線性, 再歸納為不同的「主要因素」(Principal Components)。建立統計模型的第二個階段稱為「預斷」, 因為以主要組成部分建立統計模型後, 可作人力預測之用。

出入口業人力推算

4. 我們為出入口業定出七個決定因子, 並歸類為主要因素。

- (1) 本地固定資本形成總額[GDFCF];
- (2) 綜合消費物價指數[CCPI];
- (3) 商品進口貨值指數;
- (4) 貸款及墊款[LA];
- (5) 私人消費開支[PCE];
- (6) 商品轉口貨值指數[VREX];
- (7) 零售價值指數;

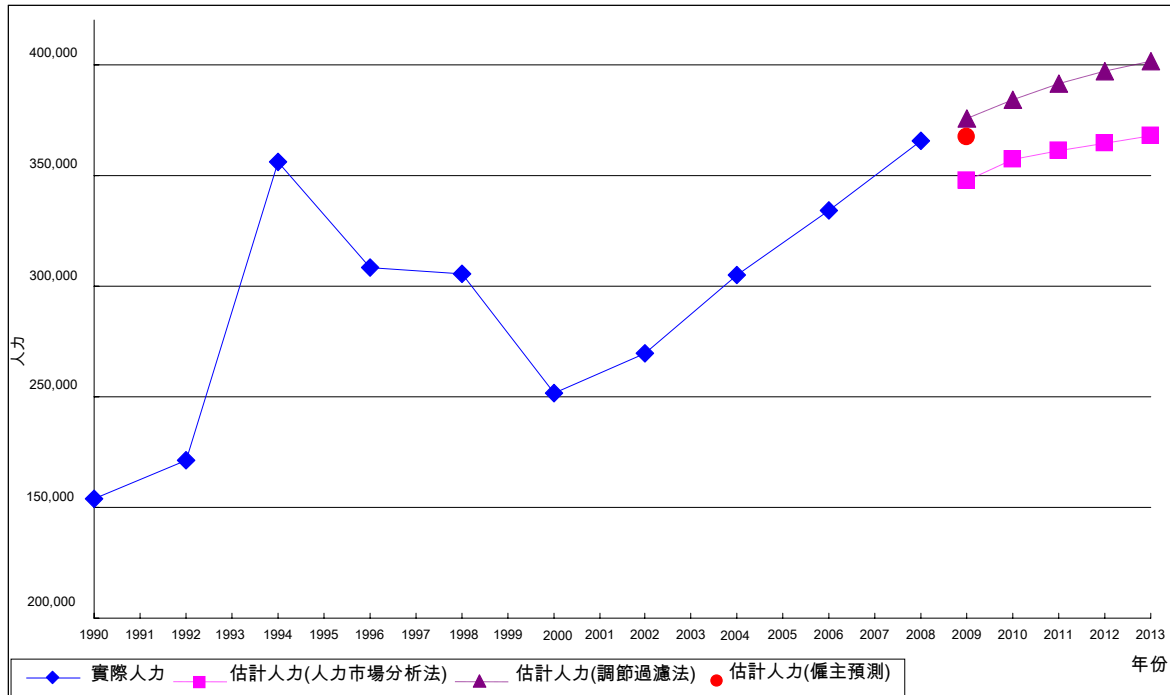
5. 在「診斷」階段，我們使用「主要因素分析法」(Principal Component Analysis)將上述決定因子分類成不同的主要因素。我們發現這些主要因素能解釋人力需求中約 98%的信息變化；故此，我們可以放心根據這些因素來預測未來的人力需求。在「預斷」階段，我們使用「主要因素迴歸法」(Principal Component Regression)建立統計模型。從模型看到，人力需求和主要因素之間有很強的相互關係，調整過後的 R-平方值是 0.92，代表約 92% 人力需求變化可以由這一統計模型解釋。

6. 出入口業 2009 至 2013 年的人力需求分別以人力市場分析法(LMA)、調節過濾法(AFM)及僱主預測(EF)進行推算。下表簡要列出使用這三種方法得出的結果。

表 1：以人力市場分析法、調節過濾法及僱主預測得出的人力需求推算摘要

年份	實際數字	推算數字 (人力市場分析法)	推算數字 (調節過濾法)	推算數字 (僱主預測)
2008	365 481			
2009		347 540 (-4.9%*)	375 615 (+2.8%*)	367 469 (+0.5%*)
2010		357 312 (+2.8**)	384 337 (+2.3%**)	
2011		360 912 (+1.0%**)	391 417 (+1.8%**)	
2012		364 347 (+1.0%**)	397 138 (+1.5%**)	
2013		367 649 (+0.9%**)	401 745 (+1.2%**)	
<i>所有數字只包括技術僱員</i>				
* 與 2008 年實際人力數字比較的變動百分率				
** 與前一年推算人力數字比較的變動百分率				

圖 1：以人力市場分析法、調節過濾法及僱主預測得出的人力需求推算摘要



7. 人力市場分析法顯示 2009 年人力會減少，其後幾年則有溫和增長；調節過濾法則顯示 2009 至 2013 年人力有增加的趨勢。人力市場分析法的好處是客觀，而且有季度或月度統計資料時，可以不時更新推算數字。調節過濾法則假定所有其他情況不變，並按以往人力發展模式推斷出日後的發展趨勢。僱主的預測則是根據受訪者的個人觀感及業界經驗作推斷，是次推算亦顯示 2009 年的人力需求會有溫和增長。

批發業

8. 由於過去幾年歷史數據波動，因此並無經濟指標可供推算批發業的人力需求，故未能採用人力市場分析法。

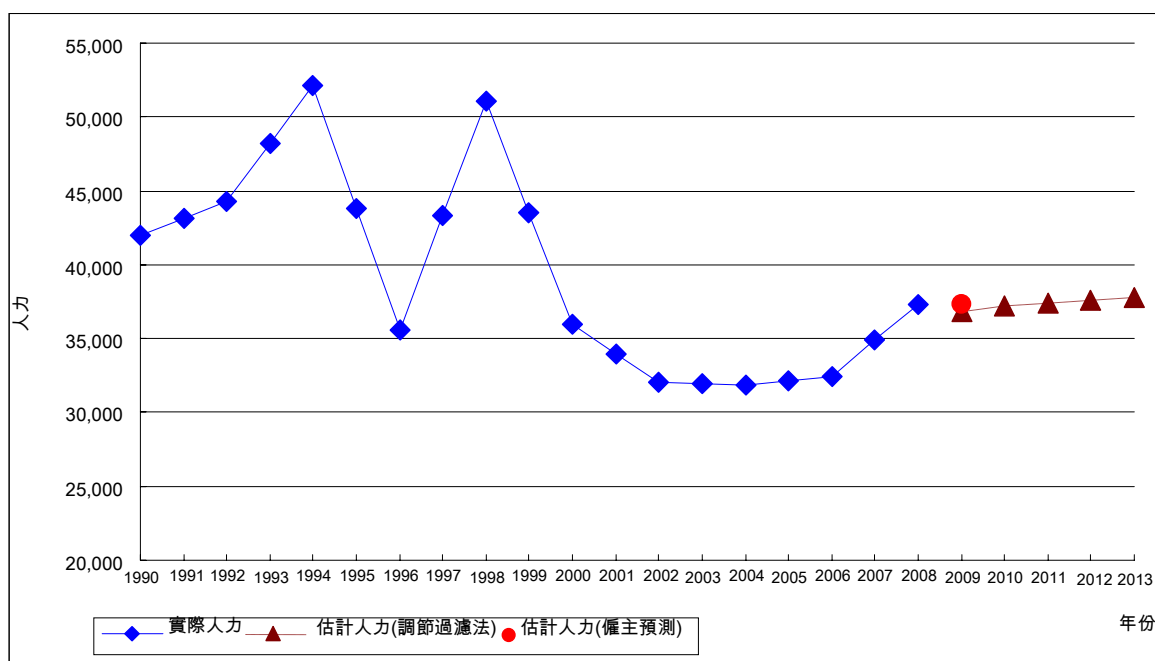
9. 本會採用了調節過濾法推算批發業的人力需求，根據調節過濾法及僱主預測推算的人力需求摘要表列如下：

表 2：以調節過濾法及僱主預測得出的人力推算摘要

年份	實際數字	推算數字 (調節過濾法)	推算數字 (僱主預測)
2008	37 351		
2009		36 813 (-1.4%*)	37 287 (-0.17%*)
2010		37 166 (+1.0%**)	
2011		37 432 (+0.7%**)	
2012		37 632 (+0.5%**)	
2013		37 782 (+0.4%**)	

所有數字只包括技術僱員
 * 與 2008 年實際人力數字比較的變動百分率
 ** 與前一年推算人力數字比較的變動百分率

圖 2：以調節過濾法及僱主預測得出的人力需求推算摘要



Glossary

Employees refer to all full-time personnel who are directly paid by the company and who are either at work or temporarily absent from work, viz sick leave, maternity leave, annual vacation, casual leave or on strike.

Import/export or wholesale employees (Technical Manpower) refer to all full-time personnel who are engaged in principal jobs related to the import/export or wholesale trade.

A company is defined, for the purpose of this survey, as a business undertaking including companies having the same first 8 digits of business registration number (i.e. under a single ownership or control) with the same nature of business (i.e. in the import/export trade).

Employees working in the Mainland on a stationed basis refers to those full-time staff members who had worked in the Mainland with permanent post and job title.

Employees working in the Mainland on a travelling basis refers to those full-time staff members who went to the Mainland only conducting business negotiations and inspection of business, and/or attending trade fairs, meetings and business-related entertainment. Transport workers commuting between Hong Kong and the Mainland are excluded.

IEW posts refers to the principal jobs related to the import/export or wholesale trade actually taken up by employees, and include both the number of existing employees and vacancies.

Manpower demand refers to the aggregate of existing employees employed in the trade plus vacancies not yet filled.

Monthly income includes basic salary, overtime pay, cost of living allowance, meal allowance, commission and bonus.

Wastage rate is defined as the percentage of IEW employees leaving their current IEW jobs and taking up non-IEW positions, emigrating, or for other reasons, out of the total number of IE employees. The formula for calculating the annual wastage rate at each job level is shown as follows:

$$\frac{\text{No. of IEW Employees Taking Up Non-IEW Positions} + \text{No. of Emigrants + Other Wastages}}{\text{No. of IEW Employees at the Job Level}} \times 100\%$$

釋 義

「僱員」指所有正為公司工作，或因病假、產假、年假、事假或罷工而臨時缺勤的全職受薪人士。

「出入口或批發業技術僱員」指所有全職從事出入口或批發業相關主要職務的人士。

「公司」就是次調查而言，指商業登記號碼首 8 個數字相同(即屬於同一擁有權或控制權)，以及業務性質相同的公司。

「派駐內地工作的僱員」指於內地工作、擁有長期職位及職稱的全職員工。

「往返內地工作的僱員」指只到內地進行業務磋商、視察業務、及/或出席貿易展覽會、會議、業務相關款待活動的全職員工。穿梭中港兩地執行運輸工作的僱員則不包括在內。

「出入口或批發業職位」指實任的出入口或批發業相關主要職位，包括現職僱員人數及空缺數目。

「人力需求」指業內現職僱員人數及尚待填補空缺數目。

「每月收入」指基本薪金、超時工作補薪、生活津貼、膳食津貼、佣金及花紅。

「流失率」指因轉行、移居外地或其他原因離職的僱員佔整體出入口業僱員總數的百分率。計算每年流失率(按各職級劃分)的方程式如下：

$$\frac{\text{轉行的出入口僱員人數} + \text{移居外地人數} + \text{其他流失}}{\text{各職級的出入口業僱員人數}} \times 100\%$$