

## **Enhanced Supplementary Labour Scheme - List of Common Posts**

### **Notes:**

This “List of Common Posts” is compiled by the Labour Department (LD) in consultation with relevant government bureaux / departments / training bodies / professional organisations, etc. which serves as reference for applicant employers of the Enhanced Supplementary Labour Scheme (ESLS).

Generally speaking, upon receipt of an ESLS application, LD will consult relevant government bureaux / departments / training bodies / professional organisations, etc. to ascertain whether the wages offered measure up to the median monthly wages, and whether the stipulated entry requirements and duties of the post(s) are reasonable. To expedite the processing of applications, if an employer applies for importing workers to fill a post covered by the “List of Common Posts” and fully adopts the information contained in the “List of Common Posts” in the application form, the aforesaid consultation may be dispensed with.

After the application is screened-in, the employer shall then proceed to commence the four-week local recruitment for the post(s) in accordance with the requirements of ESLS.

## LIST OF INDUSTRIES / SERVICES

| <b>Industry / service</b>                                  | <b>Page No.</b> |
|------------------------------------------------------------|-----------------|
| Airline companies, travel agents and airline ticket agents | 1-2             |
| Automobile repairing                                       | 2-3             |
| Banking and finance                                        | 3-4             |
| Catering - Catering other than Chinese                     | 4-6             |
| Catering - Chinese restaurants                             | 6-8             |
| Clothing                                                   | 9               |
| Electrical                                                 | 9-10            |
| Electronics                                                | 11              |
| Footwear                                                   | 11              |
| Handbag                                                    | 11-12           |
| Hotel - Chinese restaurants operated by hotels             | 12-13           |
| Hotel – Hotels                                             | 13-19           |
| Insurance - General insurance sector                       | 19              |
| Insurance - Life insurance sector                          | 20              |
| Jewellery                                                  | 20              |
| Machine shop                                               | 21              |
| Plastics                                                   | 21-22           |
| Printing                                                   | 23              |
| Ship building and repairing                                | 23-24           |
| Textile                                                    | 24              |
| Transport and physical distribution                        | 24-25           |
| Wholesale, retail and import / export trades               | 26-28           |
| Beauty and hairdressing                                    | 28              |
| Sanitary and similar services                              | 29              |
| Others                                                     | 29-32           |

| 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 |                                                               |                            |
| <b><u>Airline Companies, Travel Agents and Airline Ticket Agents</u></b> |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                    |                             |                                                               |                            |
| 6.2.216                                                                  | General Cashier   | Collecting payment and operating a cash register<br>Issuing receipts<br>General cash processing duties, such as cash validating, counting and sorting<br>Keeping accounts, preparing financial statements and settling account balance<br>Bank deposits<br>Answering enquiries<br>Serving Customers<br>Responsible for foreign currency exchange and remittance services                                                                                              | Primary 6          | 1 year                      | 8                                                             | \$15,250                   |
| 6.2.216                                                                  | Accounting Clerk  | Assisting in preparation of financial and accounting reports<br>Handling full set of accounting and bookkeeping<br>General clerical duties<br>Handling accounts payable and receivable<br>Handling daily accounts operation and transactions<br>Maintaining full set of financial reports<br>Assisting in month end closing<br>General audit duties                                                                                                                   | Secondary 3        | 1 year                      | 8                                                             | \$15,250                   |
| 6.2.211                                                                  | Statistical Clerk | General clerical duties, including filing, data input, photocopying, preparing reports etc.<br>Office support and outdoor duties, including document collection and delivery, bank payments etc.<br>Performing general office duties, such as photocopying and document binding<br>Following up invoices, taking orders and issuing quotations<br>Answering phone calls and daily liaison work<br>Conducting telephone surveys<br>Market research and data collection | Secondary 3        | 1 year                      | 8                                                             | \$13,440                   |
| 6.2.215                                                                  | Visa Clerk        | General clerical duties, including filing, data input, photocopying, preparing reports etc.<br>Office support and outdoor duties, including document collection and delivery, bank payments etc.<br>Performing general office duties, such as photocopying and document binding<br>Entering visa applications into the system, verifying documents, packing of passports and documents<br>Answering phone calls and daily liaison work                                | Secondary 3        | 1 year                      | 8                                                             | \$13,500                   |

| 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 |                                                               |                            |
| <b><u>Airline Companies, Travel Agents and Airline Ticket Agents</u></b> |                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                           |                    |                             |                                                               |                            |
| 6.2.209                                                                  | Sales Representative / Marketing Executive                                          | Assisting in marketing and sales work<br>Selling and promoting products<br>Serving customers<br>Handling customers' enquiries<br>Telemarketing<br>Contacting customers and following up purchase orders<br>Exploring new business opportunities<br>Promoting and introducing products and relevant information<br>Promoting products at counter, cleaning counter<br>After-sales services | Secondary 5        | 3 years                     | 8                                                             | \$19,340                   |
| 6.2.210                                                                  | Secretary                                                                           | Providing full range of administrative support to the daily activities of managerial staff<br>Taking care of any routine errands and daily matters for managerial staff<br>General administrative and clerical duties<br>Handling telephone calls                                                                                                                                         | Secondary 5        | 3 years                     | 8                                                             | \$24,700                   |
| <b><u>Automobile Repairing</u></b>                                       |                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                           |                    |                             |                                                               |                            |
| 8.1.8                                                                    | Vehicle Painter<br>Vehicle Painting Worker<br>Vehicle Painting Technician           | Car waxing / detailing<br>Car painting<br>Vehicle body inspection and repair<br>Handling customers' enquiries and providing technical support<br>Assisting in daily workshop operation<br>Allocating manpower and training staff                                                                                                                                                          | Secondary 3        | 3 years                     | 8                                                             | \$19,290                   |
| 8.1.5                                                                    | Mechanic (Vehicle Body)<br>Panel Beater<br>Vehicle Body Mechanic                    | General duties of Vehicle Body Repairer<br>Vehicle body inspection and repair<br>Vehicle panel repair                                                                                                                                                                                                                                                                                     | Secondary 3        | 3 years                     | 8                                                             | \$18,800                   |
| 8.1.6                                                                    | Vehicle Electrician<br>Vehicle Electrical Mechanic<br>Vehicle Electrical Technician | Carrying out routine vehicle electric systems inspection<br>Repairing and replacing vehicles electronics<br>Performing relevant tests<br>Allocating manpower and training staff                                                                                                                                                                                                           | Secondary 3        | 3 years                     | 8                                                             | \$18,210                   |

| 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 |                                                               |                            |
| <b><u>Automobile Repairing</u></b> |                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                           |                    |                             |                                                               |                            |
| 8.1.7                              | Vehicle Mechanic<br>Car / Vehicle Repair Mechanic<br>Mechanic (Vehicle)<br>Vehicle Technician | Repairing vehicles<br>Responsible for periodical vehicle maintenance check-up<br>Diagnosing technical problems of vehicles<br>Handling customers' enquires and providing technical support<br>Assisting in daily workshop operation<br>Carrying out routine vehicle inspection<br>Maintaining, repairing, and overhauling vehicles<br>Performing relevant tests<br>Allocating manpower and training staff | Secondary 3        | 3 years                     | 8                                                             | \$18,880                   |
| 8.9.2                              | Wheel Alignment and Tyre Worker<br>Tyre Technician<br>Tyre Repairer                           | Aligning wheels of various kinds of vehicles<br>Fixing, dismantling, renewing and repairing wheel rims<br>Fixing, dismantling and repairing tyres and balancing wheels<br>Fixing and dismantling batteries<br>Identifying labels' meanings on tyres and batteries                                                                                                                                         | Primary 6          | 1 year                      | 8                                                             | \$17,501                   |
| <b><u>Banking and Finance</u></b>  |                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                           |                    |                             |                                                               |                            |
| 10.2.1                             | Bookkeeper / Accounting Clerk                                                                 | Assisting in preparation of financial and accounting reports<br>Handling full set of accounting and bookkeeping<br>General clerical duties<br>Handling accounts payable and receivable<br>Handling daily accounts operation and transactions<br>Maintaining full set of financial reports<br>Assisting in month end closing                                                                               | Secondary 3        | 1 year                      | 8                                                             | \$16,630                   |
| 10.2.2                             | Audit Clerk                                                                                   | Assisting in preparation of financial and accounting reports<br>Handling full set of accounting and bookkeeping<br>General clerical duties<br>Handling accounts payable and receivable<br>Handling daily accounts operation and transactions<br>Maintaining full set of financial reports<br>Assisting in month end closing<br>General audit duties                                                       | Secondary 3        | 1 year                      | 8                                                             | \$18,420                   |
| 10.2.4                             | Bills Clerk                                                                                   | General clerical duties, including filing, data input, photocopying, preparing reports etc.<br>Office support and outdoor duties, including document collection and delivery, bank payments etc.<br>Performing general office duties, such as photocopying and document binding<br>Following up invoices, taking orders and issuing quotations<br>Answering phone calls and daily liaison work            | Secondary 3        | 1 year                      | 8                                                             | \$16,440                   |

| 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 |                                                               |                            |
| <b><u>Banking and Finance</u></b>                    |                                                                                                |                                                                                                                                                                                                                                                                                                                                          |                    |                             |                                                               |                            |
| 10.2.5                                               | Computer / Data Entry Operator                                                                 | Operating and monitoring computer equipment / network / data centre / server room facilities<br>Performing user IT support and help desk<br>Assisting in incident management<br>Security monitoring of IT system<br>Word processing<br>Data entry and processing                                                                         | Secondary 3        | 1 year                      | 8                                                             | \$17,550                   |
| 10.2.3                                               | Bill Checker                                                                                   | Performing documentary checking of finance products<br>Conducting AML due diligence checking to bills document<br>Advising any discrepancies and recommending solutions                                                                                                                                                                  | Secondary 3        | 1 year                      | 8                                                             | \$18,780                   |
| 10.2.9                                               | Teller<br>Counter Service Officer                                                              | Handling counter transactions<br>Responsible for account opening<br>Responsible for counting money in cash drawers<br>Responsible for money exchange<br>Engaging in business promotion activities<br>Answering customers' enquiries                                                                                                      | Secondary 3        | 1 year                      | 8                                                             | \$17,650                   |
| <b><u>Catering - Catering Other Than Chinese</u></b> |                                                                                                |                                                                                                                                                                                                                                                                                                                                          |                    |                             |                                                               |                            |
| 6.2.134                                              | Receptionist                                                                                   | Receiving incoming calls and handling telephone enquiries<br>Scheduling appointments<br>Greeting and receiving customers, handling customers' enquiries<br>Handling table reservation<br>Handling mails and express deliveries, faxes, etc.<br>General clerical duties<br>General concierge services<br>Assisting in seating arrangement | Primary 6          | 1 year                      | 9                                                             | \$14,630                   |
| 6.2.122                                              | Bartender / Soda Fountain Captain<br>Beverage Assistant<br>Drink Maker<br>Barista<br>Barkeeper | Preparing food and drink<br>Serving customers<br>Taking orders<br>Ordering and maintaining stocks<br>Maintaining cleanliness of the bar and utensils<br>Collecting payment and operating a cash register<br>Responsible for operating the beverage counter<br>Making coffee and drinks<br>Serving wine and prepare cocktail              | Primary 6          | 1 year                      | 9                                                             | \$14,820                   |

| Job Title Code                                       | Common Posts         | Duties                                                                                                                                                                                                                                                                                                                                                                                         | Entry Requirements |                             | Number of Normal Working Hours Per Day (Excluding Meal Break) | Median Monthly Wage (HK\$) |
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|                                                      |                      |                                                                                                                                                                                                                                                                                                                                                                                                | Education Level    | Years of Related Experience |                                                               |                            |
| <b><u>Catering - Catering Other Than Chinese</u></b> |                      |                                                                                                                                                                                                                                                                                                                                                                                                |                    |                             |                                                               |                            |
| 6.2.126                                              | General Cashier      | Collecting payment and operating a cash register<br>Issuing receipts<br>General cash processing duties, such as cash validating, counting and sorting<br>Keeping accounts, preparing financial statements and settling account balance<br>Bank deposits<br>Answering enquiries<br>Serving Customers                                                                                            | Primary 6          | 1 year                      | 9                                                             | \$12,340                   |
| 6.2.120                                              | Accounting Clerk     | Assisting in preparation of financial and accounting reports<br>Handling full set of accounting and bookkeeping<br>General clerical duties<br>Handling accounts payable and receivable<br>Handling daily accounts operation and transactions<br>Maintaining full set of financial reports<br>Assisting in month end closing                                                                    | Secondary 3        | 1 year                      | 8                                                             | \$13,870                   |
| 6.2.127                                              | General Office Clerk | General clerical duties, including filing, data input, photocopying, preparing reports etc.<br>Office support and outdoor duties, including document collection and delivery, bank payments etc.<br>Performing general office duties, such as photocopying and document binding<br>Following up invoices, taking orders and issuing quotations<br>Answering phone calls and daily liaison work | Secondary 3        | 1 year                      | 8                                                             | \$13,210                   |
| 6.2.121                                              | Baker / Pastry Cook  | Preparing cakes, pastry, desserts, chocolates and bread<br>Operating and monitor ovens, dough and slicing machines<br>Preparing ingredients<br>Purchasing ingredients, monitoring ingredient inventory<br>Monitoring food quality and hygiene<br>Allocating manpower and training staff<br>Managing the operation of kitchen<br>Assisting in other kitchen duties                              | Primary 6          | 1 year                      | 9                                                             | \$16,200                   |

| 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 |                                                               |                            |
| <b><u>Catering - Catering Other Than Chinese</u></b> |                                                                                                                |                                                                                                                                                                                                                                                                                                                                          |                    |                             |                                                               |                            |
| 6.2.123                                              | Cook<br>Cook (Vietnamese Cuisine)<br>Cook (Indian Cuisine)<br>Cook (Japanese Cuisine)<br>Cook (Korean Cuisine) | Preparing dishes<br>Preparing ingredients<br>Purchasing ingredients, monitoring ingredient inventory<br>Planning menus and designing dishes / recipes<br>Monitoring food quality and hygiene<br>Allocating manpower and training staff<br>Managing the operation of kitchen<br>Assisting in other kitchen duties                         | Primary 6          | 1 year                      | 9                                                             | \$17,650                   |
| 6.2.134                                              | Waiter / Waitress                                                                                              | Taking orders<br>Serving Customers<br>Collecting payment and operating a cash register<br>Setting up tables and cleaning up tables                                                                                                                                                                                                       | Primary 6          | 1 year                      | 9                                                             | \$14,630                   |
| <b><u>Catering - Chinese Restaurants</u></b>         |                                                                                                                |                                                                                                                                                                                                                                                                                                                                          |                    |                             |                                                               |                            |
| 6.2.109                                              | Restaurant Receptionist                                                                                        | Receiving incoming calls and handling telephone enquiries<br>Scheduling appointments<br>Greeting and receiving customers, handling customers' enquiries<br>Handling table reservation<br>Handling mails and express deliveries, faxes, etc.<br>General clerical duties<br>General concierge services<br>Assisting in seating arrangement | Primary 6          | 1 year                      | 10                                                            | \$15,140                   |
| 6.1.102                                              | Bar Supervisor                                                                                                 | Preparing food and drink<br>Serving customers<br>Taking orders<br>Ordering and maintaining stocks<br>Maintaining cleanliness of the bar and utensils<br>Collecting payment and operating a cash register<br>Responsible for operating the beverage counter                                                                               | Secondary 5        | 5 years                     | 10                                                            | \$18,350                   |
| 6.2.111                                              | Bartender<br>Beverage Assistant<br>Drink Maker                                                                 | Preparing food and drink<br>Serving customers<br>Taking orders<br>Ordering and maintaining stocks<br>Maintaining cleanliness of the bar and utensils<br>Collecting payment and operating a cash register<br>Responsible for operating the beverage counter                                                                               | Primary 6          | 1 year                      | 9                                                             | \$14,850                   |



| 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 |                                                               |                            |
| <b><u>Catering - Chinese Restaurants</u></b> |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                        |                    |                             |                                                               |                            |
| 6.2.101                                      | General Cashier                                      | Collecting payment and operating a cash register<br>Issuing receipts<br>General cash processing duties, such as cash validating, counting and sorting<br>Keeping accounts, preparing financial statements and settling account balance<br>Bank deposits<br>Answering enquiries<br>Serving Customers                                                                                                    | Primary 6          | 1 year                      | 8                                                             | \$12,240                   |
| 6.1.103                                      | Barbecue Cook                                        | Preparing dishes<br>Preparing ingredients<br>Purchasing ingredients, monitoring ingredient inventory<br>Planning menus and designing dishes / recipes<br>Monitoring food quality and hygiene<br>Allocating manpower and training staff<br>Managing the operation of kitchen<br>Assisting in other kitchen duties                                                                                       | Secondary 3        | 3 years                     | 9                                                             | \$19,870                   |
| 6.1.107                                      | No. 2 Cook<br>Deputy Chief Cook (Sichuan Cuisine)    | Preparing dishes<br>Preparing ingredients<br>Purchasing ingredients, monitoring ingredient inventory<br>Planning menus and designing dishes / recipes<br>Monitoring food quality and hygiene<br>Allocating manpower and training staff<br>Managing the operation of kitchen<br>Assisting the Chef Cook in carrying out specific duties of the kitchen<br>Supervising No. 3 Cook                        | Secondary 3        | 3 years                     | 9                                                             | \$20,340                   |
| 6.1.108                                      | No. 3 Cook<br>Dim Sum Cook<br>Cook (Sichuan Cuisine) | Preparing dishes<br>Preparing ingredients<br>Purchasing ingredients, monitoring ingredient inventory<br>Planning menus and designing dishes / recipes<br>Monitoring food quality and hygiene<br>Allocating manpower and training staff<br>Managing the operation of kitchen<br>Assisting in other kitchen duties under the supervision of the senior and No. 2 Cook<br>Supervising No. 4 Cook or below | Secondary 3        | 3 years                     | 9                                                             | \$17,780                   |

| 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 |                                                               |                            |
| <b><u>Catering - Chinese Restaurants</u></b> |                                              |                                                                                                                                                                                                                                                                                       |                    |                             |                                                               |                            |
| 6.2.105                                      | Junior Cook / No. 4 Cook or Below            | Preparing food / ingredients<br>Assisting food preparation / cooking<br>Cleaning kitchen<br>Miscellaneous kitchen duties<br>Assisting the Chef                                                                                                                                        | Primary 6          | 1 year                      | 9                                                             | \$14,630                   |
| 6.1.104                                      | Captain                                      | Taking orders<br>Serving Customers<br>Collecting payment and operating a cash register<br>Setting up tables and cleaning up tables<br>Allocating manpower and training staff                                                                                                          | Secondary 5        | 5 years                     | 9                                                             | \$16,410                   |
| 6.2.119                                      | Waiter / Waitress                            | Taking orders<br>Serving Customers<br>Collecting payment and operating a cash register<br>Setting up tables and cleaning up tables                                                                                                                                                    | Primary 6          | 1 year                      | 10                                                            | \$14,010                   |
| 6.1.114                                      | Store Supervisor                             | Responsible for daily warehouse operation and warehouse management<br>Receiving, delivering and inspecting merchandise<br>Packing merchandise, stocktaking and tidying up warehouse<br>Following up purchase orders<br>Updating inventory<br>Taking pictures for record<br>Data input | Secondary 5        | 5 years                     | 8                                                             | \$15,470                   |
| 6.2.114                                      | Store and Receiving Clerk<br>Warehouse Clerk | General warehouse duties, such as receiving, counting, sorting out, shelving, delivering goods, etc.<br>Carrying goods<br>Stocktaking<br>Updating inventory records<br>Arranging and tidying up warehouse<br>Arranging logistics services<br>Managing warehouse                       | Secondary 3        | 1 year                      | 9                                                             | \$13,840                   |

| 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 |                                                               |                            |
| <b><u>Clothing</u></b>   |                                 |                                                                                                                                                                                                                                                                                                                                                   |                    |                             |                                                               |                            |
| 9.2.2                    | Cutter / Cutting Room Operative | Constructing a master pattern for each size within a range of garment sizes<br>Cutting out master sample pattern<br>Placing patterns on top of layers of fabric or other materials and cutting fabric<br>Testing accuracy of patterns by making sample garments and other textile products                                                        | Primary 6          | 1 year                      | 8                                                             | \$11,780                   |
| 9.1.13                   | Merchandiser<br>Buyer           | Following up purchase orders<br>Liaising with customers and suppliers<br>Preparing quotations and invoices<br>Sourcing suppliers, price analysis<br>Logistics arrangement<br>Quality control of products                                                                                                                                          | Secondary 5        | 3 years                     | 8                                                             | \$17,940                   |
| 9.2.14                   | Presser                         | Pressing laundry items<br>Sorting out clothes<br>Operating ironing machine<br>Operating steam press iron machine<br>Packing<br>Folding up linen and clothes<br>Sorting out linen and clothes                                                                                                                                                      | Primary 6          | 1 year                      | 8                                                             | \$10,350                   |
| <b><u>Electrical</u></b> |                                 |                                                                                                                                                                                                                                                                                                                                                   |                    |                             |                                                               |                            |
| 4.1.4                    | Draughtsman                     | Creating drawings and plans using CAD (Computer-Aided Design) software and equipment<br>Preparing detailed drawings<br>Preparing layout drawings<br>Calculating dimensions<br>Modifying existing layouts<br>Coordinating and reviewing the work of technicians and technologists on the projects<br>Liaising with customers on their requirements | Secondary 5        | 5 years                     | 8                                                             | \$16,070                   |
| 4.1.9                    | Electrician                     | Electrical system set up, fault detection and repair<br>Installing, inspecting and maintaining power supply and distribution equipment<br>Power system routine maintenance and emergency repair<br>Electronic circuit repair                                                                                                                      | Secondary 3        | 5 years                     | 8                                                             | \$17,060                   |

| 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 |                                                               |                            |
| <b><u>Electrical</u></b> |                                                           |                                                                                                                                                                                                                                                                                                         |                    |                             |                                                               |                            |
| 4.1.17                   | Mechanical Fitter                                         | Fitting, installing, repairing and maintaining mechanical plants and equipment<br>Reading and interpreting engineering drawings and specifications<br>Operating common machine tools<br>Carrying out preventive maintenance programmes on machinery and plant<br>Allocating manpower and training staff | Secondary 3        | 3 years                     | 8                                                             | \$16,040                   |
| 4.1.1                    | Refrigeration / Air-conditioning / Ventilation Technician | Assembling, installing and repairing air-conditioning systems<br>Testing air-conditioning systems to diagnose faults<br>Performing routine maintenance or servicing<br>Allocating manpower and training staff                                                                                           | Secondary 5        | 5 years                     | 8                                                             | \$20,100                   |
| 4.1.22                   | Painter                                                   | Applying paints to surfaces<br>Mixing paints<br>Removing old paint                                                                                                                                                                                                                                      | Secondary 3        | 3 years                     | 8                                                             | \$14,410                   |
| 4.1.11                   | Foreman / Chargehand                                      | Managing daily operation<br>Planning and coordinating repair and maintenance work<br>Supervising work progress and work safety<br>Allocating materials<br>Allocating manpower, supervising workers<br>Handling contingency issues                                                                       | Secondary 5        | 5 years                     | 8                                                             | \$21,090                   |
| 4.1.30                   | Supervisor                                                | Managing daily operation<br>Planning and coordinating repair and maintenance work<br>Supervising work progress and work safety<br>Allocating materials<br>Allocating manpower, supervising foremen and workers<br>Handling contingency issues                                                           | Secondary 5        | 5 years                     | 8                                                             | \$21,760                   |

| 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 |                                                               |                            |
| <b><u>Electronics</u></b> |                       |                                                                                                                                                                                                                                                                                                                                                   |                    |                             |                                                               |                            |
| 4.1.102                   | Draughtsman           | Creating drawings and plans using CAD (Computer-Aided Design) software and equipment<br>Preparing detailed drawings<br>Preparing layout drawings<br>Calculating dimensions<br>Modifying existing layouts<br>Coordinating and reviewing the work of technicians and technologists on the projects<br>Liaising with customers on their requirements | Secondary 5        | 5 years                     | 8                                                             | \$16,760                   |
| 4.1.103                   | Electrician           | Electrical system set up, fault detection and repair<br>Installing, inspecting and maintaining power supply and distribution equipment<br>Power system routine maintenance and emergency repair<br>Electronic circuit repair                                                                                                                      | Secondary 3        | 3 years                     | 8                                                             | \$15,410                   |
| 4.1.116                   | Supervisor / Foreman  | Managing daily operation<br>Planning and coordinating repair and maintenance work<br>Supervising work progress and work safety<br>Allocating materials<br>Allocating manpower, supervising workers<br>Handling contingency issues                                                                                                                 | Secondary 5        | 5 years                     | 8                                                             | \$20,770                   |
| <b><u>Footwear</u></b>    |                       |                                                                                                                                                                                                                                                                                                                                                   |                    |                             |                                                               |                            |
| 17.1.3                    | Merchandiser<br>Buyer | Following up purchase orders<br>Liaising with customers and suppliers<br>Preparing quotations and invoices<br>Sourcing suppliers, price analysis<br>Logistics arrangement<br>Quality control of products                                                                                                                                          | Secondary 5        | 3 years                     | 8                                                             | \$16,600                   |
| <b><u>Handbag</u></b>     |                       |                                                                                                                                                                                                                                                                                                                                                   |                    |                             |                                                               |                            |
| 9.2.106                   | Cutter                | Checking leather and their materials and cutting dies<br>Selecting areas to be cut<br>Positioning pieces on the leather and other materials<br>Checking cut pieces against specifications and quality requirements                                                                                                                                | Primary 6          | 1 year                      | 8                                                             | \$13,330                   |

| 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 |                                                               |                            |
| <b><u>Handbag</u></b>                                        |                                   |                                                                                                                                                                                                                                                                                             |                    |                             |                                                               |                            |
| 9.1.107                                                      | Merchandiser<br>Buyer             | Following up purchase orders<br>Liaising with customers and suppliers<br>Preparing quotations and invoices<br>Sourcing suppliers, price analysis<br>Logistics arrangement<br>Quality control of products                                                                                    | Secondary 5        | 3 years                     | 8                                                             | \$18,120                   |
| 9.1.102                                                      | Foreman                           | Managing daily operation<br>Supervising work progress and work safety<br>Allocating materials<br>Allocating manpower, supervising workers<br>Handling contingency issues                                                                                                                    | Secondary 5        | 5 years                     | 8                                                             | \$17,070                   |
| <b><u>Hotel - Chinese Restaurants operated by Hotels</u></b> |                                   |                                                                                                                                                                                                                                                                                             |                    |                             |                                                               |                            |
| 6.1.10                                                       | Service Cook / General Cook       | Preparing dishes<br>Preparing ingredients<br>Planning menus and designing dishes / recipes<br>Monitoring food quality and hygiene<br>Assisting in other kitchen duties                                                                                                                      | Secondary 3        | 3 years                     | 9                                                             | \$20,870                   |
| 6.1.10                                                       | Kitchen Supervisor                | Preparing ingredients<br>Purchasing ingredients, monitoring ingredient inventory<br>Planning menus and designing dishes/ recipes<br>Monitoring food quality and hygiene<br>Allocating manpower and training staff<br>Managing the operation of kitchen<br>Assisting in other kitchen duties | Secondary 3        | 5 years                     | 9                                                             | \$20,870                   |
| 6.1.4                                                        | Junior Cook / No. 4 Cook or Below | Preparing food / ingredients<br>Assisting food preparation / cooking<br>Cleaning kitchen<br>Miscellaneous kitchen duties<br>Assisting the Chef                                                                                                                                              | Primary 6          | 1 year                      | 9                                                             | \$15,020                   |

| 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 |                                                               |                            |
| <b><u>Hotel - Chinese Restaurants operated by Hotels</u></b> |                             |                                                                                                                                                                                                                                                                                                                                                                                                                                  |                    |                             |                                                               |                            |
| 6.1.1                                                        | Captain                     | Taking orders<br>Serving Customers<br>Collecting payment and operating a cash register<br>Setting up tables and cleaning up tables<br>Allocating manpower and training staff                                                                                                                                                                                                                                                     | Secondary 5        | 5 years                     | 9                                                             | \$18,780                   |
| 6.2.4                                                        | Waiter / Waitress           | Taking orders<br>Serving Customers<br>Collecting payment and operating a cash register<br>Setting up tables and cleaning up tables                                                                                                                                                                                                                                                                                               | Secondary 3        | 1 year                      | 9                                                             | \$14,770                   |
| <b><u>Hotel - Hotels</u></b>                                 |                             |                                                                                                                                                                                                                                                                                                                                                                                                                                  |                    |                             |                                                               |                            |
| 6.2.16                                                       | Laundry and Valet Attendant | Serving Customers<br>Operating machines like washing machines, dryers, etc.<br>Collecting and delivering linen and clothes<br>Cleaning linen and clothes<br>Ironing and folding up linen and clothes<br>Labelling linen and clothes<br>Packing<br>Folding up linen and clothes<br>Sorting out linen and clothes                                                                                                                  | Primary 6          | 1 year                      | 8                                                             | \$13,780                   |
| 6.1.37                                                       | Chief Receptionist          | Receiving incoming calls and handling telephone enquiries<br>Scheduling appointments<br>Greeting and receiving customers, handling customers' enquiries<br>Handling table reservation<br>Handling mails and express deliveries, faxes, etc.<br>General clerical duties<br>Assisting in daily operation at front desk<br>General concierge services<br>Assisting in seating arrangement<br>Allocating manpower and training staff | Secondary 5        | 5 years                     | 8                                                             | \$21,650                   |

| 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 |                                                               |                            |
| <b><u>Hotel - Hotels</u></b> |                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                    |                    |                             |                                                               |                            |
| 6.2.12                       | Receptionist                                                                                   | Receiving incoming calls and handling telephone enquiries<br>Scheduling appointments<br>Greeting and receiving customers, handling customers' enquiries<br>Handling table reservation<br>Handling mails and express deliveries, faxes, etc.<br>General clerical duties<br>Assisting in daily operation at front desk<br>General concierge services<br>Assisting in seating arrangement                             | Secondary 3        | 1 year                      | 8                                                             | \$16,240                   |
| 6.2.34                       | Waiter / Waitress                                                                              | Taking orders<br>Serving Customers<br>Collecting payment and operating a cash register<br>Setting up tables and cleaning up tables                                                                                                                                                                                                                                                                                 | Secondary 3        | 1 year                      | 9                                                             | \$15,250                   |
| 6.2.26                       | Bartender / Soda Fountain Captain<br>Beverage Assistant<br>Drink Maker<br>Barista<br>Barkeeper | Preparing food and drink<br>Serving customers<br>Taking orders<br>Ordering and maintaining stocks<br>Maintaining cleanliness of the bar and utensils<br>Collecting payment and operating a cash register<br>Responsible for operating the beverage counter<br>Making coffee and drinks<br>Serving wine and prepare cocktail                                                                                        | Primary 6          | 1 year                      | 8                                                             | \$15,620                   |
| 6.1.34                       | Food and Beverage Cashier Supervisor /<br>Head Cashier / Front Office Cashier<br>Supervisor    | Collecting payment and operating a cash register<br>Issuing receipts<br>General cash processing duties, such as cash validating, counting and sorting<br>Keeping accounts, preparing financial statements and settling account balance<br>Bank deposits<br>Answering enquiries<br>Serving Customers<br>Responsible for foreign currency exchange and remittance services<br>Allocating manpower and training staff | Secondary 5        | 5 years                     | 8                                                             | \$20,790                   |



| 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 |                                                               |                            |
| <b><u>Hotel - Hotels</u></b> |                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                          |                    |                             |                                                               |                            |
| 6.2.11                       | Front Office Cashier                                                                                                           | Collecting payment and operating a cash register<br>Issuing receipts<br>General cash processing duties, such as cash validating, counting and sorting<br>Keeping accounts, preparing financial statements and settling account balance<br>Bank deposits<br>Answering enquiries<br>Serving Customers<br>Responsible for foreign currency exchange and remittance services                                                                 | Secondary 3        | 1 year                      | 8                                                             | \$16,610                   |
| 6.1.37                       | Chief Room Clerk                                                                                                               | General clerical duties, including filing, data input, photocopying, preparing reports etc.<br>Office support and outdoor duties, including document collection and delivery, bank payments etc.<br>Performing general office duties, such as photocopying and document binding<br>Following up invoices, taking orders and issuing quotations<br>Answering phone calls and daily liaison work<br>Allocating manpower and training staff | Secondary 5        | 5 years                     | 8                                                             | \$21,650                   |
| 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.<br>Office support and outdoor duties, including document collection and delivery, bank payments etc.<br>Performing general office duties, such as photocopying and document binding<br>Following up invoices, taking orders and issuing quotations<br>Answering phone calls and daily liaison work                                           | Secondary 3        | 1 year                      | 8                                                             | \$16,240                   |
| 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<br>Handling full set of accounting and bookkeeping<br>General clerical duties<br>Handling accounts payable and receivable<br>Handling daily accounts operation and transactions<br>Maintaining full set of financial reports<br>Assisting in month end closing<br>General audit duties                                                                                      | Secondary 3        | 1 year                      | 8                                                             | \$15,420                   |
| 6.2.29                       | Systems Support Operator / Electronic Data Processing Operator / Computer Operator                                             | Operating and monitoring computer equipment / network / data centre / server room facilities<br>Performing user IT support and help desk<br>Assisting in incident management<br>Security monitoring of IT system<br>Word processing<br>Data entry and processing                                                                                                                                                                         | Secondary 3        | 1 year                      | 8                                                             | \$15,480                   |

| 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 |                                                               |                            |
| <b><u>Hotel - Hotels</u></b> |                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                         |                    |                             |                                                               |                            |
| 6.1.28                       | Cook (Western)                                         | Preparing dishes<br>Preparing ingredients<br>Purchasing ingredients, monitoring ingredient inventory<br>Planning menus and designing dishes / recipes<br>Monitoring food quality and hygiene<br>Allocating manpower and training staff<br>Managing the operation of kitchen<br>Assisting in other kitchen duties                                                                                                        | Secondary 3        | 3 years                     | 8                                                             | \$17,230                   |
| 6.2.9                        | Door Attendant<br>Baggage Porter<br>Bell Attendant     | Greeting guests politely, answering enquiries<br>Verifying guests during luggages claiming<br>Ensuring safe storage of guests' luggages<br>Escorting guests to room and placing luggages in room                                                                                                                                                                                                                        | Primary 6          | 1 year                      | 8                                                             | \$13,570                   |
| 6.2.7                        | Artist / Draftsman / Photographer /<br>Printshop Staff | Preparing graphic designs for publications and promotional activities<br>Providing digital design, production and updating for web, mobile, social media and digital video<br>Taking pictures of various subjects which are used in a variety of mediums, to advertise company / customer's products or services<br>Responsible for typesetting and output printing<br>Monitoring and coordinating the printing process | Secondary 3        | 1 year                      | 8                                                             | \$14,570                   |
| 6.2.27                       | Checker / Presser                                      | Ensuring standard of the products<br>Irregularity follow-up<br>Pressing laundry items<br>Sorting out clothes<br>Operating ironing machine<br>Operating steam press iron machine<br>Packing<br>Folding up linen and clothes<br>Sorting out linen and clothes                                                                                                                                                             | Primary 6          | 1 year                      | 8                                                             | \$13,650                   |
| 6.2.23                       | Room Attendant / House Attendant<br>Housekeeper        | Room cleaning<br>Miscellaneous duties of hotel floors<br>Cleaning hotel floors<br>Replenishing supplies in guest rooms<br>Handling general enquiries from guests                                                                                                                                                                                                                                                        | Primary 6          | 1 year                      | 8                                                             | \$15,350                   |

| 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 |                                                               |                            |
| <b><u>Hotel - Hotels</u></b> |                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                           |                    |                             |                                                               |                            |
| 6.1.11                       | Account Executive / Sales Executive / Marketing Officer / Group Sales Co-ordinator | Assisting in marketing and sales work<br>Selling and promoting products<br>Serving customers<br>Handling customers' enquiries<br>Telemarketing<br>Contacting customers and following up purchase orders<br>Performing sales and marketing duties at outdoor<br>Exploring new business opportunities<br>Promoting and introducing products and relevant information<br>After-sales services                                | Secondary 5        | 5 years                     | 7                                                             | \$19,520                   |
| 6.1.22                       | Banquet Sales Executive / Banquet Co-ordinator                                     | Assisting in marketing and sales work<br>Selling and promoting products<br>Serving customers<br>Handling customers' enquiries<br>Telemarketing<br>Contacting customers and following up purchase orders<br>Coordinating successful events from start to finish<br>Performing sales and marketing duties at outdoor<br>Exploring new business opportunities<br>Promoting and introducing products and relevant information | Secondary 5        | 5 years                     | 8                                                             | \$19,920                   |
| 6.2.12                       | Room Sales Representative                                                          | Assisting in marketing and sales work<br>Selling and promoting products<br>Serving customers<br>Handling customers' enquiries<br>Telemarketing<br>Contacting customers and following up purchase orders<br>Promoting and introducing products and relevant information                                                                                                                                                    | Secondary 3        | 1 year                      | 8                                                             | \$16,240                   |
| 6.2.24                       | Secretary                                                                          | Providing full range of administrative support to the daily activities of managerial staff<br>Taking care of any routine errands and daily matters for managerial staff<br>General administrative and clerical duties<br>Handling telephone calls                                                                                                                                                                         | Secondary 5        | 3 years                     | 7                                                             | \$20,740                   |
| 6.2.25                       | Security Officer / Uniform Guard<br>Security Patrol Officer<br>Security Guard      | Patrolling<br>Visitor registration<br>Handling complaints and enquiries from guests and tenants<br>Vehicle registration<br>Escorting money and valuable goods                                                                                                                                                                                                                                                             | Primary 6          | 1 year                      | 8                                                             | \$15,180                   |

| 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 |                                                               |                            |
| <b><u>Hotel - Hotels</u></b> |                                                                      |                                                                                                                                                                                                                                                                                                                                                        |                    |                             |                                                               |                            |
| 6.2.30                       | Telephone Operator<br>Telephone Service Operator<br>Hotline Operator | Receiving incoming calls<br>Providing customer services, handling enquiries<br>Conducting telephone surveys<br>Telemarketing<br>Market research and data collection                                                                                                                                                                                    | Secondary 3        | 1 year                      | 8                                                             | \$15,500                   |
| 6.1.24                       | Captain (Food and Beverage Department)                               | Taking orders<br>Serving Customers<br>Collecting payment and operating a cash register<br>Setting up tables and cleaning up tables<br>Allocating manpower and training staff                                                                                                                                                                           | Secondary 5        | 5 years                     | 8                                                             | \$18,030                   |
| 6.2.34                       | Restaurant Receptionist                                              | Taking orders<br>Serving Customers<br>Collecting payment and operating a cash register<br>Setting up tables and cleaning up tables                                                                                                                                                                                                                     | Secondary 3        | 1 year                      | 9                                                             | \$15,250                   |
| 6.1.26                       | Chief Store Supervisor / Store Supervisor                            | Responsible for daily warehouse operation and warehouse management<br>Receiving, delivering and inspecting merchandise<br>Packing merchandise, stocktaking and tidying up warehouse<br>Following up purchase orders<br>Updating inventory<br>Taking pictures for record<br>Data input                                                                  | Secondary 5        | 5 years                     | 8                                                             | \$19,370                   |
| 6.2.27                       | Washer                                                               | Responsible for daily operation of the store and laundry<br>Operating machines like washing machines, dryers, etc.<br>Collecting and delivering linen and clothes<br>Cleaning linen and clothes<br>Ironing and folding up linen and clothes<br>Labelling linen and clothes<br>Packing<br>Folding up linen and clothes<br>Sorting out linen and clothes | Primary 6          | 1 year                      | 8                                                             | \$13,650                   |

| 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 |                                                               |                            |
| <b><u>Hotel - Hotels</u></b>                       |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |                             |                                                               |                            |
| 6.9.46                                             | Public Area Cleaner / Attendant          | Maintaining the cleanliness of the hotel's public area and providing other related services<br>Replenishing all necessary guest supplies in the hotel's public area                                                                                                                                                                                                                                                         | Primary 6          | 1 year                      | 8                                                             | \$14,800                   |
| 6.9.47                                             | Steward Cleaner / Attendant / Dishwasher | Maintaining cleanliness and tidiness of the kitchen<br>Cleaning of dishes and kitchenware                                                                                                                                                                                                                                                                                                                                   | Primary 6          | 1 year                      | 8                                                             | \$15,100                   |
| 6.9.48                                             | Technician                               | Hotel daily maintenance<br>Repairing hotel air-conditioning, electrical, plumbing & drainage systems and carrying out painting tasks in a timely manner                                                                                                                                                                                                                                                                     | Secondary 3        | 3 years                     | 8                                                             | \$19,300                   |
| <b><u>Insurance - General Insurance Sector</u></b> |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |                             |                                                               |                            |
| 16.2.1                                             | Claims Clerk                             | General clerical duties, including filing, data input, photocopying, preparing reports etc.<br>Office support and outdoor duties, including document collection and delivery, bank payments etc.<br>Performing general office duties, such as photocopying and document binding<br>Following up insurance policies claim and settlement documents<br>Answering phone calls and daily liaison work                           | Secondary 3        | 1 year                      | 7                                                             | \$16,530                   |
| 16.2.2                                             | Reinsurance Clerk                        | General clerical duties, including filing, data input, photocopying, preparing reports etc.<br>Office support and outdoor duties, including document collection and delivery, bank payments etc.<br>Performing general office duties, such as photocopying and document binding<br>Following up reinsurance policies and reinsurancing with other insurers<br>Answering phone calls and daily liaison work                  | Secondary 3        | 1 year                      | 7                                                             | \$16,210                   |
| 16.2.4                                             | Underwriting Clerk                       | General clerical duties, including filing, data input, photocopying, preparing reports etc.<br>Office support and outdoor duties, including document collection and delivery, bank payments etc.<br>Performing general office duties, such as photocopying and document binding<br>Following up insurance policies, issuing quotations, insurance policies and endorsements<br>Answering phone calls and daily liaison work | Secondary 3        | 1 year                      | 7                                                             | \$16,890                   |

| 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 |                                                               |                            |
| <b><u>Insurance - Life Insurance Sector</u></b> |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                    |                             |                                                               |                            |
| 16.2.5                                          | Claims Clerk                                                          | General clerical duties, including filing, data input, photocopying, preparing reports etc.<br>Office support and outdoor duties, including document collection and delivery, bank payments etc.<br>Performing general office duties, such as photocopying and document binding<br>Following up insurance policies claim and settlement documents<br>Answering phone calls and daily liaison work                                                                                                                                                                                              | Secondary 3        | 1 year                      | 7                                                             | \$16,530                   |
| 16.2.7                                          | Underwriting Clerk                                                    | General clerical duties, including filing, data input, photocopying, preparing reports etc.<br>Office support and outdoor duties, including document collection and delivery, bank payments etc.<br>Performing general office duties, such as photocopying and document binding<br>Following up insurance policies, issuing quotations, insurance policies and endorsements<br>Answering phone calls and daily liaison work                                                                                                                                                                    | Secondary 3        | 1 year                      | 7                                                             | \$16,930                   |
| <b><u>Jewellery</u></b>                         |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                    |                             |                                                               |                            |
| 7.2.1                                           | Jewellery Plater / Polisher<br>Jewellery Plater<br>Jewellery Polisher | Using suitable shaping wheels, abrasives, bort or polishing compounds to polish jewellery<br>Setting and repairing jewellery<br>Operating electric welding torch and laser welding machine<br>Grinding, polishing, degreasing and removing rust from electroplated objects<br>Treating electroplated objects<br>Allocating manpower and training staff                                                                                                                                                                                                                                         | Primary 6          | 1 year                      | 8                                                             | \$14,260                   |
| 7.2.2                                           | Diamond Assorter<br>Assorter (Gemstone)<br>Jewellery Stone Assorter   | Fabricating and evaluating the quality of gemstones used in jewellery and industrial tools<br>Examining gemstones to ensure accuracy of angles and positions of cuts or bores<br>Assigning polish, symmetry and clarity grades to gemstones according to established grading systems<br>Examining gemstone surfaces and internal structures using optical instruments<br>Advising customers on choosing suitable gemstones to create jewellery items<br>Using suitable shaping wheels, abrasives, bort or polishing compounds to fabricate gemstones<br>Allocating manpower and training staff | Primary 6          | 1 year                      | 8                                                             | \$14,320                   |
| 7.1.1                                           | Foreman                                                               | Managing daily operation<br>Planning and coordinating repair and maintenance work<br>Supervising work progress and work safety<br>Allocating materials<br>Allocating manpower, supervising workers<br>Handling contingency issues                                                                                                                                                                                                                                                                                                                                                              | Secondary 5        | 5 years                     | 8                                                             | \$18,560                   |

| 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 |                                                               |                            |
| <b><u>Machine Shop</u></b> |                         |                                                                                                                                                                                                                                                                                                                                                   |                    |                             |                                                               |                            |
| 1.1.2                      | Mechanical Draughtsman  | Creating drawings and plans using CAD (Computer-Aided Design) software and equipment<br>Preparing detailed drawings<br>Preparing layout drawings<br>Calculating dimensions<br>Modifying existing layouts<br>Coordinating and reviewing the work of technicians and technologists on the projects<br>Liaising with customers on their requirements | Secondary 5        | 5 years                     | 8                                                             | \$15,880                   |
| 1.1.5                      | Electrician             | Electrical system set up, fault detection and repair<br>Installing, inspecting and maintaining power supply and distribution equipment<br>Power system routine maintenance and emergency repair<br>Electronic circuit repair                                                                                                                      | Secondary 3        | 3 years                     | 8                                                             | \$15,900                   |
| 1.1.16                     | Painter                 | Applying paints to surfaces<br>Mixing paints                                                                                                                                                                                                                                                                                                      | Secondary 3        | 3 years                     | 8                                                             | \$13,760                   |
| 1.1.9                      | Foreman / Supervisor    | Managing daily operation<br>Planning and coordinating repair and maintenance work<br>Supervising work progress and work safety<br>Allocating materials<br>Allocating manpower, supervising workers<br>Handling contingency issues                                                                                                                 | Secondary 5        | 5 years                     | 8                                                             | \$19,020                   |
| <b><u>Plastics</u></b>     |                         |                                                                                                                                                                                                                                                                                                                                                   |                    |                             |                                                               |                            |
| 13.1.2                     | Electrician             | Electrical system set up, fault detection and repair<br>Installing, inspecting and maintaining power supply and distribution equipment<br>Power system routine maintenance and emergency repair<br>Electronic circuit repair                                                                                                                      | Secondary 3        | 3 years                     | 8                                                             | \$16,590                   |
| 13.1.12                    | Plastics Machine Setter | Changing product fittings<br>Estimating material usage<br>Operating plastic machine<br>Setting plastic machine<br>Quality control of the products                                                                                                                                                                                                 | Secondary 3        | 3 years                     | 8                                                             | \$14,080                   |

| 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 |                                                               |                            |
| <b><u>Plastics</u></b> |                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                    |                             |                                                               |                            |
| 13.1.14                | Supervisor / Foreman<br>Press Machine Production Supervisor | Moulding, casting and assembling products made of plastics materials<br>Operating and tending to the press machines to mould and shape rubber components<br>Reviewing job documents for details to determine procedures and settings for pressing<br>Monitoring press machine operation and detecting press machine malfunctions<br>Providing the quality inspector with sample of finished product for verification<br>Cleaning excess product from press machine<br>Communicating with customers and plastic suppliers<br>Providing support on factory management<br>Allocating manpower and training staff<br>Establishing control standards and procedures<br>Providing technical and administrative assistance | Secondary 5        | 5 years                     | 8                                                             | \$20,640                   |
| 13.1.7                 | Leader                                                      | Moulding, casting and assembling products made of plastics materials<br>Operating and tending to the press machines to mould and shape rubber components<br>Reviewing job documents for details to determine procedures and settings for pressing<br>Monitoring press machine operation and detecting press machine malfunctions<br>Providing the quality inspector with sample of finished product for verification<br>Cleaning excess product from press machine<br>Training staff<br>Allocating manpower                                                                                                                                                                                                         | Secondary 3        | 3 years                     | 8                                                             | \$14,760                   |
| 13.2.10                | Printing Operator                                           | Responsible for general printing operations<br>Responsible for typesetting and output printing<br>Monitoring and coordinating the printing process<br>Monitoring the maintenance of printing equipment and devices<br>Verifying that paper and ink meet the specifications<br>Changing press plates or cylinders<br>Operating press machines                                                                                                                                                                                                                                                                                                                                                                        | Primary 6          | 1 year                      | 8                                                             | \$12,130                   |



| 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 |                                                               |                            |
| <b><u>Printing</u></b>                    |                                                                                    |                                                                                                                                                                                                                                                                                                                                                        |                    |                             |                                                               |                            |
| 5.1.1                                     | Binding Craftsman                                                                  | Setting, operating and maintaining machines for bookbinding                                                                                                                                                                                                                                                                                            | Secondary 3        | 3 years                     | 8                                                             | \$13,950                   |
| 5.1.21                                    | Quality Controller                                                                 | Sampling and testing products<br>Compiling and analyzing test results<br>Recording and managing stock<br>Ensuring standard of the products<br>Irregularity follow-up                                                                                                                                                                                   | Secondary 3        | 3 years                     | 8                                                             | \$15,860                   |
| 5.1.9                                     | Overseer / Supervisor (Printing)<br>Printing Supervisor / Officer                  | Monitoring and coordinating the printing process<br>Allocating manpower and training staff                                                                                                                                                                                                                                                             | Secondary 5        | 5 years                     | 8                                                             | \$20,360                   |
| <b><u>Ship Building and Repairing</u></b> |                                                                                    |                                                                                                                                                                                                                                                                                                                                                        |                    |                             |                                                               |                            |
| 15.1.16                                   | Ship Draughtsman                                                                   | Creating drawings and plans using CAD (Computer-Aided Design) software and equipment<br>Preparing detailed drawings<br>Preparing layout drawings<br>Calculating dimensions<br>Modifying existing layouts<br>Coordinating and reviewing the work of technicians and technologists on the projects<br>Liaising with customers on their requirements      | Secondary 5        | 5 years                     | 8                                                             | \$23,310                   |
| 15.1.3                                    | Electrician                                                                        | Electrical system set up, fault detection and repair<br>Installing, inspecting and maintaining power supply and distribution equipment<br>Power system routine maintenance and emergency repair<br>Electronic circuit repair                                                                                                                           | Secondary 3        | 3 years                     | 8                                                             | \$17,530                   |
| 15.1.6                                    | Mechanical Fitter<br>Mechanical Fitting Tradesman<br>Mechanical Fitting Technician | Fitting, installing, repairing and maintaining mechanical plants and equipment<br>Reading and interpreting engineering drawings and specifications<br>Operating common machine tools<br>Performing soldering and welding operations<br>Carrying out preventive maintenance programmes on machinery and plant<br>Allocating manpower and training staff | Secondary 3        | 3 years                     | 8                                                             | \$16,620                   |
| 15.1.1                                    | Air-conditioning Mechanic                                                          | Assembling, installing and repairing air-conditioning systems<br>Testing air-conditioning systems to diagnose faults<br>Performing routine maintenance or servicing<br>Allocating manpower and training staff                                                                                                                                          | Secondary 3        | 3 years                     | 8                                                             | \$18,220                   |

| 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 |                                                               |                            |
| <b><u>Ship Building and Repairing</u></b>         |                                                               |                                                                                                                                                                                                                                                                                                                                                                 |                    |                             |                                                               |                            |
| 15.2.4                                            | Painter                                                       | Vessel painting<br>Vessel body inspection and repair<br>Handling customers' enquiries and providing technical support<br>Assisting in daily workshop operation<br>Training staff                                                                                                                                                                                | Primary 6          | 1 year                      | 8                                                             | \$16,470                   |
| 15.1.7                                            | Supervisor / Foreman                                          | Managing daily operation<br>Planning and coordinating repair and maintenance work<br>Supervising work progress and work safety<br>Allocating materials<br>Allocating manpower, supervising workers<br>Handling contingency issues                                                                                                                               | Secondary 5        | 5 years                     | 8                                                             | \$21,840                   |
| <b><u>Textile</u></b>                             |                                                               |                                                                                                                                                                                                                                                                                                                                                                 |                    |                             |                                                               |                            |
| 11.1.10                                           | Electrician                                                   | Electrical system set up, fault detection and repair<br>Installing, inspecting and maintaining power supply and distribution equipment<br>Power system routine maintenance and emergency repair<br>Electronic circuit repair                                                                                                                                    | Secondary 3        | 3 years                     | 8                                                             | \$14,590                   |
| <b><u>Transport and Physical Distribution</u></b> |                                                               |                                                                                                                                                                                                                                                                                                                                                                 |                    |                             |                                                               |                            |
| 14.2.26                                           | Cargo Clerk                                                   | Arranging shipment schedule, following up purchase orders and merchandise delivery<br>General clerical duties, including filing, data input, photocopying, handling mails, etc.<br>Handling I/E / shipping documents, customs declaration<br>Monitoring all shipments in transit to ensure timely arrival of goods and documents                                | Secondary 3        | 1 year                      | 8                                                             | \$14,220                   |
| 14.2.46                                           | Freight / Customer Services / Documentation Assistant / Clerk | Arranging shipment schedule, following up purchase orders and merchandise delivery<br>Liaising with customers<br>Liaising with freight forwarder and local delivery agents for arranging order documents<br>General clerical duties, including filing, data input, photocopying, handling mails, etc.<br>Handling I/E / shipping documents, customs declaration | Secondary 3        | 1 year                      | 8                                                             | \$15,580                   |
| 14.1.17                                           | Despatch / Load Planner                                       | Dispatching and tracking transportation<br>Allocating manpower<br>Loading and unloading goods<br>Packing and sorting out goods                                                                                                                                                                                                                                  | Secondary 5        | 5 years                     | 8                                                             | \$16,810                   |

| 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 |                                                               |                            |
| <b><u>Transport and Physical Distribution</u></b> |                                                            |                                                                                                                                                                                                                                                                                                                                                                                            |                    |                             |                                                               |                            |
| 14.1.23                                           | Delivery Gangleader / Foreman                              | Delivering and checking goods<br>Allocating manpower<br>Loading and unloading goods<br>Packing and sorting out goods<br>Carrying goods                                                                                                                                                                                                                                                     | Secondary 5        | 5 years                     | 9                                                             | \$16,870                   |
| 14.9.11                                           | Driver<br>Chauffeur                                        | Providing driving services for the employer, family members and guests<br>Providing driving services for staff and guests<br>Travelling between Hong Kong and the Mainland<br>Cleaning and maintaining vehicle<br>Picking up and delivering goods to and from warehouse/ office<br>Handling issues relating driving licenses                                                               | Primary 6          | 1 year                      | 8                                                             | \$18,410                   |
| 14.2.29                                           | Fork Lift Truck Driver<br>Fork Lift Truck Operator         | Operating fork lift truck<br>Assisting in warehouse operation, moving goods<br>Loading and unloading containers<br>Receiving and shelving goods, encasing outgoing goods, etc.                                                                                                                                                                                                             | Primary 6          | 1 year                      | 8                                                             | \$14,540                   |
| 14.2.3                                            | Marketing / Commercial Assistant /<br>Sales Representative | Assisting in marketing and sales work<br>Selling and promoting products<br>Serving customers<br>Handling customers' enquiries<br>Telemarketing<br>Contacting customers and following up purchase orders<br>Performing sales and marketing duties at outdoor<br>Exploring new business opportunities<br>Promoting and introducing products and relevant information<br>After-sales services | Secondary 5        | 3 years                     | 8                                                             | \$20,250                   |
| 14.2.34                                           | Tally Clerk<br>Warehouse Picker                            | Responsible for daily warehouse operation and warehouse management<br>Receiving, delivering and inspecting merchandise<br>Packing merchandise, stocktaking and tidying up warehouse<br>Following up purchase orders<br>Updating inventory<br>Taking pictures for record<br>Data input                                                                                                      | Primary 6          | 1 year                      | 8                                                             | \$12,460                   |
| 14.2.35                                           | Warehouse Keeper                                           | Responsible for daily warehouse operation and warehouse management<br>Receiving, delivering and inspecting merchandise<br>Packing merchandise, stocktaking and tidying up warehouse<br>Following up purchase orders<br>Updating inventory<br>Taking pictures for record<br>Data input                                                                                                      | Primary 6          | 1 year                      | 9                                                             | \$12,670                   |

| 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 |                                                               |                            |
| <b><u>Wholesale, Retail and Import / Export Trades</u></b> |                                |                                                                                                                                                                                                                                                                                                                                                                                                |                    |                             |                                                               |                            |
| 3.2.6                                                      | Receptionist                   | Receiving incoming calls and handling telephone enquiries<br>Scheduling appointments<br>Greeting and receiving customers, handling customers' enquiries<br>Handling mails and express deliveries, faxes, etc.<br>General clerical duties<br>Assisting in daily operation at front desk<br>General concierge services                                                                           | Primary 6          | 1 year                      | 8                                                             | \$13,970                   |
| 3.2.1                                                      | Bookkeeper / Accounting Clerk  | Assisting in preparation of financial and accounting reports<br>Handling full set of accounting and bookkeeping<br>General clerical duties<br>Handling accounts payable and receivable<br>Handling daily accounts operation and transactions<br>Maintaining full set of financial reports<br>Assisting in month end closing<br>General audit duties                                            | Secondary 3        | 1 year                      | 8                                                             | \$17,100                   |
| 3.2.3                                                      | Documentation / Shipping Clerk | Arranging shipment schedule, following up purchase orders and merchandise delivery<br>Liaising with customers<br>General clerical duties, including filing, data input, photocopying, handling mails, etc.<br>Handling I/E / shipping documents, customs declaration                                                                                                                           | Secondary 3        | 1 year                      | 8                                                             | \$17,270                   |
| 3.2.4                                                      | General Office Clerk           | General clerical duties, including filing, data input, photocopying, preparing reports etc.<br>Office support and outdoor duties, including document collection and delivery, bank payments etc.<br>Performing general office duties, such as photocopying and document binding<br>Following up invoices, taking orders and issuing quotations<br>Answering phone calls and daily liaison work | Secondary 3        | 1 year                      | 8                                                             | \$14,640                   |
| 3.2.2                                                      | Computer Operator              | Operating and monitoring computer equipment / network / data centre / server room facilities<br>Performing user IT support and help desk<br>Assisting in incident management<br>Security monitoring of IT system<br>Word processing<br>Data entry and processing                                                                                                                               | Secondary 3        | 1 year                      | 8                                                             | \$14,860                   |

| Job Title Code                                             | Common Posts                             | Duties                                                                                                                                                                                                                                                                                                                                                 | Entry Requirements |                             | Number of Normal Working Hours Per Day (Excluding Meal Break) | Median Monthly Wage (HK\$) |
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|                                                            |                                          |                                                                                                                                                                                                                                                                                                                                                        | Education Level    | Years of Related Experience |                                                               |                            |
| <b><u>Wholesale, Retail and Import / Export Trades</u></b> |                                          |                                                                                                                                                                                                                                                                                                                                                        |                    |                             |                                                               |                            |
| 3.1.3                                                      | Merchandiser / Buyer                     | Following up purchase orders<br>Liaising with customers and suppliers<br>Preparing quotations and invoices<br>Sourcing suppliers, price analysis<br>Logistics arrangement<br>Quality control of products                                                                                                                                               | Secondary 5        | 5 years                     | 8                                                             | \$23,990                   |
| 3.1.5                                                      | Sales Supervisor                         | Responsible for daily shop operation, serving customers<br>Arranging and displaying merchandise<br>Placing orders and collecting payments<br>Serving customers and handling customers' enquiries<br>Selling products, assisting in shop operation<br>Demonstrating the use of products<br>Stocktaking<br>Allocating manpower, supervising salespersons | Secondary 5        | 5 years                     | 8                                                             | \$18,640                   |
| 3.2.7                                                      | Salesperson                              | Responsible for daily shop operation, serving customers<br>Arranging and displaying merchandise<br>Placing orders and collecting payments<br>Serving customers and handling customers' enquiries<br>Selling products, assisting in shop operation<br>Demonstrating the use of products<br>Stocktaking                                                  | Primary 6          | 1 year                      | 8                                                             | \$13,720                   |
| 3.2.5                                                      | Personal Secretary<br>Personal Assistant | Providing full range of administrative support to the daily activities of managerial staff<br>Taking care of any routine errands and daily matters for managerial staff<br>General administrative and clerical duties<br>Handling telephone calls                                                                                                      | Secondary 5        | 3 years                     | 8                                                             | \$25,310                   |

| 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 |                                                               |                            |
| <b><u>Wholesale, Retail and Import / Export Trades</u></b> |                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                   |                    |                             |                                                               |                            |
| 3.2.6                                                      | Telephone Operator<br>Telephone Service Operator<br>Hotline Operator                                                                                                              | Receiving incoming calls<br>Providing customer services, handling enquiries<br>Conducting telephone surveys<br>Telemarketing<br>Market research and data collection                                                                                                                                                               | Secondary 3        | 1 year                      | 8                                                             | \$13,970                   |
| 3.1.6                                                      | Store / Godown Supervisor                                                                                                                                                         | Responsible for daily warehouse operation and warehouse management<br>Receiving, delivering and inspecting merchandise<br>Packing merchandise, stocktaking and tidying up warehouse<br>Following up purchase orders<br>Updating inventory<br>Taking pictures for record<br>Data input<br>Allocating manpower, supervising workers | Secondary 5        | 5 years                     | 8                                                             | \$20,420                   |
| 3.2.9                                                      | Stock / Purchasing Clerk                                                                                                                                                          | General warehouse duties, such as receiving, counting, sorting out, shelving, delivering goods, etc.<br>Carrying goods<br>Stocktaking<br>Updating inventory records<br>Arranging and tidying up warehouse<br>Arranging logistics services<br>Managing warehouse                                                                   | Secondary 3        | 1 year                      | 8                                                             | \$15,040                   |
| <b><u>Beauty and Hairdressing</u></b>                      |                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                   |                    |                             |                                                               |                            |
| 18.9.81                                                    | Beauty Consultant<br>Beautician<br>Beauty Therapist                                                                                                                               | Providing beauty care services including facial, body treatments and other related treatments by using electronics equipment, manicure, waxing and make-up services<br>Cleaning and maintaining various types of beauty equipment                                                                                                 | Secondary 3        | 3 years                     | 9                                                             | \$22,930                   |
| 18.9.54                                                    | Hair Stylist / Hairdresser                                                                                                                                                        | Hair washing<br>Haircut<br>Hair perming<br>Hair dyeing<br>Hair care treatment<br>Hair styling<br>General hair salon cleaning<br>General operation of hair salon<br>Allocating manpower and training staff                                                                                                                         | Secondary 5        | 3 years                     | 8.5                                                           | \$18,000                   |
| 18.9.222                                                   | Salon Assistant / Hair Styling Assistant<br>Salon Trainee / Apprentice / Junior<br>Shampooing and Perm Assistant<br>Shampooing Assistant<br>Hair Washer<br>Hairdressing Assistant | General duties in the hair salon<br>Hair washing and hair blow drying<br>Assisting in hair colouring, hair perm and hair treatments<br>Assisting hairstylist<br>Performing sundry duties<br>Serving Customer<br>Stock taking towels and hairdressing products                                                                     | Primary 6          | 1 years                     | 8.5                                                           | \$12,000                   |

| 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 |                                                               |                            |
| <b><u>Sanitary and Similar Services</u></b> |                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                |                    |                             |                                                               |                            |
| 18.9.75                                     | Cleaner<br>Cleaning Assistant<br>Washroom Attendant<br>Garbage Attendant | Office cleaning<br>Lavatory / Washroom cleaning<br>School / Classroom cleaning<br>Estate / Building cleaning<br>Shop / Shopping mall cleaning<br>Restaurant cleaning<br>Collecting, removing and handling garbage                                                                                                                                                                              | Primary 6          | 1 year                      | 8                                                             | \$10,130                   |
| <b><u>Others</u></b>                        |                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                |                    |                             |                                                               |                            |
| 18.1.1                                      | Air-conditioning Technician                                              | Assembling, installing and repairing air-conditioning systems<br>Testing air-conditioning systems to diagnose faults<br>Performing routine maintenance or servicing<br>Allocating manpower and training staff                                                                                                                                                                                  | Secondary 5        | 5 years                     | 8                                                             | \$20,280                   |
| 18.2.103                                    | Bookkeeper / Accounting Clerk                                            | Assisting in preparation of financial and accounting reports<br>Handling full set of accounting and bookkeeping<br>General clerical duties<br>Handling accounts payable and receivable<br>Handling daily accounts operation and transactions<br>Maintaining full set of financial reports<br>Assisting in month end closing<br>General audit duties                                            | Secondary 3        | 1 year                      | 8                                                             | \$16,890                   |
| 18.2.107                                    | General Office Clerk                                                     | General clerical duties, including filing, data input, photocopying, preparing reports etc.<br>Office support and outdoor duties, including document collection and delivery, bank payments etc.<br>Performing general office duties, such as photocopying and document binding<br>Following up invoices, taking orders and issuing quotations<br>Answering phone calls and daily liaison work | Secondary 3        | 1 year                      | 8                                                             | \$14,440                   |
| 18.2.101                                    | Baker                                                                    | Preparing cakes, pastry, desserts, chocolates and bread<br>Operating and monitor ovens, dough and slicing machines<br>Preparing ingredients<br>Purchasing ingredients, monitoring ingredient inventory<br>Monitoring food quality and hygiene<br>Allocating manpower and training staff<br>Managing the operation of kitchen<br>Assisting in other kitchen duties                              | Primary 6          | 1 year                      | 9                                                             | \$15,810                   |

| Job Title Code       | Common Posts                                                                                                         | Duties                                                                                                                                                                                                                                                                                                                                                 | Entry Requirements |                             | Number of Normal Working Hours Per Day (Excluding Meal Break) | Median Monthly Wage (HK\$) |
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|                      |                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                        | Education Level    | Years of Related Experience |                                                               |                            |
| <b><u>Others</u></b> |                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                        |                    |                             |                                                               |                            |
| 18.2.106             | Food Processing Worker                                                                                               | Responsible for daily operations of the production section<br>Monitoring food / beverage quality<br>Maintaining factory / kitchen hygiene and safety                                                                                                                                                                                                   | Primary 6          | 1 year                      | 8                                                             | \$12,790                   |
| 18.2.108             | Junior Cook<br>Kitchen Helper<br>Chef Assistant<br>Kitchen Assistant<br>Kitchen Worker<br>Kitchen Hand               | Preparing food / ingredients<br>Assisting food preparation / cooking<br>Cleaning kitchen<br>Miscellaneous kitchen duties<br>Assisting the Chef<br>(will not complete dishes independently)                                                                                                                                                             | Primary 6          | 1 year                      | 9                                                             | \$13,000                   |
| 18.1.6               | Painter                                                                                                              | Applying paints to surfaces<br>Mixing paints<br>Plastering walls<br>Removing old paint                                                                                                                                                                                                                                                                 | Secondary 3        | 3 years                     | 8                                                             | \$14,030                   |
| 18.2.110             | Warehouse Keeper<br>Storekeeper / Stock keeper<br>Logistic Assistant<br>Warehouse Assistant<br>Stocktaking Assistant | Responsible for daily warehouse operation and warehouse management<br>Receiving, delivering and inspecting merchandise<br>Packing merchandise, stocktaking and tidying up warehouse<br>Following up purchase orders<br>Updating inventory<br>Taking pictures for record<br>Data input                                                                  | Primary 6          | 1 year                      | 9                                                             | \$14,020                   |
| 18.2.111             | Washer                                                                                                               | Responsible for daily operation of the store and laundry<br>Operating machines like washing machines, dryers, etc.<br>Collecting and delivering linen and clothes<br>Cleaning linen and clothes<br>Ironing and folding up linen and clothes<br>Labelling linen and clothes<br>Packing<br>Folding up linen and clothes<br>Sorting out linen and clothes | Primary 6          | 1 year                      | 8                                                             | \$11,070                   |
| 18.9.223             | Dish Washer<br>Washer-up<br>Dish Washing Machine Operator                                                            | Dish washing<br>Dish washing and general cleaning<br>Dish washing in restaurant<br>Kitchen utensils and tableware cleaning<br>Kitchen cleaning<br>Operating dish-washing machine<br>Daily cleaning of restaurant                                                                                                                                       | Primary 6          | 1 year                      | 9                                                             | \$15,090                   |



| 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 |                                                               |                            |
| <b><u>Others</u></b> |                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                             |                    |                             |                                                               |                            |
| 18.2.112             | Caretaker / Guard (Real Estate)<br>Building Attendant / Security Guard<br>Management Service Assistant<br>Property Assistant | Patrolling<br>Visitor registration<br>Handling complaints and enquiries from guests and tenants<br>Vehicle registration                                                                                                                                                                                                                                                                     | Primary 6          | 1 year                      | 9                                                             | \$14,700                   |
| 18.9.70              | Gardening Worker<br>Horticulturist<br>Tree Worker<br>Arboricultural Worker / Assistant<br>Horticultural Worker               | Gardening duties, including planting, pest killing, weeds removal, watering, fertilizing, etc.<br>Pruning<br>Gardening machine operation                                                                                                                                                                                                                                                    | Primary 6          | 1 year                      | 8                                                             | \$12,820                   |
| 18.9.112             | Farm Worker (Crop)<br>Farm Assistant<br>Grower<br>Agricultural Worker                                                        | Setting up farms and equipment<br>Maintaining the daily operations of the farm<br>Monitoring crop growth and yield<br>Crop cultivation<br>Fertilizing and pest killing<br>Harvesting and packing crops<br>Lifting and carrying heavy objects<br>Undertaking outdoor works                                                                                                                   | Primary 6          | 1 year                      | 8.5                                                           | \$10,750                   |
| 18.9.3               | Farm Worker (Pig)                                                                                                            | Feeding and taking care of animals<br>General cleaning of breeding house<br>Operating and maintaining equipment in breeding house<br>Observing and recording animals' activities and diet<br>Health checks of animals<br>Assisting in animal medical treatments<br>Collecting boar semen; Pig Breeding; Castration<br>Performing vaccination<br>Clipping tooth and tail<br>Formulating feed | Primary 6          | 1 year                      | 8.5                                                           | \$10,750                   |

| 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 |                                                               |                            |
| <b><u>Others</u></b> |                                                                                               |                                                                                                                                                                                                                                                                                        |                    |                             |                                                               |                            |
| 18.9.195             | Farm Worker (Chicken)<br>Farm Worker (Chicken Hatchery)<br>Farm Worker (Chicken Emasculation) | Identifying gender of chicks<br>Performing vaccination<br>Applying eye/nose-drops<br>Clearing chicken excrement<br>Feed-mixing & feeding<br>Observing & controlling temperature & humidity<br>Collecting & selecting eggs<br>Performing artificial insemination                        | Primary 6          | 1 year                      | 8.5                                                           | \$10,750                   |
| 18.9.106             | Farm Worker (Fish)<br>Fishery Worker<br>Fish Farmer                                           | Cleaning and maintaining fish nets and rafts<br>Transporting fish to the pier<br>Treating fish diseases<br>Sorting fish<br>General fishery work, such as simple maintenance and handling goods<br>Feeding and taking care of fishes<br>Fish breeding<br>General cleaning of fish ponds | Primary 6          | 1 year                      | 8.5                                                           | \$10,370                   |