



2008年中國內地薪酬趨勢及薪酬水平調研

企業年度調薪的重要決策參考依據



是項調研

- 涵蓋15個主要行業，約90個營運單位
- 涵蓋3類型僱員：本地僱員、額外獎酬待遇僱員、外籍僱員
- 涵蓋4個一線城市：北京、上海、廣州、深圳
- 整項調研報告由兩部份組成：
 - 2008年中國內地薪酬趨勢調研 — 4月份報告 (2008年9月出版)
 - 2008年中國內地薪酬趨勢及薪酬水平調研 — 全年報告 (2009年1月出版)

詳情請參閱內頁

**(目前只有英文版)*

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2008年調研報告重點內容：

2008年中國內地薪酬趨勢調研 — 4月份報告 (按城市和僱員種類劃分)

1. 薪酬和花紅調整 (按營運單位規模 / 企業管理類別 / 僱員職級劃分)
 - 總基本薪酬調整，包括特別調整
 - 總基本薪酬調整分佈
 - 花紅調整 (按僱員職級劃分)
2. 薪酬和花紅調整趨勢 (2006 - 2008)
 - a) 薪酬調整按以下各範疇分析：
 - 營運單位規模
 - 企業管理類別
 - 僱員職位等級
 - b) 花紅金額：
 - 合資格獲發非固定花紅的僱員和非固定花紅的金額
3. 按僱員職級比較4個城市的薪酬調整

2008年中國內地薪酬趨勢及薪酬水平調研 — 全年報告 (按城市和僱員種類劃分)

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3. 按僱員職級比較4個城市的薪酬調整
4. 各項僱員福利佔整體薪酬的比例
5. 薪酬水平 (33種職位 / 職業和6種應屆畢業生類別)
 - 新入職僱員實質入職薪酬
 - 實質薪酬水平

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薪酬趨勢調研數據主要按以下各範疇分析：

僱員種類：

- 本地僱員
- 額外獎酬待遇僱員
- 外籍僱員

僱員職位等級 (按薪酬水平劃分)

- 基層僱員
- 一般僱員
- 中級僱員
- 資深僱員
- 高級僱員

企業管理類別：

- 跨國企業，總公司設於海外，擁環球業務
- 跨國企業，總公司設於香港，擁環球業務
- 港資企業

營運單位規模 (按僱員數目劃分)：

- 少於50名僱員
- 50 - 100名僱員
- 101 - 500名僱員
- 超過500名僱員

行業：

- 會計
- 銀行 / 金融
- 建築 / 物業發展
- 電腦 / 資訊科技
- 電子 / 電器
- 電訊
- 酒店
- 快速消費品
- 紡織 / 服裝
- 物流 / 船務 / 航運貨站
- 機械 / 工業物料 / 工程
- 石油 / 化工
- 零售
- 專業服務
- 貿易

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薪酬水平調研涵蓋的職業和應屆畢業生種類：

職位 / 職業 (按城市、企業管理類別和營運單位規模劃分)

- 銷售
- 市場推廣
- 會計
- 金融
- 資訊科技 / 電腦
- 人力資源
- 公共關係
- 工程
- 製造
- 品質管制 / 品質保證
- 物流 / 倉庫
- 企業管理 / 業務運作
- 電腦操作員 / 網絡支援助理
- 高級電腦操作員 / 高級網絡支援助理
- 會計文員
- 高級會計文員
- 文員
- 高級文員
- 初級秘書 / 秘書
- 高級 / 行政秘書
- 助理採購員
- 高級採購員
- 客戶服務主任
- 客戶服務經理
- 接待員 / 接線生
- 辦公室助理
- 茶水間服務員
- 清潔員
- 公司司機
- 私人司機
- 保安員
- 工人
- 技工

應屆畢業生

- 碩士畢業 (工商管理)
- 碩士畢業 (工程)
- 學位畢業 (工商管理 / 社會科學)
- 學位畢業 (工程)
- 專科畢業
- 高等院校或同等學歷畢業

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調研報告(只有英文版)	訂購價		數量
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2008年中國內地薪酬趨勢調研 - 4月份報告	HK\$700	HK\$900	
2008年中國內地薪酬趨勢及薪酬水平調研 - 全年報告	HK\$850	HK\$1,050	
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HKIHRM 2008 China Pay Trend and Pay Level Survey

An Important Reference to Your Pay Decision



The survey:

- Covers some 90 operating units from 15 business sectors
- Covers over three types of employees: Local, Local Plus or Partial Expatriate, Expatriate
- Covers four first-tier cities: Beijing, Shanghai, Guangzhou, Shenzhen:
- Consists of two reports, namely:
 - 2008 April China Pay Trend Survey (to be released in September 2008)
 - 2008 Main China Pay Trend and Pay Level Survey (to be released in January 2009)

SEE INSIDE FOR MORE DETAILS

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A Snapshot of Key Contents of the 2008 Reports

April 2008 China Pay Trend Survey (by City and Employee Type)

1. Pay and Bonus Adjustments (by Size of Operating Unit / Management Type / Employee Level)
 - Total Base Pay Adjustments with Special Adjustment
 - Distribution of Total Base Pay Adjustments
 - Bonus Adjustments (by Employee Level)
2. Trend of Pay and Bonus Adjustments (2006 - 2008)
 - a) Pay Adjustments analyzed by:
 - Sizes of Operating Unit
 - Management Types
 - Employee Levels
 - b) Bonus Payments:
 - Employees Eligible for a Non-guaranteed Bonus and Size of the Non-guaranteed Bonus
3. Comparisons among the Four Cities by Employee Level

2008 Main China Pay Trend and Pay Level Survey (by City and Employee Type)

1. Pay and Bonus Adjustments (by Size of Operating Unit / Management Type / Employee Level)
 - Total Base Pay Adjustments with Special Adjustment
 - Distribution of Total Base Pay Adjustments
 - Cumulative Total Base Pay Adjustments
 - Bonus Adjustments (by Employee Level)
2. Trend of Pay and Bonus Adjustments (2006 - 2008)
 - a) Pay Adjustments analyzed by:
 - Sizes of Operating Unit
 - Management Types
 - Employee Levels
 - b) Bonus Payments:
 - Employees Eligible for a Non-guaranteed Bonus and Size of the Non-guaranteed Bonus
3. Comparisons among the Four Cities by Employee Level
4. Proportion of Benefits to Total Remuneration
5. Pay Levels (33 Job Fields / Occupations and six Categories of Fresh Graduates)
 - Actual Entry Pay of New Recruits
 - Actual Pay Levels

Statistics of Pay Trend Survey are Mainly Analyzed by the Following Dimensions:

Employee Types:

- Local
- Local Plus or Partial Expatriate
- Expatriate

Employee Levels (by Pay Level):

- Manual Workforce
- General
- Middle
- Senior
- Top

Management Types:

- Multinational Company with an overseas head office and a world-wide operation
- Multinational Company with the head office in Hong Kong and a world-wide operation
- Hong Kong Based Company

Sizes of Operating Unit:

- Less than 50 employees
- 50 to 100 employees
- 101 to 500 employees
- More than 500 employees

Business Sectors:

- Accounting
- Banking / Finance
- Construction / Property Development
- Computer / IT
- Electronics / Electrical Appliance
- Telecommunication
- Hotel
- FMCG
- Garment / Clothing
- Logistics / Shipping / Terminals
- Machinery / Industrial Material / Engineering
- Oil / Chemical
- Retail
- Professional Service
- Trading

Occupations and Types of Fresh Graduates covered in Pay Level Survey:

Job Fields/ Occupations (by Cities, Management Types and Sizes of Operating Unit)

- Sales
- Marketing
- Accounting
- Finance
- Information Technology / Computer
- Human Resources
- Public Relations
- Engineering
- Manufacturing
- Quality Control / Assurance
- Logistics / Warehouse
- Business Administration / Operation
- Computer Operator / Network Support Assistant
- Senior Computer Operator / Senior Network Support Assistant
- Accounting Clerk
- Senior Accounting Clerk
- Clerk
- Senior Clerk
- Junior Secretary / Secretary
- Senior / Executive Secretary
- Assistant Merchandiser
- Senior Merchandiser
- Customer Service Officer
- Customer Service Manager
- Receptionist / Telephonist
- Office Assistant
- Pantry Attendant
- Cleaner
- Pool Car Driver
- Personal Driver
- Security Guard
- Labourer
- Tradesman

Fresh Graduates

- Master Degree Holder (Business)
- Master Degree Holder (Engineering)
- Bachelor Degree Holder (Business Administration / Social Science)
- Bachelor Degree Holder (Engineering)
- College graduates
- Non-degree holder from regular higher education institutions or equivalent

HKIHRM 2008 China Pay Trend and Pay Level Survey Order Form

Post: Please complete in full and send with cheque payment to: Research Department, HKIHRM, Suite 1503, 15/F., 68 Yee Wo Street, Causeway Bay, Hong Kong

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