Enhanced Supplementary Labour Scheme - List of Common Posts

(Revised on 22 June 2026)

Notes:

The "List of Common Posts" under the Enhanced Supplementary Labour Scheme (ESLS) is compiled by the Labour Department (LD) in consultation with relevant government bureaux / departments / training bodies / professional organisations and with reference to the details of the applied posts commonly processed under ESLS. The "List of Common Posts" covers the median monthly wages, working hours, entry requirements and duties of the posts in different industries commonly applied under ESLS. It only serves as a reference for the applicant employers of ESLS.

If an applicant employer uses the "Application Form for Common Posts" (Form ESLS-1A) and fills in the information specified in the "List of Common Posts", the preliminary screening will be expedited so that the local recruitment exercise, as stipulated by LD, can commence. In undertaking the local recruitment, the applicant employer must comply with the ESLS requirements and accord priority to employing suitable local workers to fill the vacancies.

In applying for importation of workers to fill posts not covered by the "List of Common Posts", the applicant employer must fill in the "Application Form for Non-Common Posts" (Form ESLS-1B). Preliminary screening of the application for non-common post(s) requires more time. LD will consult relevant government bureaux / departments / training bodies / professional organisations, etc. if necessary, and then inform the applicant employer if the wages offered measure up to the median monthly wages, and whether the proposed entry requirements are appropriate. Where necessary, LD may recommend amendments to the relevant requirements. If the applicant employer refuses to accept LD's recommendation(s), LD will terminate the processing of the application.

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Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Airline Companies, Travel Agents and Airline Ticket Agents					
6.2.216	General Cashier	Collecting payment and operating a cash register Issuing receipts General cash processing duties, such as cash validating, counting and sorting Keeping accounts, preparing financial statements and settling account balance Bank deposits Serving customers Responsible for foreign currency exchange and remittance services	Primary 6	1 year	8	$17,150
6.2.216	Accounting Clerk	Assisting in preparation of financial and accounting reports Handling full set of accounting and bookkeeping General clerical duties Handling accounts payable and receivable Handling daily accounts operation and transactions Assisting in month end closing General audit duties	Secondary 3	1 year	8	$17,150
6.2.211	Statistical Clerk	General clerical duties, including filing, data input, photocopying, preparing reports etc. Office support and outdoor duties, including document collection and delivery, bank payments etc. Performing general office duties, such as photocopying and document binding Following up invoices, taking orders and issuing quotations Answering phone calls and daily liaison work Conducting telephone surveys Market research and data collection	Secondary 3	1 year	8	$15,260
6.2.215	Visa Clerk	General clerical duties, including filing, data input, photocopying, preparing reports etc. Office support and outdoor duties, including document collection and delivery, bank payments etc. Performing general office duties, such as photocopying and document binding Entering visa applications onto the system, verifying documents, packing of passports and documents Answering phone calls and daily liaison work	Secondary 3	1 year	8	$14,490

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Airline Companies, Travel Agents and Airline Ticket Agents					
6.2.209	Sales Representative / Marketing Executive	Assisting in marketing and sales work Selling and promoting products Handling customers' enquiries Contacting customers and following up purchase orders Promoting products at counter, cleaning counter After-sales services	Secondary 5	3 years	8	$21,910
6.2.210	Secretary	Providing full range of administrative support to the daily activities of managerial staff Taking care of any routine errands and daily matters for managerial staff General administrative and clerical duties Handling telephone calls	Secondary 5	3 years	8	$25,620
	Automobile Repairing					
8.1.8	Vehicle Painter Vehicle Painting Worker Vehicle Painting Technician	Car waxing / detailing Car painting Vehicle body inspection and repair Handling customers' enquiries and providing technical support Assisting in daily workshop operation Arranging staff deployment and training	Secondary 3	3 years	8	$20,980
8.1.5	Mechanic (Vehicle Body) Panel Beater Vehicle Body Mechanic	General duties of Vehicle Body Repairer Vehicle body inspection and repair Vehicle panel repair	Secondary 3	3 years	8	$20,790
8.1.6	Vehicle Electrician Vehicle Electrical Mechanic Vehicle Electrical Technician	Carrying out routine vehicle electric systems inspection Repairing and replacing vehicles electronics Performing relevant tests Arranging staff deployment and training	Secondary 3	3 years	8	$21,150

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Automobile Repairing					
8.1.7	Vehicle Mechanic Car / Vehicle Repair Mechanic Mechanic (Vehicle) Vehicle Technician	Repairing vehicles Responsible for periodical vehicle maintenance check-up Diagnosing technical problems of vehicles Handling customers' enquires and providing technical support Assisting in daily workshop operation Carrying out routine vehicle inspection Maintaining, repairing, and overhauling vehicles Performing relevant tests Arranging staff deployment and training	Secondary 3	3 years	8	$21,260
8.9.2	Wheel Alignment and Tyre Worker Tyre Technician Tyre Repairer	Aligning wheels of various kinds of vehicles Fixing, dismantling, renewing and repairing wheel rims Fixing, dismantling and repairing tyres and balancing wheels Fixing and dismantling batteries Identifying labels' meanings on tyres and batteries	Primary 6	1 year	8	$24,706
8.9.7	Engineering Technician Vehicle Technical Officer	Maintaining, repairing, and overhauling vehicles Arranging staff deployment and training Collecting relevant maintenance and repair data, studying and analyzing related technical issues Installing and repairing workshop hardwares	Secondary 5	5 years	8	$22,910

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Banking and Finance					
10.2.1	Bookkeeper / Accounting Clerk	Assisting in preparation of financial and accounting reports Handling full set of accounting and bookkeeping General clerical duties Handling accounts payable and receivable Handling daily accounts operation and transactions Assisting in month end closing	Secondary 3	1 year	8	$18,380
10.2.2	Audit Clerk	Assisting in preparation of financial and accounting reports Handling full set of accounting and bookkeeping General clerical duties Handling accounts payable and receivable Handling daily accounts operation and transactions Assisting in month end closing General audit duties	Secondary 3	1 year	8	$20,020
10.2.4	Bills Clerk	Bills-related clerical duties, including filing, data input, photocopying, preparing reports etc. Office support and outdoor duties, including document collection and delivery, bank payments etc. Performing general office duties, such as photocopying and document binding Following up invoices, taking orders and issuing quotations Answering phone calls and daily liaison work	Secondary 3	1 year	8	$17,850

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Banking and Finance					
10.2.5	Computer / Data Entry Operator	Operating and monitoring computer equipment / network / data centre / server room facilities Performing user IT support and help desk Assisting in incident management Security monitoring of IT system Word processing Data entry and processing	Secondary 3	1 year	8	$19,320
10.2.3	Bill Checker	Performing documentary checking of finance products Conducting AML due diligence checking to bills document Advising any discrepancies and recommending solutions	Secondary 3	1 year	8	$20,900
10.2.9	Teller Counter Service Officer	Handling counter transactions Responsible for account opening Responsible for counting money in cash drawers Responsible for money exchange Engaging in business promotion activities Answering customers' enquiries	Secondary 3	1 year	8	$19,790

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Catering - Table Service Section					
6.1.119	Captain Restaurant Supervisor (Only for licensed restaurants or premises permitted to provide dine-in service)	Serving customers and taking orders Collecting payment and operating a cash register Setting up tables and cleaning up tables Arranging staff deployment Supervising and training staff	Secondary 5	3 years	9	$18,330
6.2.135	Waiter / Waitress (Only for licensed restaurants or premises permitted to provide dine-in service)	Serving customers and taking orders Collecting payment and operating a cash register Setting up tables and cleaning up tables	Primary 6	1 year	9	$15,820
6.2.136	Restaurant Receptionist Receptionist (Only for licensed restaurants or premises permitted to provide dine-in service)	Receiving incoming calls and handling enquiries Greeting and receiving customers, handling appointments and table reservation General clerical duties including handling mails and express deliveries, faxes, etc. General concierge and seating services	Primary 6	1 year	9	$16,450
6.2.137	General Cashier	Collecting payment and operating a cash register Issuing receipts General cash processing duties, such as cash validating, counting and sorting Keeping accounts, preparing financial statements and settling account balance Bank deposits Serving customers	Primary 6	1 year	9	$15,170

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Catering - Production Section					
6.1.102	Bar Supervisor	Preparing drinks and snacks Taking orders Ordering and maintaining stocks Maintaining cleanliness of the bar and utensils Collecting payment and operating a cash register Arranging staff deployment Supervising and training staff	Secondary 5	3 years	9	$19,870
6.2.138	Beverage Assistant Drink Maker	Preparing drinks and snacks Taking orders Ordering and maintaining stocks Maintaining cleanliness of the beverage counter and utensils Collecting payment and operating a cash register Handling daily work at the beverage counter (grilling station, noodle station and drinks station) (only applicable to Hong Kong style tea cafes)	Primary 6	1 year	9	$16,310
6.1.120	Bartender Barkeeper	Serving wine and preparing cocktail Taking orders Ordering wine/spirits and maintaining stocks Maintaining cleanliness of the bar and utensils Collecting payment and operating a cash register	Secondary 3	1 year	9	$17,990
6.1.121	Barista	Making coffee Taking orders Ordering coffee beans and maintaining stocks Maintaining cleanliness of the bar and utensils Collecting payment and operating a cash register	Secondary 5	3 years	9	$19,435

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Catering - Production Section					
6.2.139	Baker / Pastry Cook	Preparing cakes, pastry, desserts, chocolates and bread Operating and monitor ovens, dough and slicing machines Purchasing and preparing ingredients Monitoring ingredient inventory, food quality and hygiene Arranging staff deployment and training Managing the operation of kitchen	Primary 6	1 year	9	$18,330
6.2.140	Kitchen Helper Kitchen Assistant Kitchen Worker	Assisting the chef in preparing ingredients Assisting food preparation / cooking (will not complete dishes independently) Miscellaneous kitchen duties and cleaning	Primary 6	1 year	9	$16,110
	Catering - Other Posts					
6.1.106	Maintenance Supervisor / Technical Supervisor	Performing routine inspection, maintenance or servicing General water & electricity maintenance Repairing water, electricity, audio, tables & chairs, etc. in a timely manner Arranging staff deployment and training	Secondary 5	3 years	9	$19,120
6.2.114	Store and Receiving Clerk Warehouse Clerk Storekeeper / Stock Keeper	Performing daily warehouse duties, such as receiving, counting, sorting out, shelving, delivering goods, etc. Following up purchase orders Stocktaking Updating inventory records Arranging and tidying up warehouse Arranging logistics services	Secondary 3	1 year	9	$15,030
6.2.120	Accounting Clerk	Assisting in preparation of financial and accounting reports Handling full set of accounting and bookkeeping General clerical duties Handling accounts payable and receivable Handling daily accounts operation and transactions Assisting in month end closing	Secondary 3	1 year	8	$16,050
6.2.141	Dish Washer Washer-up	Washing dishes, utensils and tableware Daily cleaning of restaurant and kitchen	Primary 6	1 year	9	$15,920

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	<u>Catering - Production Section</u> ***<u>(for non-Chinese catering only)</u>***					
6.9.13	Chief Cook No. 1 Cook	Preparing dishes Supervising the kitchens operation Overseeing purchase of dried goods and fresh products Planning menus and designing dishes / recipes Purchasing ingredients Monitoring ingredients inventory, food quality and hygiene Arranging staff deployment Supervising subordinates and training staff	Secondary 5	5 years	9	$26,900
6.2.123	Cook (Western Cuisine) Cook (Vietnamese Cuisine) Cook (Japanese Cuisine) Cook (Korean Cuisine)	Preparing dishes Preparing and purchasing ingredients Planning menus and designing dishes / recipes Monitoring ingredient inventory, food quality and hygiene Arranging staff deployment and training Managing the operation of kitchen	Secondary 3	1 year	9	$19,670
6.2.123	Cook (Indian Cuisine) Cook (Indian Curry) Cook (Tandoori Cuisine) Barbecue Cook (Indian Cuisine)	Preparing Indian cuisine Preparing and purchasing ingredients Planning menus and designing dishes / recipes Monitoring ingredient inventory, food quality and hygiene Arranging staff deployment and training Managing the operation of kitchen	Secondary 3	1 year	9	$19,670
6.2.123	Cook (Thai Cuisine) Barbecue Cook (Thai Cuisine) Noodle Cook (Thai Cuisine) Dessert Cook (Thai Cuisine)	Preparing Thai cuisine Preparing and purchasing ingredients Planning menus and designing dishes / recipes Monitoring ingredient inventory, food quality and hygiene Arranging staff deployment and training Managing the operation of kitchen	Secondary 3	1 year	9	$19,670

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Catering - Table Service Section ***(for Chinese catering only)***					
6.1.109	Pantry Captain Pantry Supervisor	Assigning menus to kitchen Supervising serving schedule of dishes Preparing side dishes and sauces Arranging staff deployment Supervising and training staff	Secondary 5	3 years	9	$18,430
6.2.135	Pantry Server / Assistant	Delivering dishes to tables Setting and clearing tables Preparing side dishes and sauces Preparing takeaway supplies	Primary 6	1 year	9	$15,820
	Catering - Production Section ***(for Chinese catering only)***					
6.9.17	Chief Cook No. 1 Cook / Head Stove	Preparing dishes Supervising the kitchens operation Overseeing purchase of dried goods and fresh products Planning menus and designing dishes / recipes Purchasing ingredients Monitoring ingredients inventory, food quality and hygiene Arranging staff deployment Supervising subordinates and training staff	Secondary 5	3 years	10	$30,140
6.1.103	Barbecue Cook	Preparing siu mei (Chinese BBQ) dishes Purchasing and preparing ingredients Planning menus and designing dishes / recipes Monitoring ingredient inventory, food quality and hygiene Arranging staff deployment Supervising subordinates and training staff Managing the operation of kitchen	Secondary 5	3 years	9	$22,350

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Catering - Production Section ***(for Chinese catering only)***					
6.1.107	No. 2 Cook Deputy Chief Cook (Chinese Regional Cuisine) (e.g. Sichuan Cuisine, Hunan Cuisine)	Preparing dishes Purchasing and preparing ingredients Planning menus and designing dishes / recipes Monitoring ingredient inventory, food quality and hygiene Arranging staff deployment Supervising subordinates and training staff Managing the operation of kitchen	Secondary 5	3 years	9	$22,580
6.1.108	No. 3 Cook Cook (Chinese Regional Cuisine) (e.g. Sichuan Cuisine, Hunan cuisine) Noodle Cook	Preparing dishes Prepare and mix flour and making various noodles Cooking noodles and soup base Purchasing and preparing ingredients Planning menus and designing dishes / recipes Monitoring ingredient inventory, food quality and hygiene Arranging staff deployment Supervising subordinates and training staff Managing the operation of kitchen	Secondary 3	1 year	9	$19,850
6.1.113	Senior Cook	Preparing dishes involving steaming, stewing, braising, and simmering stock, such as soups and steaming seafood, etc. Preparing ingredients and dried food Preparing sauces and seasonings Planning menus and designing dishes / recipes Arranging staff deployment and training	Secondary 3	1 year	9	$20,770
6.1.110	Pantry Cook	Assisting the Senior Cook in preparing dishes involving steaming, stewing, braising, and simmering stock, such as soups and steaming seafood, etc. Preparing ingredients and dried food Preparing sauces and seasonings Miscellaneous kitchen duties and cleaning	Primary 6	1 year	9	$17,340

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Catering - Production Section ***(for Chinese catering only)***					
6.1.112	Second Butcher	Prepare ingredients, including washing, cutting and marinating fresh seafood and meat Check and report food inventory Report the amount of supplies that need to be replenished and procure food ingredients	Secondary 3	1 year	9	$21,660
6.2.102	Dim Sum Cook	Making dim sum Purchasing and preparing ingredients, mixing and cooking stuffing Planning menus and designing dishes / recipes Monitoring ingredient inventory, food quality and hygiene Arranging staff deployment Supervising subordinates and training staff Managing the operation of kitchen	Secondary 3	1 year	9	$20,150
6.2.103	Dim Sum Fryer	Frying dim sum Preparing dim sum ingredients Miscellaneous kitchen duties and cleaning Assisting the Dim Sum Cook	Primary 6	1 year	9	$18,390
6.2.105	Junior Dim Sum Cook	Simple dim sum cooking Assisting the Dim Sum Cook in preparing dim sum Miscellaneous kitchen duties and cleaning	Primary 6	1 year	9	$16,330

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Catering - Production Section ***(for Chinese catering only)***					
6.2.105	Junior Cook / No. 4 Cook	Assisting cooks of senior rank Cooking simple dishes Preparing food / ingredients Miscellaneous kitchen duties and cleaning	Primary 6	1 year	9	$16,330
6.2.112	Service Cook / General Cook	Preparing ingredients Relaying the orders from the dining rooms to the appropriate stations of the kitchen Assisting the chef in preparing dishes Co-ordinating actions between kitchen and wait staff and supervising the sequence and timing of serving	Secondary 3	1 year	9	$19,310
6.2.113	Dim Sum Steamer	Steaming dim sum Preparing dim sum ingredients Miscellaneous kitchen duties and cleaning Assisting the Dim Sum Cook	Primary 6	1 year	9	$17,300
	Catering - Other Posts ***(for Chinese catering only)***					
6.1.114	Store Supervisor	Responsible for daily warehouse operation and warehouse management Receiving, delivering and inspecting merchandise Packing merchandise, stocktaking and tidying up warehouse Following up purchase orders Updating inventory Arranging staff deployment and training	Secondary 5	3 years	8	$17,750

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Clothing					
9.2.2	Cutter / Cutting Room Operative	Constructing a master pattern for each size within a range of garment sizes Cutting out master sample pattern Placing patterns on top of layers of fabric or other materials and cutting fabric Testing accuracy of patterns by making sample garments and other textile products	Primary 6	1 year	8	$13,530
9.1.13	Merchandiser Buyer	Following up purchase orders Liaising with customers and suppliers Preparing quotations and invoices Sourcing suppliers, price analysis Logistics arrangement Quality control of products	Secondary 5	3 years	8	$20,320
9.2.14	Presser	Sorting out, pressing linen and clothes Operating ironing machine Operating stream press iron machine Folding up and packing linen and clothes	Primary 6	1 year	8	$12,110
	Electrical					
4.1.4	Draughtsman	Creating drawings and plans using CAD (Computer-Aided Design) software and equipment Preparing detailed drawings and layout drawings Calculating dimensions Modifying existing layouts Coordinating and reviewing the work of technicians and technologists on the projects Liaising with customers on their requirements	Secondary 5	5 years	8	$18,130
4.1.9	Electrician	Electrical system set up, fault detection and repair Installing, inspecting and maintaining power supply and distribution equipment Power system routine maintenance and emergency repair Electronic circuit repair	Secondary 3	3 years	8	$19,490

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Electrical					
4.1.17	Mechanical Fitter	Fitting, installing, repairing and maintaining mechanical plants and equipment Reading and interpreting engineering drawings and specifications Operating common machine tools Carrying out preventive maintenance programmes on machinery and plant Arranging staff deployment and training	Secondary 3	3 years	8	$18,080
4.1.1	Refrigeration / Air-conditioning / Ventilation Technician	Assembling, installing and repairing air-conditioning systems Testing air-conditioning systems to diagnose faults Performing routine maintenance or servicing Arranging staff deployment and training	Secondary 5	5 years	8	$22,150
4.1.22	Painter	Applying paints to surfaces Mixing paints Removing old paint	Secondary 3	3 years	8	$16,830
4.1.11	Foreman / Chargehand	Managing daily operation Planning and coordinating repair and maintenance work Supervising work progress and work safety Allocating materials Allocating manpower, supervising workers Handling contingency issues	Secondary 5	5 years	8	$23,170
4.1.30	Supervisor	Managing daily operation Planning and coordinating repair and maintenance work Supervising work progress and work safety Allocating materials Allocating manpower, supervising foremen and workers Handling contingency issues	Secondary 5	5 years	8	$24,670
4.1.5	Electrical Appliances Services Mechanics	Fit and assemble, test and install, maintain, service and repair all commonly used commercial and domestic electrical appliances excluding office, refrigeration and air-conditioning equipment	Secondary 3	3 years	8	$18,200
4.1.16	Mechanical Engineering Technician	Manufacturing, constructing, installing and operating electromechanical plant and equipment Maintaining and repairing electromechanical plant and equipment Arranging staff deployment and training	Secondary 5	5 years	8	$23,760

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Electrical					
2.9.56	Building Services Mechanic	Installing, operating, maintaining and repairing various types of building services systems and equipment	Secondary 3	3 years	8	$20,790
18.9.60	Electrical Fitter	Installing, testing, maintaining and repairing electrical installations in accordance with regulations and specifications Fitting, assembling, erecting, installing, maintaining and repairing electrical plant and equipment (excluding refrigeration/air-conditioning / ventilation electrical control)	Secondary 3	3 years	8	$19,660
4.1.10	Electronics Technician	Performing technical tasks to aid in electromechanical research Designing, manufacturing, assemblying, operating electronic equipment Maintaining and repairing of electromechanical equipment	Secondary 5	5 years	8	$27,340
4.1.3	Carpenter Woodenware Worker	Carrying out all internal and external woodwork (except formwork and fender) using both hand tools and woodworking machinery Providing technical details in woodenwares Assembling and repairing woodenwares Responding to enquirers Woodenwares related clerical duties	Secondary 3	3 years	8	$18,720
	Electronics					
4.1.102	Draughtsman	Creating drawings and plans using CAD (Computer-Aided Design) software and equipment Preparing detailed drawings Preparing layout drawings Calculating dimensions Modifying existing layouts Coordinating and reviewing the work of technicians and technologists on the projects Liaising with customers on their requirements	Secondary 5	5 years	8	$18,640
4.1.103	Electrician	Electrical system set up, fault detection and repair Installing, inspecting and maintaining power supply and distribution equipment Power system routine maintenance and emergency repair Electronic circuit repair	Secondary 3	3 years	8	$18,160
4.1.116	Supervisor / Foreman	Managing daily operation Planning and coordinating repair and maintenance work Supervising work progress and work safety Allocating materials Allocating manpower, supervising workers Handling contingency issues	Secondary 5	5 years	8	$23,870

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Electronics					
4.1.117	Telecommunications Technician Telecommunications Equipment Installer Telecommunications Equipment Operator	Setting up and maintaining devices or equipment in relation to telecommunications systems Supervising installation and post-installation service and maintenance Installing and repairing telecommunication services, including broadband Internet access and fixed-line network Confirming installation / maintenance matters with clients	Secondary 5	5 years	8	$23,250
4.1.113	Quality Control / Assurance Technician Electronic Equipment Checker	Installing.adjusting and maintaining electronic, telecommunications, multimedia and entertainment electronic equipment and systems Arranging staff deployment and training	Secondary 5	5 years	8	$17,910
4.1.104	Electronics Technician	Performing technical tasks to aid in electronic research Installing, inspecting, adjusting and maintaining surveillance systems Designing, manufacturing, assemblying, operating electronic equipment Maintaining and repairing of electronic equipment Arranging staff deployment and training	Secondary 5	5 years	8	$23,820
4.1.119	Audio-Visual Technician Visual Technician	Installing, inspecting, adjusting and maintaining audio and visual equipment Monitoring audio and visual equipment operation on-site & solving technical problems Manage logistics Arranging staff deployment and training	Secondary 5	5 years	8	$23,010
4.1.115	Repairer (Electronics Manufacturing)	Installing, inspecting, adjusting and maintaining electronic equipment, telecommunications and surveillance systems, multimedia and entertainment electronic equipment and systems, etc.	Secondary 3	3 years	8	$17,310
	Footwear					
17.1.3	Merchandiser Buyer	Following up purchase orders Liaising with customers and suppliers Preparing quotations and invoices Sourcing suppliers, price analysis Logistics arrangement Quality control of products	Secondary 5	3 years	8	$19,300

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Handbag					
9.2.106	Cutter	Checking leather and their materials and cutting dies Selecting areas to be cut Positioning pieces on the leather and other materials Checking cut pieces against specifications and quality requirements	Primary 6	1 year	8	$15,030
9.1.107	Merchandiser Buyer	Following up purchase orders Liaising with customers and suppliers Preparing quotations and invoices Sourcing suppliers, price analysis Logistics arrangement Quality control of products	Secondary 5	3 years	8	$20,090
9.1.102	Foreman	Managing daily operation Supervising work progress and work safety Allocating materials Allocating manpower, supervising workers Handling contingency issues	Secondary 5	5 years	8	$19,660
	Hotel - Chinese Restaurants operated by Hotels					
	Table Service Section (Catering)					
6.1.1	Captain	Serving customers and taking orders Collecting payment and operating a cash register Setting up tables and cleaning up tables Arranging staff deployment Supervising and training staff	Secondary 5	5 years	9	$21,230
6.1.7	Pantry Captain Pantry Supervisor	Assigning menus to kitchen Supervising serving schedule of dishes Preparing side dishes and sauces Arranging staff deployment Supervising and training staff	Secondary 5	5 years	9	$19,030
6.2.4	Waiter / Waitress	Serving customers and taking orders Collecting payment and operating a cash register Setting up tables and cleaning up tables	Secondary 3	1 year	9	$17,210

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Hotel - Chinese Restaurants operated by Hotels					
	Production Section (Catering)					
6.1.10	Kitchen Supervisor	Purchasing and preparing ingredients Planning menus and designing dishes / recipes Monitoring ingredient inventory, food quality and hygiene Arranging staff deployment and training Managing the operation of kitchen	Secondary 3	5 years	9	$21,870
6.1.10	Service Cook / General Cook	Preparing ingredients Relaying the orders from the dining rooms to the appropriate stations of the kitchen Assisting the chef in preparing dishes Co-ordinating actions between kitchen and wait staff and supervising the sequence and timing of serving	Secondary 3	3 years	9	$21,870
6.1.2	Dim Sum Cook	Making dim sum Purchasing and preparing ingredients, mixing and cooking stuffing Planning menus and designing dishes / recipes Monitoring ingredient inventory, food quality and hygiene Arranging staff deployment Supervising subordinates and training staff Managing the operation of kitchen	Secondary 3	3 years	9	$20,870
6.1.4	Junior Dim Sum Cook	Simple dim sum cooking Assisting the Dim Sum Cook in preparing dim sum Miscellaneous kitchen duties and cleaning	Primary 6	1 year	9	$17,090

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Hotel - Chinese Restaurants operated by Hotels					
	Production Section (Catering)					
6.1.4	Junior Cook / No. 4 Cook	Assisting cooks of senior rank Cooking simple dishes Preparing food / ingredients Miscellaneous kitchen duties and cleaning	Primary 6	1 year	9	$17,090
6.1.9	Senior Cook	Preparing dishes involving steaming, stewing, braising, and simmering stock, such as soups and steaming seafood, etc. Preparing ingredients and dried food Preparing sauces and seasonings Planning menus and designing dishes / recipes Arranging staff deployment and training	Secondary 3	3 years	9	$23,070
6.2.1	Dim Sum Fryer	Frying dim sum Preparing dim sum ingredients Miscellaneous kitchen duties and cleaning Assisting the Dim Sum Cook	Primary 6	1 year	9	$19,310
6.2.2	Dim Sum Steamer	Steaming dim sum Preparing dim sum ingredients Miscellaneous kitchen duties and cleaning Assisting the Dim Sum Cook	Primary 6	1 year	9	$18,640

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Hotel - Hotels					
	Table Service Section (Catering)					
6.1.24	Captain (Food and Beverage Department)	Serving customers and taking orders Collecting payment and operating a cash register Setting up tables and cleaning up tables Arranging staff deployment and training	Secondary 5	5 years	8	$20,440
6.2.34	Food and Beverage Host / Hostess	Receiving incoming calls and handling enquiries Greeting and receiving customers, handling appointments and table reservation General clerical duties including handling mails and express deliveries, faxes, etc. General concierge and seating services	Secondary 3	1 year	9	$17,210
6.2.34	Waiter / Waitress	Serving customers and taking orders Collecting payment and operating a cash register Setting up tables and cleaning up tables	Secondary 3	1 year	9	$17,210

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Hotel - Hotels					
	Table Service Section (Catering)					
6.1.34	Food and Beverage Cashier Supervisor	Collecting payment and operating a cash register Issuing receipts General cash processing duties, such as cash validating, counting and sorting Keeping accounts, preparing financial statements and settling account balance Bank deposits Serving customers Arranging staff deployment and training	Secondary 5	5 years	8	$22,280
6.2.10	Food and Beverage Cashier	Collecting payment and operating a cash register Issuing receipts General cash processing duties, such as cash validating, counting and sorting Keeping accounts, preparing financial statements and settling account balance Bank deposits Serving customers	Primary 6	1 year	8	$16,840
6.1.46	Staff Canteen Supervisor / Employee Restaurant Supervisor	Supervising and co-ordinating the work of the restaurant's staff and assume the management responsibility of the establishment; oversee the training of new staff Ensuring users' satisfaction and handle users complaints Providing overall supervision of the restaurant operation and service; advise management on users' preference, handle complaints, schedule staff duties and give continuous training to staff	Secondary 5	5 years	8	$21,020

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Hotel - Hotels					
	Production Section (Catering)					
6.1.28	Cook (Western Cuisine) Cook (Japanese Cuisine) Cook (Thai Cuisine)	Preparing dishes Purchasing and preparing ingredients Planning menus and designing dishes / recipes Monitoring ingredient inventory, food quality and hygiene Arranging staff deployment and training Managing the operation of kitchen	Secondary 3	3 years	8	$19,420
6.1.20	Baker Pastry Cook	Preparing cakes, pastry, desserts, chocolates and bread Operating and monitor ovens, dough and slicing machines Purchasing and preparing ingredients Monitoring ingredient inventory, food quality and hygiene Arranging staff deployment and training Managing the operation of kitchen	Secondary 3	3 years	8	$19,050
6.2.35	Wine Steward / Stewardess / Sommelier	Assisting in increasing beverage sales Taking care of the wine and liquor stocks in the restaurant Advising guests on wine selection Serving wine at the required temperatures	Secondary 3	3 years	8	$23,480
6.2.26	Bartender / Barkeeper Beverage Assistant Drink Maker Barista	Handling daily work at the beverage counter Preparing drinks and snacks Taking orders Ordering and maintaining stocks Maintaining cleanliness of the bar and utensils Collecting payment and operating a cash register Making coffee Serving wine and prepare cocktail	Primary 6	1 year	8	$18,320

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Hotel - Hotels					
	Other Posts					
6.2.16	Laundry and Valet Attendant Uniform and Laundry Attendant	Serving customers Assisting in daily operation at uniform room Operating machines like washing machines, dryers, etc. Collecting, sorting out, cleaning, ironing and folding up linen and clothes Labelling linen and clothes Packing and delivering linen and clothes	Primary 6	1 year	8	$14,700
6.1.37	Chief Receptionist	Receiving incoming calls and handling enquiries Greeting and receiving customers, scheduling appointments General clerical duties including handling mails and express deliveries, faxes, etc. Assisting in daily operation at front desk General concierge services Arranging staff deployment and training	Secondary 5	5 years	8	$23,620
6.2.12	Receptionist	Receiving incoming calls and handling enquiries Greeting and receiving customers, scheduling appointments General clerical duties including handling mails and express deliveries, faxes, etc. Assisting in daily operation at front desk General concierge services	Secondary 3	1 year	8	$18,010

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Hotel - Hotels					
	Other Posts					
6.1.34	Head Cashier / Front Office Cashier Supervisor	Collecting payment and operating a cash register Issuing receipts General cash processing duties, such as cash validating, counting and sorting Keeping accounts, preparing financial statements and settling account balance Bank deposits Serving customers Responsible for foreign currency exchange and remittance services Arranging staff deployment and training	Secondary 5	5 years	8	$22,280
6.2.11	Front Office Cashier	Collecting payment and operating a cash register Issuing receipts General cash processing duties, such as cash validating, counting and sorting Keeping accounts, preparing financial statements and settling account balance Bank deposits Serving customers Responsible for foreign currency exchange and remittance services	Secondary 3	1 year	8	$17,770
6.1.37	Chief Room Clerk	General clerical duties, including filing, data input, photocopying, preparing reports etc. Office support and outdoor duties, including document collection and delivery, bank payments etc. Performing general office duties, such as photocopying and document binding Following up invoices, taking orders and issuing quotations Answering phone calls and daily liaison work Arranging staff deployment and training	Secondary 5	5 years	8	$23,620

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Hotel - Hotels					
	Other Posts					
6.2.12	Front Office Clerk / Mail And Information Clerk / Room Clerk / Front Desk Clerk / Reservation Clerk	General clerical duties, including filing, data input, photocopying, preparing reports etc. Office support and outdoor duties, including document collection and delivery, bank payments etc. Performing general office duties, such as photocopying and document binding Following up invoices, taking orders and issuing quotations Answering phone calls and daily liaison work	Secondary 3	1 year	8	$18,010
6.2.5	Accounting Clerk (Payroll / Receivable / Payable / Night Auditing / Cost Control / Purchasing / Store And Receiving / Costing)	Assisting in preparation of financial and accounting reports Handling full set of accounting and bookkeeping General clerical duties Handling accounts payable and receivable Handling daily accounts operation and transactions Assisting in month end closing General audit duties	Secondary 3	1 year	8	$17,400
6.2.29	Systems Support Operator / Electronic Data Processing Operator / Computer Operator	Operating and monitoring computer equipment / network / data centre / server room facilities Performing user IT support and help desk Assisting in incident management Security monitoring of IT system Word processing Data entry and processing	Secondary 3	1 year	8	$17,940
6.2.9	Door Attendant Baggage Porter Bell Attendant	Greeting guests, answering enquiries Verifying guests during luggages claiming Ensuring safe storage of guests' luggages Escorting guests to room and placing luggages in room	Primary 6	1 year	8	$14,340

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Hotel - Hotels					
	Other Posts					
6.2.7	Artist / Draftsman / Photographer / Printshop Staff	Preparing graphic designs for publications and promotional activities Providing digital design, production and updating for web, mobile, social media and digital video Taking pictures of various subjects which are used in a variety of mediums, to advertise company / customer's products or services Responsible for typesetting and output printing Monitoring and coordinating the printing process	Secondary 3	1 year	8	$17,420
6.2.27	Checker / Presser	Ensuring standard of the products Irregularity follow-up Sorting out and pressing linen and clothes Operating ironing machine Operating stream press iron machine Folding up and packing linen and clothes	Primary 6	1 year	8	$15,060
6.2.23	Room Attendant / House Attendant Housekeeper	Room cleaning and replenishing supplies in guest rooms Miscellaneous duties and cleaning of hotel floors Handling general enquiries from guests	Primary 6	1 year	8	$16,920

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Hotel - Hotels					
	Other Posts					
6.1.11	Account Executive / Sales Executive / Marketing Officer / Group Sales Co-ordinator	Assisting in marketing and sales work Field and telemarketing sales and promotion Handling customers' enquiries Contacting customers and following up purchase orders After-sales services	Secondary 5	5 years	7	$20,410
6.1.22	Banquet Sales Executive / Banquet Co-ordinator	Assisting in marketing and sales work Field and telemarketing sales and promotion Handling customers' enquiries Contacting customers and following up purchase orders Coordinating successful events from start to finish	Secondary 5	5 years	8	$22,090
6.2.12	Room Sales Representative	Assisting in marketing and sales work Performing duties in sales and promotion Handling customers' enquiries Contacting customers and following up purchase orders	Secondary 3	1 year	8	$18,010
6.2.24	Secretary	Providing full range of administrative support to the daily activities of managerial staff Taking care of any routine errands and daily matters for managerial staff General administrative and clerical duties Handling telephone calls	Secondary 5	3 years	7	$23,420

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Hotel - Hotels					
	Other Posts					
6.2.25	Security Officer / Uniform Guard Security Patrol Officer Security Guard	Patrolling Visitor registration Handling complaints and enquiries from guests and tenants Vehicle registration Escorting money and valuable goods	Primary 6	1 year	8	$17,510
6.2.30	Telephone Operator Telephone Service Operator Hotline Operator	Receiving incoming calls Providing customer services, handling enquiries Conducting telephone surveys Telemarketing Market research and data collection	Secondary 3	1 year	8	$16,990
6.1.26	Chief Store Supervisor / Store Supervisor	Responsible for daily warehouse operation and warehouse management Receiving, delivering and inspecting merchandise Packing merchandise, stocktaking and tidying up warehouse Following up purchase orders Updating inventory Arranging staff deployment and training	Secondary 5	5 years	8	$20,960
6.2.27	Washer	Handling daily work of the laundry Operating machines like washing machines, dryers, etc. Collecting, sorting out, cleaning, ironing and folding up linen and clothes Labelling linen and clothes Packing and delivering linen and clothes	Primary 6	1 year	8	$15,060

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Hotel - Hotels					
	Other Posts					
6.1.17	Personnel Officer	Assisting to plan, direct, and coordinate the human resources functions of an organisation Conducting the recruitment and interview; consulting with management on strategic planning Serving as a link between an organisation's management and its employees Training new or existing employees Maintaining supplies of training materials Advising management on training and management development trends	Secondary 5	5 years	7	$23,650
6.1.46	Staff Facilities Supervisor	Supervising and co-ordinating the work of the facilities' staff and assume the management responsibility of the establishment; oversee the training of new staff Ensuring users' satisfaction and handle users complaints Managing of men’s and ladies’ locker room Providing overall supervision of the facilities operation and service; advise management on users' preference, handle complaints, schedule staff duties and give continuous training to staff	Secondary 5	5 years	8	$21,020
6.1.47	Telephone Service Supervisor Telephone Service Manager	Handling enquiries and complaints and reservations through phone, email, etc. Maintaining record and database for recruitment matters, consolidating return and compiling statistics Supervising and compiling staff schedule according to hotel occupancy Assisting in implementing the annual training plan for the contact centre and in monitoring service quality and providing staff counseling	Secondary 5	5 years	8	$22,830

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Hotel - Hotels					
	Other Posts					
6.2.6	Airport Representative / Tour Co-Ordinator / Group Co-Ordinator	Meeting all arriving guests at the airport and arranges their transfer to the hotel Liaising with all airline staff at airport and hotel reservation centre Assisting to prepare proposals, contracts and handle all group logistics Providing in-house co-ordination of group arrival / departure Handling service complaints Making necessary adjustments according to guest's requirements and schedule staff for different functions	Primary 6	1 year	8	$17,480
6.2.15	Housekeeping Clerk / Order-Taker (Housekeeping)	Handle documents of housekeeping Answer & record internal phone calls Handle daily communication tasks Maintaining records on all items such as extra linen, hair dryers as required by in-house guests Preparing laundry and valet bills	Primary 6	1 year	8	$17,550
6.1.12	Accounting Supervisor	Collecting accounting data Processing vouchers Preparing financial books Filling documentation Handling Cash Processing commercial papers Supervising accounting clerks and bookkeepers	Secondary 5	5 years	7	$24,200

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Hotel - Hotels					
	Other Posts					
6.1.23	Bell Captain / Bell Supervisor / Baggage Master/ Baggage Mistress / Transportation Supervisor / Valet Services Supervisor	Verifying guests during luggages claiming Ensuring safe storage of guests' luggages Escorting guests to room and placing luggages in room Supervising guest services in the lobby area and by bell attendants Arranging staff deployment and training	Secondary 5	5 years	8	$19,370
6.1.27	Bell Superintendent	Greeting guests, answering enquiries Verifying guests during luggages claiming Ensuring safe storage of guests' luggages Supervising all guest baggage handling Supervising guest services in the lobby area and by bell attendants Arranging staff deployment and training	Secondary 5	5 years	8	$19,760
6.1.35	Housekeeping Supervisor / Head Housekeeper / Floor Supervisor / Service Apartment Supervisor / Assistant Housekeeper / Public Area Supervisor / Public Area Housekeeper	Cleaning rooms and replenishing supplies in guest rooms Miscellaneous duties and cleaning of hotel floors Handling general enquiries from guests Chairing daily briefing with all morning and afternoon duty supervisors and assign daily work schedules Arranging staff deployment Supervising and training staff	Secondary 5	5 years	8	$21,940

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Hotel - Hotels					
	Other Posts					
6.9.46	Public Area Cleaner / Attendant	Maintaining the cleanliness of the hotel's public area and providing other related services Replenishing all necessary guest supplies in the hotel's public area	Primary 6	1 year	8	$16,000
6.9.47	Steward Cleaner / Attendant / Dishwasher	Maintaining cleanliness and tidiness of the kitchen Cleaning of dishes and kitchenware	Primary 6	1 year	8	$16,810
6.9.48	Technician	Hotel daily maintenance Repairing hotel air-conditioning, electrical, plumbing & drainage systems and carrying out painting tasks in a timely manner	Secondary 3	3 years	8	$21,180
	Insurance - General Insurance Sector					
16.2.1	Claims Clerk	General clerical duties, including filing, data input, photocopying, preparing reports etc. Office support and outdoor duties, including document collection and delivery, bank payments etc. Performing general office duties, such as photocopying and document binding Following up insurance policies claim and settlement documents Answering phone calls and daily liaison work	Secondary 3	1 year	7	$18,020
16.2.2	Reinsurance Clerk	General clerical duties, including filing, data input, photocopying, preparing reports etc. Office support and outdoor duties, including document collection and delivery, bank payments etc. Performing general office duties, such as photocopying and document binding Following up reinsurance policies and reinsurancing with other insurers Answering phone calls and daily liaison work	Secondary 3	1 year	7	$17,880
16.2.4	Underwriting Clerk	General clerical duties, including filing, data input, photocopying, preparing reports etc. Office support and outdoor duties, including document collection and delivery, bank payments etc. Performing general office duties, such as photocopying and document binding Following up insurance policies, issuing quotations, insurance policies and endorsements Answering phone calls and daily liaison work	Secondary 3	1 year	7	$18,520

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Insurance - Life Insurance Sector					
16.2.5	Claims Clerk	General clerical duties, including filing, data input, photocopying, preparing reports etc. Office support and outdoor duties, including document collection and delivery, bank payments etc. Performing general office duties, such as photocopying and document binding Following up insurance policies claim and settlement documents Answering phone calls and daily liaison work	Secondary 3	1 year	7	$18,030
16.2.7	Underwriting Clerk	General clerical duties, including filing, data input, photocopying, preparing reports etc. Office support and outdoor duties, including document collection and delivery, bank payments etc. Performing general office duties, such as photocopying and document binding Following up insurance policies, issuing quotations, insurance policies and endorsements Answering phone calls and daily liaison work	Secondary 3	1 year	7	$18,630
	Jewellery					
7.2.1	Jewellery Plater / Polisher Jewellery Plater Jewellery Polisher	Using suitable shaping wheels, abrasives, bort or polishing compounds to polish jewellery Setting and repairing jewellery Operating electric welding torch and laser welding machine Grinding, polishing, degreasing and removing rust from electroplated objects Treating electroplated objects Arranging staff deployment and training	Primary 6	1 year	8	$16,230
7.2.2	Diamond Assorter Assorter (Gemstone) Jewellery Stone Assorter	Fabricating and evaluating the quality of gemstones used in jewellery and industrial tools Examining gemstones to ensure accuracy of angles and positions of cuts or bores Assigning polish, symmetry and clarity grades to gemstones according to established grading systems Examining gemstone surfaces and internal structures using optical instruments Advising customers on choosing suitable gemstones to create jewellery items Using suitable shaping wheels, abrasives, bort or polishing compounds to fabricate gemstones Arranging staff deployment and training	Primary 6	1 year	8	$16,550
7.1.1	Foreman	Managing daily operation Planning and coordinating repair and maintenance work Supervising work progress and work safety Allocating materials Allocating manpower, supervising workers Handling contingency issues	Secondary 5	5 years	8	$20,780
7.1.4	Goldsmith (K-gold)	Casting, hammering, or shaping gold, silver, platinum or other metals to form jewellery or other metal items Adjusting and repairing jewellery	Secondary 3	3 years	8	$18,680

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Machine Shop					
1.1.2	Mechanical Draughtsman	Creating drawings and plans using CAD (Computer-Aided Design) software and equipment Preparing detailed drawings Preparing layout drawings Calculating dimensions Modifying existing layouts Coordinating and reviewing the work of technicians and technologists on the projects Liaising with customers on their requirements	Secondary 5	5 years	8	$18,080
1.1.5	Electrician	Electrical system set up, fault detection and repair Installing, inspecting and maintaining power supply and distribution equipment Power system routine maintenance and emergency repair Electronic circuit repair	Secondary 3	3 years	8	$18,280
1.1.16	Painter	Applying paints to surfaces Mixing paints	Secondary 3	3 years	8	$15,630
1.1.9	Foreman / Supervisor	Managing daily operation Planning and coordinating repair and maintenance work Supervising work progress and work safety Allocating materials Allocating manpower, supervising workers Handling contingency issues	Secondary 5	5 years	8	$21,710
1.1.14	Mechanical Engineering Technician	Manufacturing, constructing, installing and operating mechanical plant and equipment Maintaining and repairing mechanical plant and equipment Arranging staff deployment and training	Secondary 5	5 years	8	$21,450
4.1.29	Sheetmetal Fabricator SheetMetal Workers	Selecting types of sheet metal for cutting and shaping; Laying out, measuring and marking dimensions and reference lines on metal sheets; Shaping metal over anvils; installing metal sheets with supportive frameworks; Trimming, grinding, or smoothing surfaces or joints of assembled parts; Fastening seams and examining product quality to verify conformance to specifications	Secondary 3	3 years	8	$18,150
1.2.5	Injection Moulding Machine Operator	Operating injection moulding machines, injecting raw material, moulding products Labelling, packaging, handling logistic arrangements, Cleaning machines Checking product quality	Primary 6	1 year	9	$12,770

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Plastics					
13.1.2	Electrician	Electrical system set up, fault detection and repair Installing, inspecting and maintaining power supply and distribution equipment Power system routine maintenance and emergency repair Electronic circuit repair	Secondary 3	3 years	8	$19,050
13.1.12	Plastics Machine Setter	Changing product fittings Estimating material usage Operating plastic machine Setting plastic machine Quality control of the products	Secondary 3	3 years	8	$16,150
13.1.14	Supervisor / Foreman Press Machine Production Supervisor	Moulding, casting and assembling products made of plastics materials Operating and tending to the press machines to mould and shape rubber components Reviewing job documents for details to determine procedures and settings for pressing Monitoring press machine operation and detecting press machine malfunctions Providing the quality inspector with sample of finished product for verification Cleaning excess product from press machine Communicating with customers and plastic suppliers Providing support on factory management Arranging staff deployment and training Establishing control standards and procedures Providing technical and administrative assistance	Secondary 5	5 years	8	$23,130
13.1.7	Leader	Moulding, casting and assembling products made of plastics materials Operating and tending to the press machines to mould and shape rubber components Reviewing job documents for details to determine procedures and settings for pressing Monitoring press machine operation and detecting press machine malfunctions Providing the quality inspector with sample of finished product for verification Cleaning excess product from press machine Training staff Allocating manpower	Secondary 3	3 years	8	$17,070

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Printing					
5.1.1	Binding Craftsman	Setting, operating and maintaining machines for bookbinding	Secondary 3	3 years	8	$15,020
5.1.21	Quality Controller	Sampling and testing products Compiling and analyzing test results Recording and managing stock Ensuring standard of the products Irregularity follow-up	Secondary 3	3 years	8	$17,580
5.1.9	Overseer / Supervisor (Printing) Printing Supervisor / Officer	Monitoring and coordinating the printing process Arranging staff deployment and training	Secondary 5	5 years	8	$22,980
	Ship Building and Repairing					
15.1.16	Ship Draughtsman	Creating drawings and plans using CAD (Computer-Aided Design) software and equipment Preparing detailed drawings Preparing layout drawings Calculating dimensions Modifying existing layouts Coordinating and reviewing the work of technicians and technologists on the projects Liaising with customers on their requirements	Secondary 5	5 years	8	$24,030
15.1.3	Electrician	Electrical system set up, fault detection and repair Installing, inspecting and maintaining power supply and distribution equipment Power system routine maintenance and emergency repair Electronic circuit repair	Secondary 3	3 years	8	$19,990
15.1.6	Mechanical Fitter Mechanical Fitting Tradesman Mechanical Fitting Technician	Fitting, installing, repairing and maintaining mechanical plants and equipment Reading and interpreting engineering drawings and specifications Operating common machine tools Performing soldering and welding operations Carrying out preventive maintenance programmes on machinery and plant Arranging staff deployment and training	Secondary 3	3 years	8	$18,360
15.1.1	Air-conditioning Mechanic	Assembling, installing and repairing air-conditioning systems Testing air-conditioning systems to diagnose faults Performing routine maintenance or servicing Arranging staff deployment and training	Secondary 3	3 years	8	$19,820

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Ship Building and Repairing					
15.2.4	Painter	Vessel painting Vessel body inspection and repair Handling customers' enquiries and providing technical support Assisting in daily workshop operation Training staff	Primary 6	1 year	8	$18,660
15.1.7	Supervisor / Foreman	Managing daily operation Planning and coordinating repair and maintenance work Supervising work progress and work safety Allocating materials Allocating manpower, supervising workers Handling contingency issues	Secondary 5	5 years	8	$23,960
15.1.9	Machinist Metal Prototype Makers Model Makers	Operating machine tools Reading and interpreting engineering drawings and specifications Carrying out preventive maintenance programmes on machinery and plant Arranging staff deployment and training	Secondary 3	3 years	8	$18,890
15.1.17	Steel Worker (Boiler Maker / Steel Plater / Blacksmith) Ship Assembly Worker	Assembling and repairing ship steel components Assembling and repairing bottom, sides, deck and superstructure of ship	Secondary 3	3 years	8	$19,590
	Transport and Physical Distribution					
14.2.26	Cargo Clerk	Arranging shipment schedule, following up purchase orders and merchandise delivery General clerical duties, including filing, data input, photocopying, handling mails, etc. Handling I/E / shipping documents, custom declaration Monitoring all shipments in transit to ensure timely arrival of goods and documents	Secondary 3	1 year	8	$15,580
14.2.46	Freight / Customer Services / Documentation Assistant / Clerk	Arranging shipment schedule, following up purchase orders and merchandise delivery Liaising with customers Liaising with freight forwarder and local delivery agents for arranging order documents General clerical duties, including filing, data input, photocopying, handling mails, etc. Handling I/E / shipping documents, custom declaration	Secondary 3	1 year	8	$17,710

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Transport and Physical Distribution					
14.1.17	Despatch / Load Planner	Dispatching and tracking transportation Allocating manpower Loading and unloading goods Packing and sorting out goods	Secondary 5	3 years	8	$18,370
14.1.23	Delivery Gangleader / Foreman	Delivering and checking goods Allocating manpower Loading and unloading goods Packing and sorting out goods Carrying goods	Secondary 5	3 years	9	$18,890
14.9.11	Driver Chauffeur	Providing driving services for the employer, family members and guests Providing driving services for staff and guests Cleaning and maintaining vehicle Picking up and delivering goods to and from warehouse/ office Handling issues relating driving licenses	Primary 6	1 year	8	$20,100
14.2.29	Fork Lift Truck Driver Fork Lift Truck Operator	Operating fork lift truck Assisting in warehouse operation, moving goods Loading and unloading containers Receiving and shelving goods, encasing outgoing goods, etc.	Primary 6	1 year	8	$16,520
14.2.3	Marketing / Commercial Assistant / Sales Representative	Assisting in marketing and sales work Field and telemarketing sales and promotion Handling customers' enquiries Contacting customers and following up purchase orders After-sales services	Secondary 5	3 years	8	$21,770
14.2.34	Tally Clerk Warehouse Picker Storekeeper Warehouse Keeper	Performing daily warehouse duties and warehouse management Receiving, delivering and inspecting merchandise Packing merchandise, stocktaking and tidying up warehouse Following up purchase orders Updating inventory	Primary 6	1 year	8	$14,360

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Wholesale, Retail and Import / Export Trades					
3.2.6	Receptionist	Receiving incoming calls and handling enquiries Greeting and receiving customers, scheduling appointments General clerical duties including handling mails and express deliveries, faxes, etc. Assisting in daily operation at front desk General concierge services	Primary 6	1 year	8	$15,650
3.2.1	Bookkeeper / Accounting Clerk	Assisting in preparation of financial and accounting reports Handling full set of accounting and bookkeeping General clerical duties Handling accounts payable and receivable Handling daily accounts operation and transactions Assisting in month end closing General audit duties	Secondary 3	1 year	8	$17,910
3.2.3	Documentation / Shipping Clerk	Arranging shipment schedule, following up purchase orders and merchandise delivery Liaising with customers General clerical duties, including filing, data input, photocopying, handling mails, etc. Handling I/E / shipping documents, custom declaration	Secondary 3	1 year	8	$17,830
3.2.2	Computer Operator	Operating and monitoring computer equipment / network / data centre / server room facilities Performing user IT support and help desk Assisting in incident management Security monitoring of IT system Word processing Data entry and processing	Secondary 3	1 year	8	$16,540

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Wholesale, Retail and Import / Export Trades					
3.1.3	Merchandiser / Buyer	Following up purchase orders Liaising with customers and suppliers Preparing quotations and invoices Sourcing suppliers, price analysis Logistics arrangement Quality control of products	Secondary 5	5 years	8	$25,150
3.1.5	Sales Supervisor	Responsible for daily shop operation, serving customers Arranging and displaying merchandise Placing orders and collecting payments Serving customers and handling customers' enquiries Selling products, assisting in shop operation Demonstrating the use of products Stocktaking Allocating manpower, supervising salespersons	Secondary 5	5 years	8	$20,570
3.2.7	Salesperson	Responsible for daily shop operation, serving customers Arranging and displaying merchandise Placing orders and collecting payments Serving customers and handling customers' enquiries Selling products, assisting in shop operation Demonstrating the use of products Stocktaking	Primary 6	1 year	8	$15,600
3.2.5	Personal Secretary Personal Assistant	Providing full range of administrative support to the daily activities of managerial staff Taking care of any routine errands and daily matters for managerial staff General administrative and clerical duties Handling telephone calls	Secondary 5	3 years	8	$26,270
3.2.6	Telephone Operator Telephone Service Operator Hotline Operator	Receiving incoming calls Providing customer services, handling enquiries Conducting telephone surveys Telemarketing Market research and data collection	Secondary 3	1 year	8	$15,650

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Wholesale, Retail and Import / Export Trades					
3.1.6	Store / Godown Supervisor	Responsible for daily warehouse operation and warehouse management Receiving, delivering and inspecting merchandise Packing merchandise, stocktaking and tidying up warehouse Following up purchase orders Updating inventory Allocating manpower and training workers	Secondary 5	5 years	8	$21,420
3.2.9	Stock / Purchasing Clerk Storekeeper / Stock Keeper	Performing daily warehouse duties, such as receiving, counting, sorting out, shelving, delivering goods, etc. Following up purchase orders Stocktaking Updating inventory records Arranging and tidying up warehouse Arranging logistics services	Secondary 3	1 year	8	$16,270
3.1.15	Quality Inspector Quality Inspector (Fish) Quality Inspector (Aggregates and Gravels) Quality Inspector (Rice)	Inspecting quality of products for imperfections by using a variety of different methods and equipment Classifying & grading products according to quality Commenting on quality of products	Secondary 3	3 years	8	$23,090
3.9.14	Sales Representative Marketing Executives Marketing Officer	Assisting in marketing and sales work Selling and promoting products Contacting customers and following up purchase orders Performing sales and marketing duties at outdoor	Secondary 5	3 years	8	$22,510
3.1.4	Public Relations Officer / Advertising Supervisor	Performing clerical and administrative duties for the Public Relations department Carrying out supportive role in PR activities Formulating advertising / marketing communications strategies and objectives Making plans for placing advertisements and monitoring their effectiveness	Secondary 5	5 years	8	$21,840

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Beauty and Hairdressing					
18.9.81	Beauty Consultant Beautician Beauty Therapist	Providing beauty care services including facial, body treatments and other related treatments by using electronics equipment, manicure, waxing and make-up services Cleaning and maintaining various types of beauty equipment	Secondary 3	3 years	9	$25,480
18.9.54	Hair Stylist / Hairdresser	Hair washing Haircut Hair perming Hair dyeing Hair care treatment Hair styling General hair salon cleaning General operation of hair salon Arranging staff deployment and training Taking photo or video of hairdressing work and sharing on social media platforms	Secondary 5	3 years	8.5	$19,254
18.9.222	Salon Assistant / Hair Styling Assistant Salon Trainee / Apprentice / Junior Shampooing and Perm Assistant Shampooing Assistant Hair Washer Hairdressing Assistant	General duties in the hair salon Hair washing and hair blow drying Assisting in hair colouring, hair perm and hair treatments Assisting hairstylist Performing sundry duties Serving Customer Stock taking towels and hairdressing products	Primary 6	1 year	8.5	$15,933
	Sanitary and Similar Services					
18.9.75	Cleaner Cleaning Assistant Washroom Attendant Garbage Attendant	Office cleaning Lavatory / Washroom cleaning School / Classroom cleaning Estate / Building cleaning Shop / Shopping mall cleaning Restaurant cleaning Collecting, removing and handling garbage	Primary 6	1 year	8	$11,620

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Others					
18.1.1	Air-conditioning Technician	Assembling, installing and repairing air-conditioning systems Testing air-conditioning systems to diagnose faults Performing routine maintenance or servicing Arranging staff deployment and training	Secondary 5	5 years	8	$22,010
18.2.103	Bookkeeper / Accounting Clerk	Assisting in preparation of financial and accounting reports Handling full set of accounting and bookkeeping General clerical duties Handling accounts payable and receivable Handling daily accounts operation and transactions Assisting in month end closing General audit duties	Secondary 3	1 year	8	$18,010
18.2.107	General Office Clerk	General clerical duties, including filing, data input, photocopying, preparing reports etc. Office support and outdoor duties, including document collection and delivery, bank payments etc. Performing general office duties, such as photocopying and document binding Following up invoices, taking orders and issuing quotations Answering phone calls and daily liaison work	Secondary 3	1 year	8	$16,130
18.2.106	Food Processing Worker	Handling daily work of the production section in a food factory (excluding those supplying pre-prepared food for restaurants / shops, such as central kitchen) Food processing and handling Checking food / beverage quality Maintaining factory hygiene and safety	Primary 6	1 year	8	$14,500

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Others					
18.2.110	Warehouse Keeper Storekeeper / Stock Keeper Logistic Assistant Warehouse Assistant Stocktaking Assistant	Performing daily warehouse duties and warehouse management Receiving, delivering and inspecting merchandise Packing merchandise, stocktaking and tidying up warehouse Following up purchase orders Updating inventory	Primary 6	1 year	9	$15,580
18.2.111	Washer	Handling daily work of the laundry Operating machines like washing machines, dryers, etc. Collecting, sorting out, folding up, cleaning, ironing and folding up linen and clothes Labelling linen and clothes Packing and delivering linen and clothes	Primary 6	1 year	8	$12,430
18.2.112	Caretaker / Guard (Real Estate) Building Attendant / Security Guard Management Service Assistant Property Assistant	Patrolling Visitor registration Handling complaints and enquiries from guests and tenants Vehicle registration	Primary 6	1 year	9	$15,440
18.9.70	Gardening Worker Horticulturist Tree Worker Arboricultural Worker / Assistant Horticultural Worker	Gardening duties, including planting, pest killing, weeds removal, watering, fertilizing, etc. Pruning Gardening machine operation	Primary 6	1 year	8	$14,360

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK$)
			Education Level	Years of Related Experience		
	Others					
18.9.112	Farm Worker (Crop) Farm Assistant Grower Agricultural Worker	Setting up farms and equipment Maintaining the daily operations of the farm Monitoring crop growth and yield Crop cultivation Fertilizing and pest killing Harvesting and packing crops Lifting and carrying heavy objects Undertaking outdoor works	Primary 6	1 year	8.5	$11,700
18.9.3	Farm Worker (Pig)	Feeding and taking care of animals General cleaning of breeding house Operating and maintaining equipment in breeding house Observing and recording animals' activities and diet Health checks of animals Assisting in animal medical treatments Collecting boar semen; Pig Breeding; Castration Performing vaccination Clipping tooth and tail Formulating feed	Primary 6	1 year	8.5	$11,700
18.9.195	Farm Worker (Chicken) Farm Worker (Chicken Hatchery) Farm Worker (Chicken Emasculation)	Identifying gender of chicks Performing vaccination Applying eye / nose-drops Clearing chicken excrement Feed-mixing & feeding Observing & controlling temperature & humidity Collecting & selecting eggs Performing artificial insemination	Primary 6	1 year	8.5	$11,700
18.9.106	Farm Worker (Fish) Fishery Worker Fish Farmer	Cleaning and maintaining fish nets and rafts Transporting fish to the pier Treating fish diseases Sorting fish General fishery work, such as simple maintenance and handling goods Feeding and taking care of fishes Fish breeding General cleaning of fish ponds	Primary 6	1 year	8.5	$11,410