

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

**(Revised on 5 November 2024)**

## **Notes:**

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

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

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

The “List of Common Posts” (including the latest median monthly wages under ESLS) is updated and released biannually in around mid-May and mid-November and becomes effective immediately upon release. In the visa/entry permit applications for imported workers (including replacement workers) received by the Immigration Department from the date of the release, the wages in the signed employment contract must be derived from the latest median monthly wages.

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Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK\$)
			Education Level	Years of Related Experience		
	<u>Airline Companies, Travel Agents and Airline Ticket Agents</u>					
6.2.216	General Cashier	Collecting payment and operating a cash register Issuing receipts General cash processing duties, such as cash validating, counting and sorting Keeping accounts, preparing financial statements and settling account balance Bank deposits Answering enquiries Serving customers Responsible for foreign currency exchange and remittance services	Primary 6	1 year	8	\$15,900
6.2.216	Accounting Clerk	Assisting in preparation of financial and accounting reports Handling full set of accounting and bookkeeping General clerical duties Handling accounts payable and receivable Handling daily accounts operation and transactions Maintaining full set of financial reports Assisting in month end closing General audit duties	Secondary 3	1 year	8	\$15,900
6.2.211	Statistical Clerk	General clerical duties, including filing, data input, photocopying, preparing reports etc. Office support and outdoor duties, including document collection and delivery, bank payments etc. Performing general office duties, such as photocopying and document binding Following up invoices, taking orders and issuing quotations Answering phone calls and daily liaison work Conducting telephone surveys Market research and data collection	Secondary 3	1 year	8	\$14,210
6.2.215	Visa Clerk	General clerical duties, including filing, data input, photocopying, preparing reports etc. Office support and outdoor duties, including document collection and delivery, bank payments etc. Performing general office duties, such as photocopying and document binding Entering visa applications onto the system, verifying documents, packing of passports and documents Answering phone calls and daily liaison work	Secondary 3	1 year	8	\$14,010

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK\$)
			Education Level	Years of Related Experience		
<u><b>Airline Companies, Travel Agents and Airline Ticket Agents</b></u>						
6.2.209	Sales Representative / Marketing Executive	Assisting in marketing and sales work Selling and promoting products Serving customers Handling customers' enquiries Telemarketing Contacting customers and following up purchase orders Exploring new business opportunities Promoting and introducing products and relevant information Promoting products at counter, cleaning counter After-sales services	Secondary 5	3 years	8	\$20,320
6.2.210	Secretary	Providing full range of administrative support to the daily activities of managerial staff Taking care of any routine errands and daily matters for managerial staff General administrative and clerical duties Handling telephone calls	Secondary 5	3 years	8	\$25,140
<u><b>Automobile Repairing</b></u>						
8.1.8	Vehicle Painter Vehicle Painting Worker Vehicle Painting Technician	Car waxing / detailing Car painting Vehicle body inspection and repair Handling customers' enquiries and providing technical support Assisting in daily workshop operation Allocating manpower and training staff	Secondary 3	3 years	8	\$19,600
8.1.5	Mechanic (Vehicle Body) Panel Beater Vehicle Body Mechanic	General duties of Vehicle Body Repairer Vehicle body inspection and repair Vehicle panel repair	Secondary 3	3 years	8	\$19,900
8.1.6	Vehicle Electrician Vehicle Electrical Mechanic Vehicle Electrical Technician	Carrying out routine vehicle electric systems inspection Repairing and replacing vehicles electronics Performing relevant tests Allocating manpower and training staff	Secondary 3	3 years	8	\$19,430

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 Car / Vehicle Repair Mechanic Mechanic (Vehicle) Vehicle Technician	Repairing vehicles Responsible for periodical vehicle maintenance check-up Diagnosing technical problems of vehicles Handling customers' enquires and providing technical support Assisting in daily workshop operation Carrying out routine vehicle inspection Maintaining, repairing, and overhauling vehicles Performing relevant tests Allocating manpower and training staff	Secondary 3	3 years	8	\$19,950
8.9.2	Wheel Alignment and Tyre Worker Tyre Technician Tyre Repairer	Aligning wheels of various kinds of vehicles Fixing, dismantling, renewing and repairing wheel rims Fixing, dismantling and repairing tyres and balancing wheels Fixing and dismantling batteries Identifying labels' meanings on tyres and batteries	Primary 6	1 year	8	\$22,964
8.9.7	Engineering Technician Vehicle Technical Officer	Maintaining, repairing, and overhauling vehicles Allocating manpower and training staff Collecting relevant maintenance and repair data, studying and analyzing related technical issues Installing and repairing workshop hardwares	Secondary 5	5 years	8	\$21,700

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>						
10.2.1	Bookkeeper / Accounting Clerk	Assisting in preparation of financial and accounting reports Handling full set of accounting and bookkeeping General clerical duties Handling accounts payable and receivable Handling daily accounts operation and transactions Maintaining full set of financial reports Assisting in month end closing	Secondary 3	1 year	8	\$17,100
10.2.2	Audit Clerk	Assisting in preparation of financial and accounting reports Handling full set of accounting and bookkeeping General clerical duties Handling accounts payable and receivable Handling daily accounts operation and transactions Maintaining full set of financial reports Assisting in month end closing General audit duties	Secondary 3	1 year	8	\$18,980
10.2.4	Bills Clerk	General clerical duties, including filing, data input, photocopying, preparing reports etc. Office support and outdoor duties, including document collection and delivery, bank payments etc. Performing general office duties, such as photocopying and document binding Following up invoices, taking orders and issuing quotations Answering phone calls and daily liaison work	Secondary 3	1 year	8	\$17,250

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 Performing user IT support and help desk Assisting in incident management Security monitoring of IT system Word processing Data entry and processing	Secondary 3	1 year	8	\$18,050
10.2.3	Bill Checker	Performing documentary checking of finance products Conducting AML due diligence checking to bills document Advising any discrepancies and recommending solutions	Secondary 3	1 year	8	\$19,620
10.2.9	Teller Counter Service Officer	Handling counter transactions Responsible for account opening Responsible for counting money in cash drawers Responsible for money exchange Engaging in business promotion activities Answering customers' enquiries	Secondary 3	1 year	8	\$18,280
<b><u>Catering - Catering Other Than Chinese</u></b>						
6.2.134	Receptionist	Receiving incoming calls and handling telephone enquiries Scheduling appointments Greeting and receiving customers, handling customers' enquiries Handling table reservation Handling mails and express deliveries, faxes, etc. General clerical duties General concierge services Assisting in seating arrangement	Primary 6	1 year	9	\$15,500
6.2.122	Bartender / Soda Fountain Captain Beverage Assistant Drink Maker Barista Barkeeper	Preparing food and drink Serving customers Taking orders Ordering and maintaining stocks Maintaining cleanliness of the bar and utensils Collecting payment and operating a cash register Responsible for operating the beverage counter Making coffee and drinks Serving wine and prepare cocktail	Primary 6	1 year	9	\$15,680

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK\$)
			Education Level	Years of Related Experience		
	<b><u>Catering - Catering Other Than Chinese</u></b>					
6.2.126	General Cashier	Collecting payment and operating a cash register Issuing receipts General cash processing duties, such as cash validating, counting and sorting Keeping accounts, preparing financial statements and settling account balance Bank deposits Answering enquiries Serving customers	Primary 6	1 year	9	\$12,870
6.2.120	Accounting Clerk	Assisting in preparation of financial and accounting reports Handling full set of accounting and bookkeeping General clerical duties Handling accounts payable and receivable Handling daily accounts operation and transactions Maintaining full set of financial reports Assisting in month end closing	Secondary 3	1 year	8	\$14,670
6.2.127	General Office Clerk	General clerical duties, including filing, data input, photocopying, preparing reports etc. Office support and outdoor duties, including document collection and delivery, bank payments etc. Performing general office duties, such as photocopying and document binding Following up invoices, taking orders and issuing quotations Answering phone calls and daily liaison work	Secondary 3	1 year	8	\$14,050
6.2.121	Baker / Pastry Cook	Preparing cakes, pastry, desserts, chocolates and bread Operating and monitor ovens, dough and slicing machines Preparing ingredients Purchasing ingredients, monitoring ingredient inventory Monitoring food quality and hygiene Allocating manpower and training staff Managing the operation of kitchen Assisting in other kitchen duties	Primary 6	1 year	9	\$17,130



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>Catering - Catering Other Than Chinese</u></b>					
6.9.13	Chief Cook No. 1 Cook	Preparing dishes Supervising the kitchens operation Overseeing purchase of dried goods and fresh products Planning menus and designing dishes / recipes Purchasing ingredients, monitoring ingredients inventory Monitoring food quality and hygiene Allocating manpower and training staff Supervising No. 2 Cook	Secondary 5	5 year	9	\$24,730
6.2.123	Cook Cook (Vietnamese Cuisine) Cook (Japanese Cuisine) Cook (Korean Cuisine)	Preparing dishes Preparing ingredients Purchasing ingredients, monitoring ingredient inventory Planning menus and designing dishes / recipes Monitoring food quality and hygiene Allocating manpower and training staff Managing the operation of kitchen Assisting in other kitchen duties	Primary 6	1 year	9	\$18,660
6.2.123	Cook (Indian Cuisine) Cook (Indian Curry) Cook (Tandoori Cuisine) Barbecue Cook (Indian Cuisine)	Preparing Indian cuisine Preparing ingredients Purchasing ingredients, monitoring ingredient inventory Planning menus and designing dishes / recipes Monitoring food quality and hygiene Allocating manpower and training staff Managing the operation of kitchen Assisting in other kitchen duties	Primary 6	1 year	9	\$18,660
6.2.123	Cook (Thai Cuisine) Barbecue Cook (Thai Cuisine) Noodle Cook (Thai Cuisine) Dessert Cook (Thai Cuisine)	Preparing Thai cuisine Preparing ingredients Purchasing ingredients, monitoring ingredient inventory Planning menus and designing dishes / recipes Monitoring food quality and hygiene Allocating manpower and training staff Managing the operation of kitchen Assisting in other kitchen duties	Primary 6	1 year	9	\$18,660
6.9.15	Captain Restaurant Supervisor	Taking orders Serving customers Collecting payment and operating a cash register Setting up tables and cleaning up tables Allocating manpower and training staff	Secondary 5	5 year	9	\$17,410
6.2.134	Waiter / Waitress	Taking orders Serving customers Collecting payment and operating a cash register Setting up tables and cleaning up tables	Primary 6	1 year	9	\$15,500

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>Catering - Chinese Restaurants</u></b>						
6.2.109	Restaurant Receptionist	Receiving incoming calls and handling telephone enquiries Scheduling appointments Greeting and receiving customers, handling customers' enquiries Handling table reservation Handling mails and express deliveries, faxes, etc. General clerical duties General concierge services Assisting in seating arrangement	Primary 6	1 year	10	\$15,910
6.1.102	Bar Supervisor	Preparing food and drink Serving customers Taking orders Ordering and maintaining stocks Maintaining cleanliness of the bar and utensils Collecting payment and operating a cash register Responsible for operating the beverage counter	Secondary 5	5 years	10	\$19,240
6.2.111	Bartender Beverage Assistant Drink Maker	Preparing food and drink Serving customers Taking orders Ordering and maintaining stocks Maintaining cleanliness of the bar and utensils Collecting payment and operating a cash register Responsible for operating the beverage counter	Primary 6	1 year	9	\$15,710

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK\$)
			Education Level	Years of Related Experience		
<b><u>Catering - Chinese Restaurants</u></b>						
6.2.101	General Cashier	Collecting payment and operating a cash register Issuing receipts General cash processing duties, such as cash validating, counting and sorting Keeping accounts, preparing financial statements and settling account balance Bank deposits Answering enquiries Serving customers	Primary 6	1 year	8	\$13,080
6.1.103	Barbecue Cook	Preparing dishes Preparing ingredients Purchasing ingredients, monitoring ingredient inventory Planning menus and designing dishes / recipes Monitoring food quality and hygiene Allocating manpower and training staff Managing the operation of kitchen Assisting in other kitchen duties	Secondary 3	3 years	9	\$20,800
6.9.17	Chief Cook No. 1 Cook / Head Stove	Preparing dishes Supervising the kitchens operation Overseeing purchase of dried goods and fresh products Planning menus and designing dishes / recipes Purchasing ingredients, monitoring ingredients inventory Monitoring food quality and hygiene Allocating manpower and training staff Supervising No. 2 Cook	Secondary 5	5 years	10	\$28,550
6.1.107	No. 2 Cook Deputy Chief Cook (Sichuan Cuisine)	Preparing dishes Preparing ingredients Purchasing ingredients, monitoring ingredient inventory Planning menus and designing dishes / recipes Monitoring food quality and hygiene Allocating manpower and training staff Managing the operation of kitchen Assisting the Chef Cook in carrying out specific duties of the kitchen Supervising No. 3 Cook	Secondary 3	3 years	9	\$21,440
6.1.108	No. 3 Cook Cook (Sichuan Cuisine) Noodle Cook	Preparing dishes Preparing ingredients Prepare and mix flour Making various noodles Cooking noodles and soup base Purchasing ingredients, monitoring ingredient inventory Planning menus and designing dishes / recipes Monitoring food quality and hygiene Allocating manpower and training staff Managing the operation of kitchen Assisting in other kitchen duties under the supervision of the senior and No. 2 Cook Supervising No. 4 Cook or below	Secondary 3	3 years	9	\$18,820

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK\$)
			Education Level	Years of Related Experience		
	<b><u>Catering - Chinese Restaurants</u></b>					
6.2.102	Dim Sum Cook	Preparing dishes, making dim sum Preparing ingredients, mixing and cooking stuffing Purchasing ingredients, monitoring ingredient inventory Planning menus and designing dishes / recipes Monitoring food quality and hygiene Allocating manpower and training staff Managing the operation of kitchen Supervising No. 4 Cook or below	Secondary 3	3 years	9	\$18,750
6.2.102	Specialised Dim Sum Cook	Preparing specialised dim sum Preparing ingredients, mixing and cooking stuffing Purchasing ingredients, monitoring ingredient inventory Planning menus and designing dishes / recipes Monitoring food quality and hygiene Allocating manpower and training staff Managing the operation of kitchen Supervising No. 4 Cook or below	Secondary 3	3 years	9	\$18,750
6.2.105	Junior Cook / No. 4 Cook or Below	Preparing food / ingredients Assisting food preparation / cooking Cleaning kitchen Miscellaneous kitchen duties Assisting the Chef	Primary 6	1 year	9	\$15,470
6.1.104	Captain	Taking orders Serving customers Collecting payment and operating a cash register Setting up tables and cleaning up tables Allocating manpower and training staff	Secondary 5	5 years	9	\$17,550

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>						
6.2.119	Waiter / Waitress	Taking orders Serving customers Collecting payment and operating a cash register Setting up tables and cleaning up tables	Primary 6	1 year	9	\$14,640
6.1.114	Store Supervisor	Responsible for daily warehouse operation and warehouse management Receiving, delivering and inspecting merchandise Packing merchandise, stocktaking and tidying up warehouse Following up purchase orders Updating inventory Taking pictures for record Data input	Secondary 5	5 years	8	\$16,370
6.2.114	Store and Receiving Clerk Warehouse Clerk	General warehouse duties, such as receiving, counting, sorting out, shelving, delivering goods, etc. Carrying goods Stocktaking Updating inventory records Arranging and tidying up warehouse Arranging logistics services Managing warehouse	Secondary 3	1 year	9	\$14,380
6.1.113	Senior Cook	Preparing dishes, such as soups and steaming seafood, etc. Preparing ingredients and dried food Handling the preparation of sauces Planning menus and designing dishes / recipes Allocating manpower and training staff	Secondary 3	3 years	9	\$19,270
6.1.106	Maintenance Supervisor / Technical Supervisor	Performing routine inspection, maintenance or servicing General water & electricity maintenance Repairing water, electricity, audio, tables & chairs, etc. in a timely manner	Secondary 5	5 years	9	\$17,650

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>Catering - Chinese Restaurants</u></b>					
6.1.109	Pantry Captain Pantry Supervisor	Assigning menus to kitchen Supervising serving schedule of dishes Supervising pantry helpers Preparing side dishes and sauces Allocating manpower and training staff	Secondary 5	5 years	9	\$16,970
6.2.103	Dim Sum Fryer	Preparing various dim sum Preparing ingredients Cleaning kitchen Miscellaneous kitchen duties Assisting the Chef	Primary 6	1 year	9	\$17,950
6.1.110	Pantry Cook / Saucier	Preparing food / ingredients, such as dried food, soups and steaming seafood, etc. Assisting food preparation / cooking Cleaning kitchen Miscellaneous kitchen duties Assisting the Chef	Secondary 3	3 years	9	\$16,010
6.2.112	Staff Cook / General Cook / Service Cook	Preparing dishes Preparing ingredients Planning menus and designing dishes / recipes Relaying the orders from the dining rooms to the appropriate stations of the kitchen Co-ordinating actions between kitchen and wait staff and supervising the sequence and timing of serving Monitoring food quality and hygiene Assisting in other kitchen duties	Primary 6	1 year	9	\$18,710
6.1.112	Second Butcher	Prepare ingredients, including washing, cutting and marinating fresh seafood and meat Check and report food inventory Report the amount of supplies that need to be replenished and procure food ingredients	Secondary 3	3 years	9	\$20,340

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK\$)
			Education Level	Years of Related Experience		
<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 Cutting out master sample pattern Placing patterns on top of layers of fabric or other materials and cutting fabric Testing accuracy of patterns by making sample garments and other textile products	Primary 6	1 year	8	\$12,300
9.1.13	Merchandiser Buyer	Following up purchase orders Liaising with customers and suppliers Preparing quotations and invoices Sourcing suppliers, price analysis Logistics arrangement Quality control of products	Secondary 5	3 years	8	\$18,840
9.2.14	Presser	Pressing laundry items Sorting out clothes Operating ironing machine Operating steam press iron machine Packing Folding up linen and clothes Sorting out linen and clothes	Primary 6	1 year	8	\$10,890
<b><u>Electrical</u></b>						
4.1.4	Draughtsman	Creating drawings and plans using CAD (Computer-Aided Design) software and equipment Preparing detailed drawings Preparing layout drawings Calculating dimensions Modifying existing layouts Coordinating and reviewing the work of technicians and technologists on the projects Liaising with customers on their requirements	Secondary 5	5 years	8	\$17,130
4.1.9	Electrician	Electrical system set up, fault detection and repair Installing, inspecting and maintaining power supply and distribution equipment Power system routine maintenance and emergency repair Electronic circuit repair	Secondary 3	3 years	8	\$18,030

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 Reading and interpreting engineering drawings and specifications Operating common machine tools Carrying out preventive maintenance programmes on machinery and plant Allocating manpower and training staff	Secondary 3	3 years	8	\$16,820
4.1.1	Refrigeration / Air-conditioning / Ventilation Technician	Assembling, installing and repairing air-conditioning systems Testing air-conditioning systems to diagnose faults Performing routine maintenance or servicing Allocating manpower and training staff	Secondary 5	5 years	8	\$21,000
4.1.22	Painter	Applying paints to surfaces Mixing paints Removing old paint	Secondary 3	3 years	8	\$15,350
4.1.11	Foreman / Chargehand	Managing daily operation Planning and coordinating repair and maintenance work Supervising work progress and work safety Allocating materials Allocating manpower, supervising workers Handling contingency issues	Secondary 5	5 years	8	\$21,910
4.1.30	Supervisor	Managing daily operation Planning and coordinating repair and maintenance work Supervising work progress and work safety Allocating materials Allocating manpower, supervising foremen and workers Handling contingency issues	Secondary 5	5 years	8	\$22,950
4.1.5	Electrical Appliances Services Mechanics	Fit and assemble, test and install, maintain, service and repair all commonly used commercial and domestic electrical appliances excluding office, refrigeration and air-conditioning equipment	Secondary 3	3 years	8	\$17,020
4.1.16	Mechanical Engineering Technician	Manufacturing, constructing, installing and operating electromechanical plant and equipment Maintaining and repairing electromechanical plant and equipment Allocating manpower and training staff	Secondary 5	5 years	8	\$22,950



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>						
2.9.56	Building Services Mechanic	Installing, operating, maintaining and repairing various types of building services systems and equipment	Secondary 3	3 years	8	\$19,710
18.9.60	Electrical Fitter	Installing, testing, maintaining and repairing electrical installations in accordance with regulations and specifications Fitting, assembling, erecting, installing, maintaining and repairing electrical plant and equipment (excluding refrigeration/air-conditioning / ventilation electrical control)	Secondary 3	3 years	8	\$18,170
4.1.10	Electronics Technician	Performing technical tasks to aid in electromechanical research Designing, manufacturing, assembling, operating electronic equipment Maintaining and repairing of electromechanical equipment	Secondary 5	5 years	8	\$26,670
4.1.3	Carpenter Woodenware Worker	Carrying out all internal and external woodwork (except formwork and fender) using both hand tools and woodworking machinery Providing technical details in woodenwares Assembling and repairing woodenwares Responding to enquirers Woodenwares related clerical duties	Secondary 3	3 years	8	\$17,500
<b><u>Electronics</u></b>						
4.1.102	Draughtsman	Creating drawings and plans using CAD (Computer-Aided Design) software and equipment Preparing detailed drawings Preparing layout drawings Calculating dimensions Modifying existing layouts Coordinating and reviewing the work of technicians and technologists on the projects Liaising with customers on their requirements	Secondary 5	5 years	8	\$17,670
4.1.103	Electrician	Electrical system set up, fault detection and repair Installing, inspecting and maintaining power supply and distribution equipment Power system routine maintenance and emergency repair Electronic circuit repair	Secondary 3	3 years	8	\$16,160
4.1.116	Supervisor / Foreman	Managing daily operation Planning and coordinating repair and maintenance work Supervising work progress and work safety Allocating materials Allocating manpower, supervising workers Handling contingency issues	Secondary 5	5 years	8	\$21,960

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>						
4.1.117	Telecommunications Technician Telecommunications Equipment Installer Telecommunications Equipment Operator	Setting up and maintaining devices or equipment in relation to telecommunications systems Supervising installation and post-installation service and maintenance Installing and repairing telecommunication services, including broadband Internet access and fixed-line network Confirming installation / maintenance matters with clients	Secondary 5	5 years	8	\$22,180
4.1.113	Quality Control / Assurance Technician Electronic Equipment Checker	Installing,adjusting and maintaining electronic, telecommunications, multimedia and entertainment electronic equipment and systems Allocating manpower and training staff	Secondary 5	5 years	8	\$16,940
4.1.104	Electronics Technician	Performing technical tasks to aid in electronic research Installing, inspecting, adjusting and maintaining surveillance systems Designing, manufacturing, assembling, operating electronic equipment Maintaining and repairing of electronic equipment Allocating manpower and training staff	Secondary 5	5 years	8	\$22,560
4.1.119	Audio-Visual Technician Visual Technician	Installing, inspecting, adjusting and maintaining audio and visual equipment Monitoring audio and visual equipment operation on-site & solving technical problems Manage logistics Allocating manpower and training staff	Secondary 5	5 years	8	\$22,020
4.1.115	Repairer (Electronics Manufacturing)	Installing, inspecting, adjusting and maintaining electronic equipment, telecommunications and surveillance systems, multimedia and entertainment electronic equipment and systems, etc.	Secondary 3	3 years	8	\$16,240
<b><u>Footwear</u></b>						
17.1.3	Merchandiser Buyer	Following up purchase orders Liaising with customers and suppliers Preparing quotations and invoices Sourcing suppliers, price analysis Logistics arrangement Quality control of products	Secondary 5	3 years	8	\$17,430
<b><u>Handbag</u></b>						
9.2.106	Cutter	Checking leather and their materials and cutting dies Selecting areas to be cut Positioning pieces on the leather and other materials Checking cut pieces against specifications and quality requirements	Primary 6	1 year	8	\$14,060

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>Handbag</u></b>						
9.1.107	Merchandiser Buyer	Following up purchase orders Liaising with customers and suppliers Preparing quotations and invoices Sourcing suppliers, price analysis Logistics arrangement Quality control of products	Secondary 5	3 years	8	\$18,490
9.1.102	Foreman	Managing daily operation Supervising work progress and work safety Allocating materials Allocating manpower, supervising workers Handling contingency issues	Secondary 5	5 years	8	\$18,080
<b><u>Hotel - Chinese Restaurants operated by Hotels</u></b>						
6.1.10	Service Cook / General Cook	Preparing dishes Preparing ingredients Planning menus and designing dishes / recipes Monitoring food quality and hygiene Assisting in other kitchen duties	Secondary 3	3 years	9	\$21,550
6.1.10	Kitchen Supervisor	Preparing ingredients Purchasing ingredients, monitoring ingredient inventory Planning menus and designing dishes / recipes Monitoring food quality and hygiene Allocating manpower and training staff Managing the operation of kitchen Assisting in other kitchen duties	Secondary 3	5 years	9	\$21,550
6.1.4	Junior Cook / No. 4 Cook or Below	Preparing food / ingredients Assisting food preparation / cooking Cleaning kitchen Miscellaneous kitchen duties Assisting the Chef	Primary 6	1 year	9	\$15,860

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 Serving customers Collecting payment and operating a cash register Setting up tables and cleaning up tables Allocating manpower and training staff	Secondary 5	5 years	9	\$19,630
6.2.4	Waiter / Waitress	Taking orders Serving customers Collecting payment and operating a cash register Setting up tables and cleaning up tables	Secondary 3	1 year	9	\$15,880
6.1.7	Pantry Captain Pantry Supervisor	Assigning menus to kitchen Supervising serving schedule of dishes Supervising pantry helpers Preparing side dishes and sauces Allocating manpower and training staff	Secondary 5	5 years	9	\$17,510
6.1.2	Dim Sum Cook	Preparing dishes, making dim sum Preparing ingredients, mixing and cooking stuffing Purchasing ingredients, monitoring ingredient inventory Planning menus and designing dishes / recipes Monitoring food quality and hygiene Allocating manpower and training staff Managing the operation of kitchen Supervising No. 4 Cook or below	Secondary 3	3 years	9	\$19,190

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>						
6.1.9	Senior Cook	Preparing dishes, such as soups and steaming seafood, etc. Preparing ingredients and dried food Handling the preparation of sauces Planning menus and designing dishes / recipes Allocating manpower and training staff	Secondary 3	3 years	9	\$22,120
6.2.1	Dim Sum Fryer	Preparing various dim sum Preparing ingredients Cleaning kitchen Miscellaneous kitchen duties Assisting the Chef	Primary 6	1 year	9	\$17,970
6.2.2	Steamer	Preparing various dim sum Preparing ingredients Cleaning kitchen Miscellaneous kitchen duties Assisting the Chef	Primary 6	1 year	9	\$17,830
<b><u>Hotel - Hotels</u></b>						
6.2.16	Laundry and Valet Attendant Uniform and Laundry Attendant	Serving customers Assisting in daily operation at uniform room Operating machines like washing machines, dryers, etc. Collecting and delivering linen and clothes Cleaning linen and clothes Ironing and folding up linen and clothes Labelling linen and clothes Packing Folding up linen and clothes Sorting out linen and clothes	Primary 6	1 year	8	\$13,950
6.1.37	Chief Receptionist	Receiving incoming calls and handling telephone enquiries Scheduling appointments Greeting and receiving customers, handling customers' enquiries Handling table reservation Handling mails and express deliveries, faxes, etc. General clerical duties Assisting in daily operation at front desk General concierge services Assisting in seating arrangement Allocating manpower and training staff	Secondary 5	5 years	8	\$22,000

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>Hotel - Hotels</u></b>						
6.2.12	Receptionist	Receiving incoming calls and handling telephone enquiries Scheduling appointments Greeting and receiving customers, handling customers' enquiries Handling table reservation Handling mails and express deliveries, faxes, etc. General clerical duties Assisting in daily operation at front desk General concierge services	Secondary 3	1 year	8	\$16,660
6.2.34	Waiter / Waitress	Taking orders Serving customers Collecting payment and operating a cash register Setting up tables and cleaning up tables	Secondary 3	1 year	9	\$15,970
6.2.26	Bartender / Soda Fountain Captain Beverage Assistant Drink Maker Barista Barkeeper	Preparing food and drink Serving customers Taking orders Ordering and maintaining stocks Maintaining cleanliness of the bar and utensils Collecting payment and operating a cash register Responsible for operating the beverage counter Making coffee and drinks Serving wine and prepare cocktail	Primary 6	1 year	8	\$16,320
6.1.34	Food and Beverage Cashier Supervisor / Head Cashier / Front Office Cashier Supervisor	Collecting payment and operating a cash register Issuing receipts General cash processing duties, such as cash validating, counting and sorting Keeping accounts, preparing financial statements and settling account balance Bank deposits Answering enquiries Serving customers Responsible for foreign currency exchange and remittance services Allocating manpower and training staff	Secondary 5	5 years	8	\$21,020

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK\$)
			Education Level	Years of Related Experience		
<b><u>Hotel - Hotels</u></b>						
6.2.11	Front Office Cashier	Collecting payment and operating a cash register Issuing receipts General cash processing duties, such as cash validating, counting and sorting Keeping accounts, preparing financial statements and settling account balance Bank deposits Answering enquiries Serving customers Responsible for foreign currency exchange and remittance services	Secondary 3	1 year	8	\$16,780
6.1.37	Chief Room Clerk	General clerical duties, including filing, data input, photocopying, preparing reports etc. Office support and outdoor duties, including document collection and delivery, bank payments etc. Performing general office duties, such as photocopying and document binding Following up invoices, taking orders and issuing quotations Answering phone calls and daily liaison work Allocating manpower and training staff	Secondary 5	5 years	8	\$22,000
6.2.12	Front Office Clerk / Mail And Information Clerk / Room Clerk / Front Desk Clerk / Reservation Clerk	General clerical duties, including filing, data input, photocopying, preparing reports etc. Office support and outdoor duties, including document collection and delivery, bank payments etc. Performing general office duties, such as photocopying and document binding Following up invoices, taking orders and issuing quotations Answering phone calls and daily liaison work	Secondary 3	1 year	8	\$16,660
6.2.5	Accounting Clerk (Payroll / Receivable / Payable / Night Auditing / Cost Control / Purchasing / Store And Receiving / Costing)	Assisting in preparation of financial and accounting reports Handling full set of accounting and bookkeeping General clerical duties Handling accounts payable and receivable Handling daily accounts operation and transactions Maintaining full set of financial reports Assisting in month end closing General audit duties	Secondary 3	1 year	8	\$16,170
6.2.29	Systems Support Operator / Electronic Data Processing Operator / Computer Operator	Operating and monitoring computer equipment / network / data centre / server room facilities Performing user IT support and help desk Assisting in incident management Security monitoring of IT system Word processing Data entry and processing	Secondary 3	1 year	8	\$16,400

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 Preparing ingredients Purchasing ingredients, monitoring ingredient inventory Planning menus and designing dishes / recipes Monitoring food quality and hygiene Allocating manpower and training staff Managing the operation of kitchen Assisting in other kitchen duties	Secondary 3	3 years	8	\$18,220
6.2.9	Door Attendant Baggage Porter Bell Attendant	Greeting guests politely, answering enquiries Verifying guests during luggages claiming Ensuring safe storage of guests' luggages Escorting guests to room and placing luggages in room	Primary 6	1 year	8	\$13,720
6.2.7	Artist / Draftsman / Photographer / Printshop Staff	Preparing graphic designs for publications and promotional activities Providing digital design, production and updating for web, mobile, social media and digital video Taking pictures of various subjects which are used in a variety of mediums, to advertise company / customer's products or services Responsible for typesetting and output printing Monitoring and coordinating the printing process	Secondary 3	1 year	8	\$15,680
6.2.27	Checker / Presser	Ensuring standard of the products Irregularity follow-up Pressing laundry items Sorting out clothes Operating ironing machine Operating steam press iron machine Packing Folding up linen and clothes Sorting out linen and clothes	Primary 6	1 year	8	\$14,410
6.2.23	Room Attendant / House Attendant Housekeeper	Room cleaning Miscellaneous duties of hotel floors Cleaning hotel floors Replenishing supplies in guest rooms Handling general enquiries from guests	Primary 6	1 year	8	\$16,140



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 Selling and promoting products Serving customers Handling customers' enquiries Telemarketing Contacting customers and following up purchase orders Performing sales and marketing duties at outdoor Exploring new business opportunities Promoting and introducing products and relevant information After-sales services	Secondary 5	5 years	7	\$19,910
6.1.22	Banquet Sales Executive / Banquet Co-ordinator	Assisting in marketing and sales work Selling and promoting products Serving customers Handling customers' enquiries Telemarketing Contacting customers and following up purchase orders Coordinating successful events from start to finish Performing sales and marketing duties at outdoor Exploring new business opportunities Promoting and introducing products and relevant information	Secondary 5	5 years	8	\$20,800
6.2.12	Room Sales Representative	Assisting in marketing and sales work Selling and promoting products Serving customers Handling customers' enquiries Telemarketing Contacting customers and following up purchase orders Promoting and introducing products and relevant information	Secondary 3	1 year	8	\$16,660
6.2.24	Secretary	Providing full range of administrative support to the daily activities of managerial staff Taking care of any routine errands and daily matters for managerial staff General administrative and clerical duties Handling telephone calls	Secondary 5	3 years	7	\$21,540
6.2.25	Security Officer / Uniform Guard Security Patrol Officer Security Guard	Patrolling Visitor registration Handling complaints and enquiries from guests and tenants Vehicle registration Escorting money and valuable goods	Primary 6	1 year	8	\$16,000

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>Hotel - Hotels</u></b>					
6.2.30	Telephone Operator Telephone Service Operator Hotline Operator	Receiving incoming calls Providing customer services, handling enquiries Conducting telephone surveys Telemarketing Market research and data collection	Secondary 3	1 year	8	\$16,210
6.1.24	Captain (Food and Beverage Department)	Taking orders Serving customers Collecting payment and operating a cash register Setting up tables and cleaning up tables Allocating manpower and training staff	Secondary 5	5 years	8	\$18,640
6.2.34	Food and Beverage Host / Hostess	Receiving incoming calls and handling telephone enquiries Scheduling appointments Greeting and receiving customers, handling customers' enquiries Handling table reservation Handling mails and express deliveries, faxes, etc. General clerical duties General concierge services Assisting in seating arrangement	Secondary 3	1 year	9	\$15,970
6.1.26	Chief Store Supervisor / Store Supervisor	Responsible for daily warehouse operation and warehouse management Receiving, delivering and inspecting merchandise Packing merchandise, stocktaking and tidying up warehouse Following up purchase orders Updating inventory Taking pictures for record Data input	Secondary 5	5 years	8	\$19,770
6.2.27	Washer	Responsible for daily operation of the store and laundry Operating machines like washing machines, dryers, etc. Collecting and delivering linen and clothes Cleaning linen and clothes Ironing and folding up linen and clothes Labelling linen and clothes Packing Folding up linen and clothes Sorting out linen and clothes	Primary 6	1 year	8	\$14,410

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>					
6.1.17	Personnel Officer	Assisting to plan, direct, and coordinate the human resources functions of an organisation Conducting the recruitment and interview; consulting with management on strategic planning Serving as a link between an organisation's management and its employees Training new or existing employees Maintaining supplies of training materials Advising management on training and management development trends	Secondary 5	5 years	7	\$23,000
6.1.46	Staff Canteen Supervisor / Staff Facilities Supervisor / Employee Restaurant Supervisor	Supervising and co-ordinating the work of the restaurant / facilities' staff and assume the management responsibility of the establishment; oversee the training of new staff Ensuring users' satisfaction and handle users complaints Managing of men’s and ladies’ locker room Providing overall supervision of the restaurant / facilities operation and service; advise management on users' preference, handle complaints, schedule staff duties and give continuous training to staff	Secondary 5	5 years	8	\$20,220
6.1.47	Telephone Service Supervisor Telephone Service Manager	Handling enquiries and complaints and reservations through phone, email, etc. Maintaining record and database for recruitment matters, consolidating return and compiling statistics Supervising and compiling staff schedule according to hotel occupancy Assisting in implementing the annual training plan for the contact centre and in monitoring service quality and providing staff counseling	Secondary 5	5 years	8	\$21,850
6.1.20	Baker Pastry Cook	Preparing cakes, pastry, desserts, chocolates and bread Operating and monitor ovens, dough and slicing machines Preparing ingredients Purchasing ingredients, monitoring ingredient inventory Monitoring food quality and hygiene Allocating manpower and training staff Managing the operation of kitchen Assisting in other kitchen duties	Secondary 3	3 years	8	\$17,570

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK\$)
			Education Level	Years of Related Experience		
<u>Hotel - Hotels</u>						
6.2.35	Wine Steward / Stewardess / Sommelier	Assisting in increasing beverage sales Taking care of the wine and liquor stocks in the restaurant Advising guests on wine selection Serving wine at the required temperatures	Secondary 3	3 years	8	\$21,650
6.2.6	Airport Representative / Tour Co-Ordinator / Group Co-Ordinator	Meeting all arriving guests at the airport and arranges their transfer to the hotel Liaising with all airline staff at airport and hotel reservation centre Assisting to prepare proposals, contracts and handle all group logistics Providing in-house co-ordination of group arrival / departure Handling service complaints Making necessary adjustments according to guest's requirements and schedule staff for different functions	Primary 6	1 year	8	\$16,210
6.2.10	Food And Beverage Cashier	Collecting payment and operating a cash register Issuing receipts General cash processing duties, such as cash validating, counting and sorting Keeping accounts, preparing financial statements and settling account balance Bank deposits Answering enquiries Serving customers	Primary 6	1 year	8	\$15,820
6.2.15	Housekeeping Clerk / Order-Taker (Housekeeping)	Handle documents of housekeeping Answer & record internal phone calls Handle daily communication tasks Maintaining records on all items such as extra linen, hair dryers as required by in-house guests Preparing laundry and valet bills	Primary 6	1 year	8	\$17,050
6.1.12	Accounting Supervisor	Collecting accounting data Processing vouchers Preparing financial books Filling documentation Handling Cash Processing commercial papers Supervising accounting clerks and bookkeepers	Secondary 5	5 years	7	\$23,380

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>						
6.1.23	Bell Captain / Bell Supervisor / Baggage Master/ Baggage Mistress / Transportation Supervisor / Valet Services Supervisor	Verifying guests during luggages claiming Ensuring safe storage of guests' luggages Escorting guests to room and placing luggages in room Supervising guest services in the lobby area and by bell attendants Allocating manpower and training staff	Secondary 5	5 years	8	\$18,360
6.1.27	Bell Superintendent	Greeting guests politely, answering enquiries Verifying guests during luggages claiming Ensuring safe storage of guests' luggages Supervising all guest baggage handling Supervising guest services in the lobby area and by bell attendants Allocating manpower and training staff	Secondary 5	5 years	8	\$18,640
6.1.35	Housekeeping Supervisor / Head Housekeeper / Floor Supervisor / Service Apartment Supervisor / Assistant Housekeeper / Public Area Supervisor / Public Area Housekeeper	Cleaning rooms Miscellaneous duties of hotel floors Cleaning hotel floors Replenishing supplies in guest rooms Handling general enquiries from guests Chairing daily briefing with all morning and afternoon duty supervisors and assign daily work schedules Allocating manpower and training staff	Secondary 5	5 years	8	\$20,890

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>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 Replenishing all necessary guest supplies in the hotel’s public area	Primary 6	1 year	8	\$15,520
6.9.47	Steward Cleaner / Attendant / Dishwasher	Maintaining cleanliness and tidiness of the kitchen Cleaning of dishes and kitchenware	Primary 6	1 year	8	\$16,345
6.9.48	Technician	Hotel daily maintenance Repairing hotel air-conditioning, electrical, plumbing & drainage systems and carrying out painting tasks in a timely manner	Secondary 3	3 years	8	\$20,500
<b><u>Insurance - General Insurance Sector</u></b>						
16.2.1	Claims Clerk	General clerical duties, including filing, data input, photocopying, preparing reports etc. Office support and outdoor duties, including document collection and delivery, bank payments etc. Performing general office duties, such as photocopying and document binding Following up insurance policies claim and settlement documents Answering phone calls and daily liaison work	Secondary 3	1 year	7	\$16,920
16.2.2	Reinsurance Clerk	General clerical duties, including filing, data input, photocopying, preparing reports etc. Office support and outdoor duties, including document collection and delivery, bank payments etc. Performing general office duties, such as photocopying and document binding Following up reinsurance policies and reinsurancing with other insurers Answering phone calls and daily liaison work	Secondary 3	1 year	7	\$16,730
16.2.4	Underwriting Clerk	General clerical duties, including filing, data input, photocopying, preparing reports etc. Office support and outdoor duties, including document collection and delivery, bank payments etc. Performing general office duties, such as photocopying and document binding Following up insurance policies, issuing quotations, insurance policies and endorsements Answering phone calls and daily liaison work	Secondary 3	1 year	7	\$17,480

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		
<u>Insurance - Life Insurance Sector</u>						
16.2.5	Claims Clerk	General clerical duties, including filing, data input, photocopying, preparing reports etc. Office support and outdoor duties, including document collection and delivery, bank payments etc. Performing general office duties, such as photocopying and document binding Following up insurance policies claim and settlement documents Answering phone calls and daily liaison work	Secondary 3	1 year	7	\$16,960
16.2.7	Underwriting Clerk	General clerical duties, including filing, data input, photocopying, preparing reports etc. Office support and outdoor duties, including document collection and delivery, bank payments etc. Performing general office duties, such as photocopying and document binding Following up insurance policies, issuing quotations, insurance policies and endorsements Answering phone calls and daily liaison work	Secondary 3	1 year	7	\$17,270
<u>Jewellery</u>						
7.2.1	Jewellery Plater / Polisher Jewellery Plater Jewellery Polisher	Using suitable shaping wheels, abrasives, bort or polishing compounds to polish jewellery Setting and repairing jewellery Operating electric welding torch and laser welding machine Grinding, polishing, degreasing and removing rust from electroplated objects Treating electroplated objects Allocating manpower and training staff	Primary 6	1 year	8	\$15,050
7.2.2	Diamond Assorter Assorter (Gemstone) Jewellery Stone Assorter	Fabricating and evaluating the quality of gemstones used in jewellery and industrial tools Examining gemstones to ensure accuracy of angles and positions of cuts or bores Assigning polish, symmetry and clarity grades to gemstones according to established grading systems Examining gemstone surfaces and internal structures using optical instruments Advising customers on choosing suitable gemstones to create jewellery items Using suitable shaping wheels, abrasives, bort or polishing compounds to fabricate gemstones Allocating manpower and training staff	Primary 6	1 year	8	\$15,110
7.1.1	Foreman	Managing daily operation Planning and coordinating repair and maintenance work Supervising work progress and work safety Allocating materials Allocating manpower, supervising workers Handling contingency issues	Secondary 5	5 years	8	\$19,270
7.1.4	Goldsmith (K-gold)	Casting, hammering, or shaping gold, silver, platinum or other metals to form jewellery or other metal items Adjusting and repairing jewellery	Secondary 3	3 years	8	\$17,720

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK\$)
			Education Level	Years of Related Experience		
	<u>Machine Shop</u>					
1.1.2	Mechanical Draughtsman	Creating drawings and plans using CAD (Computer-Aided Design) software and equipment Preparing detailed drawings Preparing layout drawings Calculating dimensions Modifying existing layouts Coordinating and reviewing the work of technicians and technologists on the projects Liaising with customers on their requirements	Secondary 5	5 years	8	\$16,820
1.1.5	Electrician	Electrical system set up, fault detection and repair Installing, inspecting and maintaining power supply and distribution equipment Power system routine maintenance and emergency repair Electronic circuit repair	Secondary 3	3 years	8	\$16,870
1.1.16	Painter	Applying paints to surfaces Mixing paints	Secondary 3	3 years	8	\$14,690
1.1.9	Foreman / Supervisor	Managing daily operation Planning and coordinating repair and maintenance work Supervising work progress and work safety Allocating materials Allocating manpower, supervising workers Handling contingency issues	Secondary 5	5 years	8	\$20,150
1.1.14	Mechanical Engineering Technician	Manufacturing, constructing, installing and operating mechanical plant and equipment Maintaining and repairing mechanical plant and equipment Allocating manpower and training staff	Secondary 5	5 years	8	\$20,390
4.1.29	Sheetmetal Fabricator SheetMetal Workers	Selecting types of sheet metal for cutting and shaping; Laying out, measuring and marking dimensions and reference lines on metal sheets; Shaping metal over anvils; installing metal sheets with supportive frameworks; Trimming, grinding, or smoothing surfaces or joints of assembled parts; Fastening seams and examining product quality to verify conformance to specifications	Secondary 3	3 years	8	\$16,900
1.2.5	Injection Moulding Machine Operator	Operating injection moulding machines, injecting raw material, moulding products Labelling, packaging, handling logistic arrangements, Cleaning machines Checking product quality	Primary 6	1 year	9	\$11,960



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>					
13.1.2	Electrician	Electrical system set up, fault detection and repair Installing, inspecting and maintaining power supply and distribution equipment Power system routine maintenance and emergency repair Electronic circuit repair	Secondary 3	3 years	8	\$17,600
13.1.12	Plastics Machine Setter	Changing product fittings Estimating material usage Operating plastic machine Setting plastic machine Quality control of the products	Secondary 3	3 years	8	\$14,780
13.1.14	Supervisor / Foreman Press Machine Production Supervisor	Moulding, casting and assembling products made of plastics materials Operating and tending to the press machines to mould and shape rubber components Reviewing job documents for details to determine procedures and settings for pressing Monitoring press machine operation and detecting press machine malfunctions Providing the quality inspector with sample of finished product for verification Cleaning excess product from press machine Communicating with customers and plastic suppliers Providing support on factory management Allocating manpower and training staff Establishing control standards and procedures Providing technical and administrative assistance	Secondary 5	5 years	8	\$21,620
13.1.7	Leader	Moulding, casting and assembling products made of plastics materials Operating and tending to the press machines to mould and shape rubber components Reviewing job documents for details to determine procedures and settings for pressing Monitoring press machine operation and detecting press machine malfunctions Providing the quality inspector with sample of finished product for verification Cleaning excess product from press machine Training staff Allocating manpower	Secondary 3	3 years	8	\$15,380

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	\$13,990
5.1.21	Quality Controller	Sampling and testing products Compiling and analyzing test results Recording and managing stock Ensuring standard of the products Irregularity follow-up	Secondary 3	3 years	8	\$16,360
5.1.9	Overseer / Supervisor (Printing) Printing Supervisor / Officer	Monitoring and coordinating the printing process Allocating manpower and training staff	Secondary 5	5 years	8	\$21,170
<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 Preparing detailed drawings Preparing layout drawings Calculating dimensions Modifying existing layouts Coordinating and reviewing the work of technicians and technologists on the projects Liaising with customers on their requirements	Secondary 5	5 years	8	\$23,420
15.1.3	Electrician	Electrical system set up, fault detection and repair Installing, inspecting and maintaining power supply and distribution equipment Power system routine maintenance and emergency repair Electronic circuit repair	Secondary 3	3 years	8	\$18,400
15.1.6	Mechanical Fitter Mechanical Fitting Tradesman Mechanical Fitting Technician	Fitting, installing, repairing and maintaining mechanical plants and equipment Reading and interpreting engineering drawings and specifications Operating common machine tools Performing soldering and welding operations Carrying out preventive maintenance programmes on machinery and plant Allocating manpower and training staff	Secondary 3	3 years	8	\$17,400
15.1.1	Air-conditioning Mechanic	Assembling, installing and repairing air-conditioning systems Testing air-conditioning systems to diagnose faults Performing routine maintenance or servicing Allocating manpower and training staff	Secondary 3	3 years	8	\$19,150

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK\$)
			Education Level	Years of Related Experience		
<b><u>Ship Building and Repairing</u></b>						
15.2.4	Painter	Vessel painting Vessel body inspection and repair Handling customers’ enquiries and providing technical support Assisting in daily workshop operation Training staff	Primary 6	1 year	8	\$17,310
15.1.7	Supervisor / Foreman	Managing daily operation Planning and coordinating repair and maintenance work Supervising work progress and work safety Allocating materials Allocating manpower, supervising workers Handling contingency issues	Secondary 5	5 years	8	\$22,770
15.1.9	Machinist Metal Prototype Makers Model Makers	Operating machine tools Reading and interpreting engineering drawings and specifications Carrying out preventive maintenance programmes on machinery and plant Allocating manpower and training staff	Secondary 3	3 years	8	\$17,730
15.1.17	Steel Worker (Boiler Maker / Steel Plater / Blacksmith) Ship Assembly Worker	Assembling and repairing ship steel components Assembling and repairing bottom, sides, deck and superstructure of ship	Secondary 3	3 years	8	\$17,840
<b><u>Transport and Physical Distribution</u></b>						
14.2.26	Cargo Clerk	Arranging shipment schedule, following up purchase orders and merchandise delivery General clerical duties, including filing, data input, photocopying, handling mails, etc. Handling I/E / shipping documents, custom declaration Monitoring all shipments in transit to ensure timely arrival of goods and documents	Secondary 3	1 year	8	\$14,690
14.2.46	Freight / Customer Services / Documentation Assistant / Clerk	Arranging shipment schedule, following up purchase orders and merchandise delivery Liaising with customers Liaising with freight forwarder and local delivery agents for arranging order documents General clerical duties, including filing, data input, photocopying, handling mails, etc. Handling I/E / shipping documents, custom declaration	Secondary 3	1 year	8	\$16,200
14.1.17	Despatch / Load Planner	Dipatching and tracking transportation Allocating manpower Loading and unloading goods Packing and sorting out goods	Secondary 5	5 years	8	\$17,170

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK\$)
			Education Level	Years of Related Experience		
<u>Transport and Physical Distribution</u>						
14.1.23	Delivery Gangleader / Foreman	Delivering and checking goods Allocating manpower Loading and unloading goods Packing and sorting out goods Carrying goods	Secondary 5	5 years	9	\$17,390
14.9.11	Driver Chauffeur	Providing driving services for the employer, family members and guests Providing driving services for staff and guests Cleaning and maintaining vehicle Picking up and delivering goods to and from warehouse/ office Handling issues relating driving licenses	Primary 6	1 year	8	\$18,500
14.2.29	Fork Lift Truck Driver Fork Lift Truck Operator	Operating fork lift truck Assisting in warehouse operation, moving goods Loading and unloading containers Receiving and shelving goods, encasing outgoing goods, etc.	Primary 6	1 year	8	\$15,180
14.2.3	Marketing / Commercial Assistant / Sales Representative	Assisting in marketing and sales work Selling and promoting products Serving customers Handling customers' enquiries Telemarketing Contacting customers and following up purchase orders Performing sales and marketing duties at outdoor Exploring new business opportunities Promoting and introducing products and relevant information After-sales services	Secondary 5	3 years	8	\$20,250
14.2.34	Tally Clerk Warehouse Picker	Responsible for daily warehouse operation and warehouse management Receiving, delivering and inspecting merchandise Packing merchandise, stocktaking and tidying up warehouse Following up purchase orders Updating inventory Taking pictures for record Data input	Primary 6	1 year	8	\$13,040
14.2.35	Warehouse Keeper	Responsible for daily warehouse operation and warehouse management Receiving, delivering and inspecting merchandise Packing merchandise, stocktaking and tidying up warehouse Following up purchase orders Updating inventory Taking pictures for record Data input	Primary 6	1 year	9	\$13,390

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 Scheduling appointments Greeting and receiving customers, handling customers' enquiries Handling mails and express deliveries, faxes, etc. General clerical duties Assisting in daily operation at front desk General concierge services	Primary 6	1 year	8	\$14,370
3.2.1	Bookkeeper / Accounting Clerk	Assisting in preparation of financial and accounting reports Handling full set of accounting and bookkeeping General clerical duties Handling accounts payable and receivable Handling daily accounts operation and transactions Maintaining full set of financial reports Assisting in month end closing General audit duties	Secondary 3	1 year	8	\$17,250
3.2.3	Documentation / Shipping Clerk	Arranging shipment schedule, following up purchase orders and merchandise delivery Liaising with customers General clerical duties, including filing, data input, photocopying, handling mails, etc. Handling I/E / shipping documents, custom declaration	Secondary 3	1 year	8	\$17,620
3.2.4	General Office Clerk	General clerical duties, including filing, data input, photocopying, preparing reports etc. Office support and outdoor duties, including document collection and delivery, bank payments etc. Performing general office duties, such as photocopying and document binding Following up invoices, taking orders and issuing quotations Answering phone calls and daily liaison work	Secondary 3	1 year	8	\$15,040
3.2.2	Computer Operator	Operating and monitoring computer equipment / network / data centre / server room facilities Performing user IT support and help desk Assisting in incident management Security monitoring of IT system Word processing Data entry and processing	Secondary 3	1 year	8	\$15,700

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK\$)
			Education Level	Years of Related Experience		
	<u>Wholesale, Retail and Import / Export Trades</u>					
3.1.3	Merchandiser / Buyer	Following up purchase orders Liaising with customers and suppliers Preparing quotations and invoices Sourcing suppliers, price analysis Logistics arrangement Quality control of products	Secondary 5	5 years	8	\$24,540
3.1.5	Sales Supervisor	Responsible for daily shop operation, serving customers Arranging and displaying merchandise Placing orders and collecting payments Serving customers and handling customers' enquiries Selling products, assisting in shop operation Demonstrating the use of products Stocktaking Allocating manpower, supervising salespersons	Secondary 5	5 years	8	\$18,800
3.2.7	Salesperson	Responsible for daily shop operation, serving customers Arranging and displaying merchandise Placing orders and collecting payments Serving customers and handling customers' enquiries Selling products, assisting in shop operation Demonstrating the use of products Stocktaking	Primary 6	1 year	8	\$14,120
3.2.5	Personal Secretary Personal Assistant	Providing full range of administrative support to the daily activities of managerial staff Taking care of any routine errands and daily matters for managerial staff General administrative and clerical duties Handling telephone calls	Secondary 5	3 years	8	\$25,630

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK\$)
			Education Level	Years of Related Experience		
	<u>Wholesale, Retail and Import / Export Trades</u>					
3.2.6	Telephone Operator Telephone Service Operator Hotline Operator	Receiving incoming calls Providing customer services, handling enquiries Conducting telephone surveys Telemarketing Market research and data collection	Secondary 3	1 year	8	\$14,370
3.1.6	Store / Godown Supervisor	Responsible for daily warehouse operation and warehouse management Receiving, delivering and inspecting merchandise Packing merchandise, stocktaking and tidying up warehouse Following up purchase orders Updating inventory Taking pictures for record Data input Allocating manpower, supervising workers	Secondary 5	5 years	8	\$20,590
3.2.9	Stock / Purchasing Clerk	General warehouse duties, such as receiving, counting, sorting out, shelving, delivering goods, etc. Carrying goods Stocktaking Updating inventory records Arranging and tidying up warehouse Arranging logistics services Managing warehouse	Secondary 3	1 year	8	\$15,180
3.1.15	Quality Inspector Quality Inspector (Fish) Quality Inspector (Aggregates and Gravels) Quality Inspector (Rice)	Inspecting quality of products for imperfections by using a variety of different methods and equipment Classifying & grading products according to quality Commenting on quality of products	Secondary 3	3 year	8	\$22,090
3.9.14	Sales Representative Marketing Executives Marketing Officer	Assisting in marketing and sales work Selling and promoting products Contacting customers and following up purchase orders Performing sales and marketing duties at outdoor	Secondary 5	3 years	8	\$22,240
3.1.4	Public Relations Officer / Advertising Supervisor	Performing clerical and administrative duties for the Public Relations department Carrying out supportive role in PR activities Formulating advertising / marketing communications strategies and objectives Making plans for placing advertisements and monitoring their effectiveness	Secondary 5	5 years	8	\$21,350

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>Beauty and Hairdressing</u></b>						
18.9.81	Beauty Consultant Beautician Beauty Therapist	Providing beauty care services including facial, body treatments and other related treatments by using electronics equipment, manicure, waxing and make-up services Cleaning and maintaining various types of beauty equipment	Secondary 3	3 years	9	\$24,300
18.9.54	Hair Stylist / Hairdresser	Haircut Hair perming Hair dyeing Hair care treatment Hair styling General hair salon cleaning General operation of hair salon Allocating manpower and training staff	Secondary 5	3 years	8.5	\$19,179
18.9.222	Salon Assistant / Hair Styling Assistant Salon Trainee / Apprentice / Junior Shampooing and Perm Assistant Shampooing Assistant Hair Washer Hairdressing Assistant	Hair washing General duties in the hair salon Hair washing and hair blow drying Assisting in hair colouring, hair perm and hair treatments Assisting hairstylist Performing sundry duties Serving Customer Stock taking towels and hairdressing products	Primary 6	1 years	8.5	\$12,786
<b><u>Sanitary and Similar Services</u></b>						
18.9.75	Cleaner Cleaning Assistant Washroom Attendant Garbage Attendant	Office cleaning Lavatory / Washroom cleaning School / Classroom cleaning Estate / Building cleaning Shop / Shopping mall cleaning Restaurant cleaning Collecting, removing and handling garbage	Primary 6	1 year	8	\$10,660



Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK\$)
			Education Level	Years of Related Experience		
	<u>Others</u>					
18.1.1	Air-conditioning Technician	Assembling, installing and repairing air-conditioning systems Testing air-conditioning systems to diagnose faults Performing routine maintenance or servicing Allocating manpower and training staff	Secondary 5	5 years	8	\$20,950
18.2.103	Bookkeeper / Accounting Clerk	Assisting in preparation of financial and accounting reports Handling full set of accounting and bookkeeping General clerical duties Handling accounts payable and receivable Handling daily accounts operation and transactions Maintaining full set of financial reports Assisting in month end closing General audit duties	Secondary 3	1 year	8	\$17,030
18.2.107	General Office Clerk	General clerical duties, including filing, data input, photocopying, preparing reports etc. Office support and outdoor duties, including document collection and delivery, bank payments etc. Performing general office duties, such as photocopying and document binding Following up invoices, taking orders and issuing quotations Answering phone calls and daily liaison work	Secondary 3	1 year	8	\$15,000
18.2.101	Baker	Preparing cakes, pastry, desserts, chocolates and bread Operating and monitor ovens, dough and slicing machines Preparing ingredients Purchasing ingredients, monitoring ingredient inventory Monitoring food quality and hygiene Allocating manpower and training staff Managing the operation of kitchen Assisting in other kitchen duties	Primary 6	1 year	9	\$16,710

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK\$)
			Education Level	Years of Related Experience		
	<b><u>Others</u></b>					
18.2.106	Food Processing Worker	Responsible for daily operations of the production section Monitoring food / beverage quality Maintaining factory / kitchen hygiene and safety	Primary 6	1 year	8	\$13,460
18.2.108	Junior Cook Kitchen Helper Chef Assistant Kitchen Assistant Kitchen Worker Kitchen Hand	Preparing food / ingredients Assisting food preparation / cooking Cleaning kitchen Miscellaneous kitchen duties Assisting the Chef (will not complete dishes independently)	Primary 6	1 year	8	\$13,900
18.2.110	Warehouse Keeper Storekeeper / Stock keeper Logistic Assistant Warehouse Assistant Stocktaking Assistant	Responsible for daily warehouse operation and warehouse management Receiving, delivering and inspecting merchandise Packing merchandise, stocktaking and tidying up warehouse Following up purchase orders Updating inventory Taking pictures for record Data input	Primary 6	1 year	9	\$14,180
18.2.111	Washer	Responsible for daily operation of the store and laundry Operating machines like washing machines, dryers, etc. Collecting and delivering linen and clothes Cleaning linen and clothes Ironing and folding up linen and clothes Labelling linen and clothes Packing Folding up linen and clothes Sorting out linen and clothes	Primary 6	1 year	8	\$11,540
18.9.223	Dish Washer Washer-up Dish Washing Machine Operator	Dish washing Dish washing and general cleaning Dish washing in restaurant Kitchen utensils and tableware cleaning Kitchen cleaning Operating dish-washing machine Daily cleaning of restaurant	Primary 6	1 year	9	\$15,370

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK\$)
			Education Level	Years of Related Experience		
	<u>Others</u>					
18.2.112	Caretaker / Guard (Real Estate) Building Attendant / Security Guard Management Service Assistant Property Assistant	Patrolling Visitor registration Handling complaints and enquiries from guests and tenants Vehicle registration	Primary 6	1 year	9	\$14,700
18.9.70	Gardening Worker Horticulturist Tree Worker Arboricultural Worker / Assistant Horticultural Worker	Gardening duties, including planting, pest killing, weeds removal, watering, fertilizing, etc. Pruning Gardening machine operation	Primary 6	1 year	8	\$13,180
18.9.112	Farm Worker (Crop) Farm Assistant Grower Agricultural Worker	Setting up farms and equipment Maintaining the daily operations of the farm Monitoring crop growth and yield Crop cultivation Fertilizing and pest killing Harvesting and packing crops Lifting and carrying heavy objects Undertaking outdoor works	Primary 6	1 year	8.5	\$11,120
18.9.3	Farm Worker (Pig)	Feeding and taking care of animals General cleaning of breeding house Operating and maintaining equipment in breeding house Observing and recording animals' activities and diet Health checks of animals Assisting in animal medical treatments Collecting boar semen; Pig Breeding; Castration Performing vaccination Clipping tooth and tail Formulating feed	Primary 6	1 year	8.5	\$11,120

Job Title Code	Common Posts	Duties	Entry Requirements		Number of Normal Working Hours Per Day (Excluding Meal Break)	Median Monthly Wage (HK\$)
			Education Level	Years of Related Experience		
	<u>Others</u>					
18.9.195	Farm Worker (Chicken) Farm Worker (Chicken Hatchery) Farm Worker (Chicken Emasculation)	Identifying gender of chicks Performing vaccination Applying eye / nose-drops Clearing chicken excrement Feed-mixing & feeding Observing & controlling temperature & humidity Collecting & selecting eggs Performing artificial insemination	Primary 6	1 year	8.5	\$11,120
18.9.106	Farm Worker (Fish) Fishery Worker Fish Farmer	Cleaning and maintaining fish nets and rafts Transporting fish to the pier Treating fish diseases Sorting fish General fishery work, such as simple maintenance and handling goods Feeding and taking care of fishes Fish breeding General cleaning of fish ponds	Primary 6	1 year	8.5	\$10,670