

The 2013 Manpower Survey of the Wine Industry
Job Description of Principle Jobs of the Wine Industry
葡萄酒業主要職務及其工作說明

(Some of the job titles may not be identical to those used in your establishment. But if the job nature is similar, please treat them as the same and supply the required information in the questionnaire.)
 (部分職稱可能與貴機構所採用的不完全相同，但若工作性質相近，亦請視作同一職務，並在調查表內提供所需資料。)

Import / Export Trades
出入口

No. 編號	Job Title 職稱	Job Description 工作說明
MANAGERIAL LEVEL 經理級		
100	General Manager 總經理	Assumes total responsibility of a company and has other managers / executives as direct subordinates. 承擔公司的全部責任，直接管理其他經理及行政人員。
101	Shipping Manager 出入口 / 船務經理	Takes charge of the operation of logistics, import and/or export division / section. Liaises with customers, agents, distributors, and insurance, shipping and other companies. Ensures proper preparation and submission of import / export, shipping and relevant documents on time. 掌管物流、出口及 / 或入口部門的業務。與顧客、經銷代理商、批發商以及保險、船務及其他公司保持聯絡。確保出入口、船務及其他有關文件編製妥當及準時呈交。
102	Merchandising Manager 商品採購經理	Plans, organises, directs and controls sourcing, purchasing and buying activities. Reviews market and sales analyses to determine local and / or overseas market requirements. Follows up buyers' orders, liaises with appropriate departments to ensure prompt execution of buyers' orders. 策劃、組織、督導及監控各種採購工作。檢討市場及營業分析資料，以釐定本地及 / 或海外市場的需求。跟進買家訂單，並與有關部門聯絡，以確保貨物能迅速送交買家。

No. 編號	Job Title 職稱	Job Description 工作說明
103	Sales / Marketing Manager 銷售 / 市務經理	<p>Plans, organises, directs and controls marketing, sales and promotion activities. Reviews market and sales analyses to determine market requirements. Personally contacts clients to promote sales.</p> <p>策劃、組織、督導和監控公司的市場、營業及推廣工作。檢討市場及營業分析資料，以釐訂市場的需求。親身聯絡客戶，以推廣業務。</p>
104	Warehouse and Distribution Manager (Logistic) 倉務及收發經理	<p>Responsible for and controls of the receiving, storing and distribution of goods and the overall operation of a warehouse. Ensures receiving, storage and distribution services are provided for and records kept. Enforces fire, safety and other government regulations.</p> <p>管理和監控貨物接收、儲存、分發工作，以及貨倉的整體運作。提供接收、儲存及分發服務，保存有關記錄。確保符合消防、安全規定及其他法例。</p>
105	Purchasing Manager 採購經理	<p>Manages purchasing activities in sourcing, negotiating price, terms and condition of suppliers' contract. Approves Purchase Orders. Oversees overall purchasing procedures.</p> <p>管理採購工作，包括尋找貨源、洽談價錢及供應合約條款等。審批訂單。監管整體採購程序。</p>
199	Other Supporting Managers (please specify titles) 其他經理級支援人員 (請註明其職稱)	<p>Managers involve in personnel, accounting, finance, IT or other administration work.</p> <p>參與人事、會計、財務、資訊科技或其他行政工作的經理級人員。</p>

No. 編號	Job Title 職稱	Job Description 工作說明
SUPERVISORY LEVEL 主任級		
200	Shipping Supervisor 船務主任	Checks shipping documents and monitors the transport of raw material and cargo. 查核船務文件，督導原料及貨品的運送。
201	Merchandiser / Buyer 商品 / 採購主任	Responsible for the purchase of merchandise for sale or materials for internal consumption. Liaises and negotiates with suppliers and buyers. Ensures the orders are properly executed. 負責採購貨品以供出售，或採購物料以供內部使用。與供應商、買家聯絡洽談。確保交易妥當完成。
202	Sales Supervisor 營業主任	Supervises a team of salespersons. Checks and studies sales figures, stock of merchandise and customers' preference and makes recommendations on the purchase and stock of merchandise. 監督一組營業員的工作。負責某種貨品或數種貨品的銷售，查核和研究銷售數字、貨品存貨及顧客的喜惡，並就貨品的採購及存貨提出建議。
203	Warehouse and Distribution Supervisor (Logistic) 倉務及收發主任	Plans and supervises receipt, inspection, storage and distribution of goods. Supervises warehouse staff in maintaining the workflow of warehouse, ensures the keeping of records of goods entry and exit. 策劃和監督貨物接收、查驗、儲存及分發工作。督導貨倉員工依循倉內工作流程，保存貨物進出記錄。
204	Transportation Supervisor 運輸主任	Takes charge of overall supervision of transportation activities. Co-ordinates goods handling activities with clients and warehouses. Supervises the preparation of documents before arrival / departure of goods. 負責全面的運輸督導工作。協調客戶與貨倉之間的貨物處理安排。確保貨物送達或運出前備妥文件。

No. 編號	Job Title 職稱	Job Description 工作說明
205	Purchasing Supervisor 採購主任	<p>Assists the Purchasing Manager in implementing purchasing functions. Supervises Stock / Purchasing Clerk.</p> <p>協助採購經理進行採購工作；監督貨倉 / 採購文員。</p>
206	Sales Consultant 銷售顧問	<p>Performs sales job in promoting the company's products / services to potential and existing customers. With strong technical knowledge regarding the related products / services, he can explain to customers and interpret product characteristics to meet customers' needs and close the deal. Works with colleagues in merchandising / logistic / warehouse and distribution and recommends changes where necessary to meet market demand and market trends.</p> <p>負責銷售工作及向現有或有潛質之顧客推廣公司的產品 / 服務。以良好的產品 / 服務技術知識，向顧客解釋產品的規格及用途，從而滿足顧客的要求以至完成交易。在產品的特性及改進方面，與公司的產品設計、生產、工程及研發部門合作，以滿足市場需求及緊貼市場趨勢。</p>
207	Promoter Supervisor 推銷主任	<p>Supervises Promoters in promoting products in order to meet the company sales target.</p> <p>監督推銷員推銷貨品，以便達到公司的營業額。</p>
299	Other Supporting Supervisors (please specify titles) 其他主任級支援人員 (請註明其職稱)	<p>Supervisors involve in personnel, accounting, finance, IT or other administration work.</p> <p>參與人事、會計、財務、資訊科技或其他行政工作的主任級人員。</p>

No. 編號	Job Title 職稱	Job Description 工作說明
OPERATIVE / CLERICAL SUPPORTING LEVEL 技術人員 / 文員級		
300	Assistant Merchandiser 助理商品員	Assists the merchandisers in executing orders placed by buyer. Liaises with buyers on requirements of merchandise. 協助商品主任完成交易，並就貨品規格與買家聯絡。
301	Documentation / Shipping Clerk 文件處理 / 船務文員	Prepares shipping documents for import / export or other related purposes. Keeps records of shipment. 處理出入口或其他有關業務的文件，保存付運記錄。
302	Salesman; Sales Representative 營業代表	Solicits orders for the wholesale provision or for the import / export of merchandise. Gives explanation and advice to customers or potential customers on the product(s). 招攬貨品批銷或出入口的訂單。就公司出售的產品，向顧客或未來顧客提供意見及解釋。
303	Stock / Purchasing Clerk 貨倉 / 採購文員	Receives, stores and distributes supplies and commodities. Prepares purchase orders and maintains records of items purchased. Compiles and compares stock records to prepare requisitions. 接收、儲存與分配存貨及貨品。編製購貨訂單，並保存購貨記錄。編寫和比較存貨記錄，供採購貨品之用。
304	Promoter (Retail) 推銷員	Promotes products and provides customer services. 推銷貨品及提供客戶服務。
305	Part-time Promoter (Retail) 兼職推銷員	Promotes products and provides customer services in part-time mode. 以兼職形式推銷貨品及提供客戶服務。
399	Other Clerks / Supportive Staff (please specify titles) 其他文員 / 輔助人員 (請註明其職稱)	Clerks / supportive staff involve in secretary, personnel, accounting, finance, IT or other administration work. 參與秘書、人事、會計、財務、資訊科技或其他行政工作的文員 / 輔助人員。

**Wholesale
批發**

No. 編號	Job Title 職稱	Job Description 工作說明
MANAGERIAL LEVEL 經理級		
106	General Manager 總經理	Assumes total responsibility of an establishment and has other managers / executives as direct subordinates. 承擔機構的全部責任，直接管理其他經理及行政人員。
107	Merchandising Manager 商品採購經理	Plans, organizes, directs and controls sourcing, purchasing and buying activities. Reviews market and sales analyses to determine local and / or overseas market requirements. Follows up buyers' orders, liaises with appropriate departments to ensure prompt execution of buyers' orders. 策劃、組織、督導及主持各種採購工作。檢討市場及營業分析資料，以釐定本地及海外市場的需求。跟進買家訂單，並與有關部門聯絡，以確保貨物能迅速送交買家。
108	Quality Control Manager 品質管制經理	Plans, organizes, directs and controls quality assurance procedures in all stages of merchandising to ensure products meet the required standards and specifications. 策劃、組織、督導及監控採購方面各階段的品質保證程序，確保來料及製成品符合既定標準及規格。
109	Sales and Marketing Manager 銷售 / 市務經理	Plans, organizes, directs and controls marketing, sales and promotion activities in a wholesale and distribution establishment. Reviews market and sales analyses to determine market requirements. Personally contacts clients to promote sales. 策劃、組織、督導和主持批發機構的市場、營業及推廣工作。檢討市場及營業分析資料，以釐訂市場的需求。親身聯絡客戶，以推廣業務。

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110	Warehouse and Distribution Manager 倉務及收發經理	<p>Responsible for and controls of the receiving, storing and distribution of goods and the overall operation of a warehouse. Ensures receiving, storage and distribution services are provided for and records kept. Enforces fire, safety and other government regulations.</p> <p>管理和監控貨物接收、儲存、分發工作，以及貨倉的整體運作。提供接收、儲存及分發服務，保存有關記錄。確保符合消防、安全規定及其他法例。</p>
111	Compliance Manager 準則審核經理	<p>Takes charge of the full compliance function of the company. Responsible for developing policies and procedures and implementing proper practices on vendor compliance. Provides inputs to management on long term strategic direction on compliance issues. Keeps abreast of the global development on aspects like human rights and international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices.</p> <p>掌管有關機構產品符合各地準則的事宜。負責制訂政策及程序，規定供應商採取符合準則的做法。就符合準則的長期策略方針，向管理層提供意見。了解全球對人權及國際標準的最新發展，並提醒管理層注意容易出現問題的環節。與採購人員、質素保證人員、顧客及供應商緊密合作，以便繼續加強符合準則的工作。</p>
112	Purchasing Manager 採購經理	<p>Manages purchasing activities in sourcing, negotiating price, terms and condition of suppliers' contract. Approves Purchase Orders. Oversees overall purchasing procedures.</p> <p>管理採購工作，包括尋找貨源、洽談價錢及供應合約條款等。審批定單。監管整體採購程序。</p>
199	Other Supporting Managers (please specify titles) 其他經理級支援人員 (請註明其職稱)	<p>Managers involve in personnel, accounting, finance, IT or other administration work.</p> <p>參與人事、會計、財務、資訊科技或其他行政工作的經理級人員。</p>

No. 編號	Job Title 職稱	Job Description 工作說明
SUPERVISORY LEVEL 主任級		
208	Shipping Supervisor 船務主任	Supervises the operation of wholesale division / section of an establishment. Checks shipping documents and monitor the transport of cargo. 監督機構所有批發業務。查核船務文件，督導貨品的運送。
209	Merchandiser / Buyer 商品 / 採購主任	Responsible for the purchase of merchandise for sale or materials for internal consumption. Liaises and negotiates with suppliers and buyers. Ensures the orders are properly executed. 負責採購貨品以供出售，或採購物料以供內部使用。與供應商、買家聯絡洽談。確保交易妥當完成。
210	Quality Inspector 品質檢查員	Conducts quality checks on goods according to buyers' requirements. Supervises quality control/inspection personnel for inspecting quality of products. 查驗原料及製成品的質素，確保符合買家要求。督導品質控制 / 檢查人員的工作。
211	Sales Supervisor 營業主任	Supervises a team of salespersons. Checks and studies sales figures, stock of merchandise and customers' preference and makes recommendations on the purchase and stock of merchandise. 負責某種貨品或數種貨品的銷售，查核和研究銷售數字、貨品存貨及顧客的喜惡，並就貨品的採購及存貨提出建議。監督一組營業員的工作。
212	Warehouse and Distribution Supervisor 倉務及收發主任	Plans and supervises receipt, inspection, storage and distribution of goods. Supervises warehouse staff in maintaining the workflow of warehouse, ensures the keeping of records of goods entry and exit. 策劃和監督貨物接收、查驗儲存及分發工作。督導貨倉員工依循倉內工作流程，保存貨物進出記錄。

No. 編號	Job Title 職稱	Job Description 工作說明
213	Transportation Supervisor 運輸主任	<p>Takes charge of overall supervision of transportation activities. Co-ordinates goods handling activities with clients and warehouses. Supervises the preparation of documents before arrival / departure of goods.</p> <p>負責全面的運輸督導工作。協調客戶與貨倉之間的貨物處理安排。確保貨物送達或運出前備妥文件。</p>
214	Purchasing Supervisor 採購主任	<p>Assists the Purchasing Manager in the purchasing activities. Supervises wholesale buyers to purchase goods from manufacturers for resale, based on the established company policies and procedures.</p> <p>根據公司的政策及程序協助採購經理監督採購文員從生產商採購貨物以作轉售。</p>
215	Promoter Supervisor 推銷主任	<p>Supervises Promoters in promoting products in order to meet the company sales target.</p> <p>監督推銷員推銷貨品，以便達到公司的營業額。</p>
216	Sales Engineer 銷售工程師	<p>Performs sales job in promoting the company's products / services to potential and existing customers. With strong technical knowledge regarding the related products / services, he can explain to customers and interpret product specifications and functions to meet with customers' needs and close the deal. Works with colleagues in merchandizing, quality control, warehousing and distribution teams on product features and recommend changes where necessary to meet with market demand and market trends.</p> <p>負責銷售工作及向現有及有潛質之顧客推廣公司的產品 / 服務；以良好的產品 / 服務技術知識，向顧客解釋產品的規格及用途，從而滿足顧客的要求以至完成交易；在產品的特性及改進方面，與公司的採購、品質管制、倉務及收發部門合作，以滿足市場需求及緊貼市場趨勢。</p>

No. 編號	Job Title 職稱	Job Description 工作說明
299	Other Supporting Supervisors (please specify titles) 其他主任級支援人員 (請註明其職稱)	Supervisors involve in personnel, accounting, finance, IT or other administration work. 參與人事、會計、財務、資訊科技或其他行政工作的主任級人員。
OPERATIVE / CLERICAL SUPPORTING LEVEL 技術人員 / 文員級		
300	Salesman/Sales Representative 營業代表	Solicits orders for commodities or for the wholesale provision or for the import or export of merchandise. Gives explanation and advice to customers or potential customers on the product(s) he / she sells. 招攬貨品或商品批銷或出入口的訂單。就公司出售的產品，向顧客或未來顧客提供解釋及意見。
301	Stock / Purchasing Clerk 貨倉 / 採購文員	Receives, stores and distributes supplies and commodities. Prepares purchase orders and maintains records of items purchased. Compiles and compares stock records to prepare requisitions. 接收、儲存與分配存貨及貨品。編製購貨訂單，並保存購貨記錄。編寫和比較存貨記錄，供採購貨品之用。
302	Documentation / Shipping Clerk 文件處理 / 船務文員	Prepares shipping documents for wholesale and other related purposes. Keeps records of shipment. 處理批發或其他有關業務的文件，保存付運記錄。
303	Promoter 推銷員	Promotes products and provides customer services. 推銷貨品及提供客戶服務。
304	Part-time Promoter 兼職推銷員	Promotes products and provides customer services in part-time mode. 以兼職形式推銷貨品及提供客戶服務。
399	Other Clerks / Supportive Staff (please specify titles) 其他文員 / 輔助人員 (請註明其職稱)	Clerks / supportive staff involve in secretary, personnel, accounting, finance, IT or other administration work. 參與秘書、人事、會計、財務、資訊科技或其他行政工作的文員 / 輔助人員。

Retail
零售

No. 編號	Job Title 職稱	Job Description 工作說明
MANAGERIAL LEVEL 經理級		
113	General Manager 總經理	Assumes total responsibility for retail operations, merchandising, sales and marketing functions. 負責機構內零售業務、採購、銷售和市場推廣所有事宜。
114	Operations / Retail Manager 營運 / 零售經理	Takes charge of the overall operations and management of stores / outlets / retail chain. 負責店舖 / 經銷店 / 連鎖店的整體營運及管理事宜。
115	Store Manager 店舖經理	Takes charge of the operations and management of a store / outlet. 負責一間店舖 / 經銷店的營運及管理事宜。
116	Sales and Marketing Manager 營業及市場推廣經理	Plans, directs, manages marketing functions and sales-related activities aiming at maximizing sales. Directly contacts clients to promote sales. 策劃、指導和管理有關銷售的工作，以盡量提升營業額。直接聯絡客戶，以推廣業務。
117	Customer Services Manager 客戶服務經理	Plans, organizes, directs and controls activities relating to customer services. Contacts customers, liaises with internal departments to ensure provision of high standard customer services. 策劃、組織、指導客戶服務工作。聯絡客戶及公司內部門，確保客戶服務達到理想水平。
118	Head of Merchandising; Buying Manager 採購主管 / 經理	Plans, organizes, directs and controls merchandising or buying activities. Assesses market demand by carrying out market surveys or studies. Contacts suppliers, coordinates with appropriate departments to ensure continuity and quality of merchandise supply. 策劃、組織、監管採購工作。調查和研究市場情況，以釐訂需求。聯絡供應商，協調有關部門工作，確保貨源充足，並符合品質要求。

No. 編號	Job Title 職稱	Job Description 工作說明
119	Logistics / Distribution / Warehouse Manager 物流 / 運輸 / 倉庫經理	Plans, directs and manages logistics / distribution / warehousing activities to ensure smooth operation of merchandise flow. 策劃、指導和管理物流/運輸/存倉工作，確保 物流順利。
120	Owner; Sole Proprietor; Working Partner 東主；獨資經營者；執行 合夥董事	Owns and runs the business. 擁有和經營業務。
199	Other Managers (please specify titles) 其他經理級人員 (請說明其職稱)	Managers involve in accounting, finance, IT, training or other administrative work. 參與會計、財務、資訊科技、培訓或其他行政 工作的經理級人員。
SUPERVISORY LEVEL 主任級		
217	Store Supervisor 店舖 / 分店主任	Responsible for the sale of a particular merchandise or a range of merchandises in a store / outlet. Checks and studies sales figures, stock and customers' preference and makes subsequent recommendations. Supervises a team of sales staff. 負責某種貨品或數種貨品在一間店舖 / 經銷 店的銷售。查核和研究銷售數字、貨品存貨及 顧客要求，然後提出建議。監督一組售貨員的 工作。
218	Logistics / Distribution / Warehouse Supervisor 物流 / 運輸 / 倉庫主任	Supervises logistics, distribution and warehousing of merchandise to achieve planned levels of services to users and customers. 監督貨品的物流、運輸及存倉工作，以便為使 用者及顧客提供有系統服務。
219	Public Relations / Advertising Officer 公共關係 / 廣告 主任	Plans and implements marketing programmes to promote sale of merchandise and to promote a company's image. Keeps close contact with the mass media and advertising agents. 策劃、推行市場推廣計劃，以擴大商品銷路及 推廣公司形象。與大眾傳播媒介及廣告公司保 持緊密聯絡。

No. 編號	Job Title 職稱	Job Description 工作說明
220	Customer Services Supervisor 客戶服務主任	Supervises and implements activities relating to customer services. Provides services directly to customers. 監督、推行與客戶服務有關的工作。直接向客戶提供服務。
221	Merchandiser; Buyer 採購主任	Responsible for merchandising or buying functions. Liaises and negotiates with suppliers and appropriate departments to ensure continuity and quality of merchandise supply. 負責商品採購工作。與供應商及有關部門聯絡洽商，確保貨源充足，並符合品質要求。
299	Other Supporting Supervisors (please specify titles) 其他主任級支援人員 (請註明其職稱)	Supervisors involve in personnel, accounting, finance, IT or other administration work. 參與人事、會計、財務、資訊科技或其他行政工作的主任級人員。
OPERATIVE / CLERICAL SUPPORTING LEVEL 技術人員 / 文員級		
305	Senior Sales Staff 高級售貨員	Sells merchandise, provides customer service, and / or operates cash register in retail store. Typically has more sales experiences and/or good sales records. (If companies do not have their own system of classification, sales staff having 5 years or more relevant experience in the wine industry will be classified as senior.) 在零售店 / 經銷店售賣貨品，提供顧客服務及 / 或負責收銀工作；具較多銷售經驗及 / 或良好銷售記錄。(如公司沒有特別說明，具五年或以上相關經驗者為高級售貨員)

No. 編號	Job Title 職稱	Job Description 工作說明
306	Junior Sales Staff 初級售貨員	<p>Sells merchandise, provides customer service, and / or operates cash register in retail store. Usually has less sales experience. (If companies do not have their own system of classification, sales staff having less than 5 years of relevant experience in the wine industry will be classified as junior.)</p> <p>在零售店 / 經銷店售賣貨品，提供顧客服務及 / 或負責收銀工作；通常銷售經驗較少。(如公司沒有特別說明，具少於五年相關經驗者為初級售貨員)</p>
307	Stock / Purchasing Clerk 存貨 / 採購文員	<p>Receives, stores and distributes supplies and commodities. Prepares purchase orders and maintains records of items purchased. Compiles and compares stock records to prepare purchase requisitions.</p> <p>接收、儲存與分配存貨及貨品。編製購貨訂單，並保存已購貨物的記錄。編寫和比較存貨記錄，供採購貨品之用。</p>
308	Stock Assistant 存貨助理	<p>Delivers and receives merchandise, arranges storage, fills up shelves in warehouse and / or in stores.</p> <p>收發貨品，安排儲存，添補貨倉及 / 或店舖貨架的存貨。</p>
309	Order Assistant (online services) 訂單助理 (網上服務)	<p>Receives online orders, checks stocks, arranges distribution of commodities, and confirms the delivery of commodities to destinations.</p> <p>網上接收訂單、查核存貨量、安排運輸，及確保貨物送達目的地。</p>
310	Part Time Sales / Service Staff 兼職售貨員 / 服務員	<p>Employed on part time basis. Sells merchandise, provides customer service, and / or operates cash register in retail store.</p> <p>以兼職方式受僱。在零售店 / 經銷店售賣貨品，提供顧客服務及 / 或負責收銀工作。</p>
399	Other Clerks / Supportive Staff (please specify titles) 其他文員 / 輔助人員 (請註明其職稱)	<p>Clerks / supportive staff involve in secretary, personnel, accounting, finance, IT or other administration work.</p> <p>參與秘書、人事、會計、財務、資訊科技或其他行政工作的文員 / 輔助人員。</p>

**Food & Beverage and Chinese Catering
(Including Restaurants in Hotels and Clubs)**
餐飲及中式飲食
(包括酒店及會所內的餐廳)

(a) Food & Beverage 餐飲

No. 編號	Job Title 職稱	Job Description 工作說明
MANAGERIAL LEVEL 經理級		
121	Director of Catering / Director of Events 宴會部總監	<p>Compiles catering and event marketing plan; establishes catering and event policy on price and discounts; submits annual catering and event budget; co-ordinates public relations activities relating to special promotions; decides on targets for business solicitation; plans, organises, directs and controls the hotel's catering and event sales promotion and sales rates; develops local and overseas food & beverage sales contacts regarding group and convention activities.</p> <p>編製宴會部市場拓展計劃；訂定有關價目、折扣的政策；提交每年營業及市場拓展預算；統籌與特別宣傳有關的各種公共關係活動；訂立爭取業務的目標；策劃、籌辦、督導及監管酒店宴會部推廣工作及營業額；就團體及會議業務發展本地及海外業務聯繫。</p>

No. 編號	Job Title 職稱	Job Description 工作說明
122	Food and Beverage Manager 餐飲部經理	<p>Plans, organises, directs and controls operation of food and beverage facilities; analyses operation costs and liaises with purchasing manager; determines payroll and operating costs so as to establish food and beverage prices; makes improvements in service procedures and guest relations; organises special food and beverage promotions and festivals; makes contacts with clients regarding functions; co-ordinates with executive chef in menu planning and staffing; studies market trends by visiting other establishments.</p> <p>策劃、組織、督導及控制宴會部設備的運作；分析營業成本及與採購部經理聯繫；訂定工資及營業成本，以便擬定食物和飲品的價格；改善服務程序及顧客關係；負責策劃特別食品、飲品節及其宣傳活動；就籌備宴會事宜與顧客接觸；與行政總廚師協調，編訂餐牌及分配人手；造訪其他機構以研究市場趨勢。</p>
199	Other Managers (please specify titles) 其他經理級人員 (請說明其職稱)	<p>Managers involve in accounting, finance, IT, training or other administrative work.</p> <p>參與會計、財務、資訊科技、培訓或其他行政工作的經理級人員。</p>
SUPERVISORY LEVEL 主任級		
222	Beverage Manager / Bar Manager / Head Barman 酒吧經理 / 調酒總管	<p>Ensures bar is equipped with supplies and that correct liquor brands are served; maintains prescribed profit margin; supervises maintenance of bar and service equipment; prepares work schedules and checks on staff performance.</p> <p>確保酒類供應充足及以正牌出售；保持既定的邊際利潤；監督酒吧及服務設備的保養；編製工作程序表及監察員工的工作表現。</p>

No. 編號	Job Title 職稱	Job Description 工作說明
223	Captain (Food and Beverage Department) 領班 (宴會部)	Takes orders from guests and delivers orders to kitchen; may carve meats and prepare flambe dishes at table; advises on the selection of wines and serves those. 負責替顧客落單然後交予廚房；或需即席為顧客切削肉類及烹製火焰菜式；顧客選擇酒類時向其提供意見並為其服務。
224	Wine Steward / Sommelier 酒管事 / 品酒師	Assists in increasing beverage sales; takes care of the wine and liquor stocks in the restaurant; advises guests on wine selection; serves wine at the required temperatures. 推銷飲料；處理餐廳內各種酒類的存貨；對酒類有良好的認識，在顧客選飲時提供意見；調校酒類溫度。
299	Other Supporting Supervisors (please specify titles) 其他主任級支援人員 (請註明其職稱)	Supervisors involve in personnel, accounting, finance, IT or other administration work. 參與人事、會計、財務、資訊科技或其他行政工作的主任級人員。
OPERATIVE / CLERICAL SUPPORTING LEVEL 技術人員 / 文員級		
311	Bartender / Soda Fountain Server 調酒員 / 冷飲櫃領班	Follows specified drink and cocktail by free pouring jigger quantities; checks on supplies of wines and spirits; prepares daily supply requisition for bar manager's approval. 根據飲品及雞尾酒製法調校各種分量的飲料；檢查酒類的供應；編製每日物品需求單，以待酒吧經理批准。
312	Waiter/Waitress 侍應生	Works in an assigned station; responsible for the table-setting and dishing-up jobs; knows the preparation of common menu items and chef's daily recommendation. 在指定崗位內工作；負責擺設餐具及上菜；熟悉常見菜式的烹製方法及廚師每日推薦菜式。
399	Other Clerks / Supportive Staff (please specify titles) 其他文員 / 輔助人員 (請說明其職稱)	Clerks / supportive staff involve in secretary, personnel, accounting, finance, IT or other administration work. 參與秘書、人事、會計、財務、資訊科技或其他行政工作的文員 / 輔助人員。

(b) Chinese Catering
中式飲食

No. 編號	Job Title 職稱	Job Description 工作說明
MANAGERIAL LEVEL 經理級		
123	Business Manager / Sales Manager 業務經理 / 營業部經理	Supervises sale promotion of the restaurant and maintains good relationship with clients; liaises with suppliers on special food and beverage promotions. 督導酒樓的業務推廣，與客戶維持良好關係；就特別食品及飲品推廣活動與供應商聯絡。
124	Restaurant Manager 餐廳經理	Manages and co-ordinates the activities of the restaurant and trains staff to ensure prompt and courteous services; recommends menu items and wines to clients. Achieves revenue target; ensures guest satisfaction. 管理及協調酒樓的工作及訓練員工，確保員工能迅速及禮貌地為顧客服務；向顧客建議菜牌及菜式；控制成本以維持訂定的邊際利潤；確保顧客滿意度。
199	Other Managers (please specify titles) 其他經理級人員 (請說明其職稱)	Managers involve in accounting, finance, IT, training or other administrative work. 參與會計、財務、資訊科技、培訓或其他行政工作的經理級人員。
SUPERVISORY LEVEL 主任級		
225	Captain / Supervisor 樓面部部長	Assists Manager / Assistant Manager in supervising and assigning waiters / waitresses to their work station; prepares and checks table set-up; up selling menu and beverage items, liaises with clients and cashiering. 協助樓面領班 / 總管督導及分派侍應生至各工作崗位；準備及檢查檯面擺設；推銷食品及飲品；與顧客聯絡及賬單準備。

No. 編號	Job Title 職稱	Job Description 工作說明
226	Wine Steward / Sommelier 酒管事 / 品酒師	Assists in increasing beverage sales; takes care of the wine and liquor stocks in the restaurant; advises guests on wine selection; serves wine at the required temperatures. 推銷飲料；處理餐廳內各種酒類的存貨；對酒類有良好的認識，在顧客選飲時提供意見；調校酒類溫度。
299	Other Supporting Supervisors (please specify titles) 其他主任級支援人員 (請註明其職稱)	Supervisors involve in personnel, accounting, finance, IT or other administration work. 參與人事、會計、財務、資訊科技或其他行政工作的主任級人員。
OPERATIVE / CLERICAL SUPPORTING LEVEL 技術人員 / 文員級		
313	Waiter / Waitress 侍應生	Works in an assigned station; responsible for the table-setting and dishing-up jobs; knows the preparation of common menu items and chef's daily recommendation. 在指定崗位內工作；負責擺設餐具及上菜；熟悉常見菜式的烹製方法及廚師每日推薦菜式。
399	Other Clerks / Supportive Staff (please specify titles) 其他文員 / 輔助人員 (請說明其職稱)	Clerks / supportive staff involve in secretary, personnel, accounting, finance, IT or other administration work. 參與秘書、人事、會計、財務、資訊科技或其他行政工作的文員 / 輔助人員。

Storage & Logistics
庫存及物流貨運

No. 編號	Job Title 職稱	Job Description 工作說明
MANAGERIAL LEVEL 經理級		
125	General Manager 總經理	Assumes full responsibility of overall management and development. 全權負責公司的整體管理及發展。
126	Sales and Marketing Manager 營業及市場拓展經理	Plans, organizes, directs and controls marketing, sales and promotional activities. 策劃、籌辦、指導及監督市場推廣、營業及宣傳工作。
127	Freight / Customer Service / Documentation Manager 貨運 / 顧客服務 / 文件經理	Plans, organizes, directs and controls overall operational aspects of customer services. Supervises the booking of space and the acceptance of cargo. Supervises the preparation and issuing of shipping documents. 策劃、籌辦、指導及監督客戶服務的全面運作。監督艙位的預訂工作及貨物的接收。監督船務文件的編製及發出事宜。
128	Distribution Manager 分發經理	Responsible for and controls of the receiving, storing and distribution of cargo. Ensures compliance with government and company regulations. 負責及監管貨物的接收、儲存及分配，確保符合政府及公司的規定。
129	Warehouse Manager 貨運站經理	Plans, organizes, directs and controls the activities of a cargo terminal. 策劃、籌辦、指揮及管理貨運站的工作。
130	Shipping Lines / Liner / Fleet Manager 航線經理	Assumes an overall responsibility for a fleet / liner service including planning its marketing and sales policies. 負責航線的整體服務，包括策劃市場推廣及營業政策。

No. 編號	Job Title 職稱	Job Description 工作說明
131	Stevedore / Onboard Manager 貨物裝卸經理	Monitors freight operational activities including the delivery of cargo from vessel to land and from land to vessel. 監管貨運操作，包括在船上或碼頭起卸貨物。
132	P & I / Insurance / Claims Manager 保險事務 / 理賠經理	Deals with underwriters for hull, cargo liability, crew and liability insurance. Handles cargo claims. 就船身、貨物責任、船員責任保險等，與保險公司交涉。處理貨物索償事件。
199	Other Supporting Managers (please specify titles) 其他經理級支援人員 (請註明其職稱)	Managers involve in personnel, accounting, finance, IT or other administration work. 參與人事、會計、財務、資訊科技或其他行政工作的經理級人員。
SUPERVISORY LEVEL 主任級		
227	Sales and Marketing Supervisor 營業及市場拓展主任	Assists Sales and Marketing Manager in sales promotion activities. 協助營業及市場拓展經理進行推廣工作。
228	Freight / Customer Service / Documentation Supervisor 貨運 / 顧客服務 / 文件主任	Assists the freight manager in the handling of shipping enquiries and delivery matters. 協助貨運經理處理航運查詢及交貨事宜。
229	Delivery and Distribution Supervisor 運輸主任	Co-ordinates cargo handling activities with clients, warehouses, freight stations and terminals. 就貨物處理工作，與客戶、貨倉、貨運站及貨運碼頭合作。
230	Warehouse Supervisor 貨運站主任	Schedules inward cargo movements, plans and supervises receipt, inspection and storage of cargo. 安排內部貨物往來，策劃及監督貨物的接收、檢驗及儲存。
231	Stevedoring / Onboard Supervisor 裝卸主任	Arranges delivery of cargo from shore to vessel and vice versa. 安排岸上與船上貨物交收。

Code No. 編號	Job Title 職稱	Job Description 工作說明
232	Warehouse Supervisor 貨運站主任	Schedules inward cargo movements, plans and supervises receipt, inspection and storage of cargo. 安排內部貨物往來，策劃及監督貨物的接收、檢驗及儲存。
233	Stevedoring / Onboard Supervisor 裝卸主任	Arranges delivery of cargo from shore to vessel and vice versa. 安排岸上與船上貨物交收。
234	P & I / Insurance / Claims Supervisor 保險事務主任	Assists insurance manager to settle minor claims from consignee. 協助保險經理處理收貨人的小額索償事宜。
235	Container / Equipment Control Supervisor 貨櫃調動 / 設備管理主任	Co-ordinates container movements. 統籌貨櫃往來。
299	Other Supporting Supervisors (please specify titles) 其他主任級支援人員 (請註明其職稱)	Supervisors involve in personnel, accounting, finance, IT or other administration work. 參與人事、會計、財務、資訊科技或其他行政工作的主任級人員。
OPERATIVE / CLERICAL SUPPORTING LEVEL 技術人員 / 文員級		
314	Sales and Marketing Assistant 營業及市場拓展助理	Assists in carrying out promotional activities. 協助進行推廣工作。
315	Freight / Customer Service / Documentation Assistant / Clerk 貨運 / 顧客服務 / 文件文員	Provides supporting services to clients. 向客戶提供支援服務。
316	Operation / Traffic Clerk 調度 / 操作文員	Arranges the booking of shipping space and controls pick-up / delivery orders. 安排預訂貨運艙位、管理收貨單及提貨單。
317	Delivery Man / Labourer 搬運工人	Handles cargo in warehouses, loading and unloading cargo onto / off from trucks and other vehicles. 在戶內及戶外搬動貨物。

No. 編號	Job Title 職稱	Job Description 工作說明
318	Warehouse Assistant 貨倉助理	Prepares operations statistics, import and export cargo statistics and documents for storage of cargo. 編製營業、出入口貨物統計數字，以及存貨文件。
319	Tally Clerk 理貨員	Assists in loading and discharging of cargo. 協助裝卸貨物。
320	Stevedore 裝卸工人	Handles cargo on board of barges. 在駁船上處理貨物。
321	P & I / Insurance / Claims Assistant 保險事務文員	Prepares insurance and claims documents. 編製保險及索償文件。
322	Container / Equipment Control Clerk 貨櫃 / 設備管理文員	Handles documents relating to container movements. 處理與貨櫃往來有關的文件。
323	Container Haulage Driver 貨櫃拖車司機	Operates vehicles according to requirements and company regulations. Ensures documentary procedures are adhered to at container interchange point and at shipper / consignee premises. 按規例及公司規定駕駛貨櫃車，確保文件在貨櫃交收地方及收貨人辦公室內依程序辦理。
324	Driver 司機	Receive and distribute cargo. 接送貨物。
325	Material Handling Equipment / Crane / Forklift Truck Operator 搬運及裝卸機械鏟車操作員	Operates forklift trucks and drives various material handling equipment as qualified. 操作鏟車及駕駛各類搬運設備。
326	Part-time Promoter (Retail) 兼職推銷員	Promotes products and provides customer services in part-time mode. 以兼職形式推銷貨品及提供客戶服務。
399	Other Clerks / Supportive Staff (please specify titles) 其他文員 / 輔助人員 (請註明其職稱)	Clerks / supportive staff involve in secretary, personnel, accounting, finance, IT or other administration work. 參與秘書、人事、會計、財務、資訊科技或其他行政工作的文員 / 輔助人員。

Insurance
保險

(a) General Insurer Sector
一般保險承保公司

No. 編號	Job Title 職稱	Job Description 工作說明
MANAGERIAL LEVEL 經理級		
133	General Manager 總經理	<p>Assumes total management responsibility of the company with other managers / executives as direct subordinates. Formulates company policies and objectives with a view to achieving them. Collects, collates and presents information required by directors. Represents the company in dealing with the government, business concerns and the public.</p> <p>全權負責管理公司，直接管轄各部門經理 / 行政人員。制訂公司政策，以求達致公司目標。收集、整理及提交董事所需資料。代表公司與政府、商業團體及公眾聯絡。</p>
134	Reinsurance Manager 再保險經理	<p>Formulates company's reinsurance policy. Determines company's retention and monitors reinsurance treaties. Evaluates and accepts reinsurance from ceding companies. Works closely with the underwriting and claims managers.</p> <p>制訂公司的再保險政策。決定公司的自留額及監管再保險條約。評估及接受其他公司的再保險。與核保經理及索償經理緊密合作。</p>

No. 編號	Job Title 職稱	Job Description 工作說明
135	Underwriting Manager 核保經理	<p>Formulates and implements company's underwriting policy. Reviews insurance applications and supporting materials. Evaluates risks involved and determines premiums and extent of cover. May specialize in underwriting one type of insurance such as accident, fire and marine, and is designated accordingly. Coordinates and supervises the work of subordinates.</p> <p>負責制訂及執行公司的核保政策。複查投保申請書及有關資料。評估所涉及的風險，決定保費及承保範圍。倘若對某一類保險，如意外險、火險或水險具有專門知識，其職稱亦根據其專門知識而定。協調及監督屬下職員的工作。</p>
136	Account Manager / Claims Manager 客戶經理 / 索償經理	<p>Servicing existing client business, investigates and approves claims filed under an insurance policy or determines company's liability in claims. Oversees negotiation of settlement with claimants and recommends litigation when necessary. Works in close liaison with other professionals like loss adjusters, average adjusters, surveyors, lawyers and reinsurers. Supervises and trains subordinates. Keeps and analyses statistics.</p> <p>負責向現有客戶提供服務，調查及批准根據保單提出的賠償要求，或決定公司在這方面的責任。監察與索償者間的談判，並於需要時建議訴訟行動。與其他專業人士如賠款理算師、海損理算師、查勘員、律師及再保險公司等緊密聯絡。監督及訓練屬下職員。保留及分析統計數字。</p>
137	Marketing / Servicing Manager 市務 / 服務經理	<p>Participates in formulating and implementing marketing / servicing policies. Be responsible for monitoring marketing programmes. Liaises with clients and public relations. Formulates new products and services for business expansion and meeting customers' needs. Trains and supervises subordinates.</p> <p>參與制訂及執行市務 / 服務政策。負責執行推銷方案、客戶聯絡及公關工作。制訂新產品及服務，以發展業務和滿足客戶的需要。訓練及監督屬下職員的工作。</p>

No. 編號	Job Title 職稱	Job Description 工作說明
199	Other Managers (please specify titles) 其他經理級人員 (請說明其職稱)	Managers involve in accounting, finance, IT, training or other administrative work. 參與會計、財務、資訊科技、培訓或其他行政工作的經理級人員。
SUPERVISORY LEVEL 主任級		
236	Assistant Manager 助理經理	Assists managers in various functional areas. Trains and supervises the work of subordinates. Carries out other duties as specified. 協助經理執行各項工作，訓練及督導屬下員工，執行其他指定職務。
237	Compliance Officer 合規主任	Raising the level of compliance awareness and fostering a compliance culture. Responsible for implementing compliance policy and procedures. Ensuring that the business complies with all relevant laws, codes, rules, regulations and standards. Maintaining the Compliance Manual to ensure the contents are up-to-date and that all staff in their business areas are aware of the contents of the Compliance Manual. 提升公司對合規的關注水平並提倡合規文化，負責執行合規政策及程序，確保公司符合所有相關法例、法規、守則、附屬法例及標準，維持合規手冊內容的適時更新及所有員工皆了解合規手冊的內容。
238	Compliance Officer 合規主任	Raising the level of compliance awareness and fostering a compliance culture. Responsible for implementing compliance policy and procedures. Ensuring that the business complies with all relevant laws, codes, rules, regulations and standards. Maintaining the Compliance Manual to ensure the contents are up-to-date and that all staff in their business areas are aware of the contents of the Compliance Manual. 提升公司對合規的關注水平並提倡合規文化，負責執行合規政策及程序，確保公司符合所有相關法例、法規、守則、附屬法例及標準，維持合規手冊內容的適時更新及所有員工皆了解合規手冊的內容。

No. 編號	Job Title 職稱	Job Description 工作說明
239	Account Officer / Underwriting Officer 客戶主任 / 核保主任	Assists the Account Manager / Claims Manager in underwriting business and files claims. Reviews sales performance and implements sales programme. Contacts clients to promote sales. 協助客戶經理 / 索償經理處理核保及索償事宜。檢討業績，以及推行營業計劃。與客戶接觸，推廣公司業務。
240	Policy Services / Claims Officer 保單服務 / 索償主任	Underwrites policies and approves claims within authorized limits. Keeps and analyzes new business and claims statistics. Implements the company's guideline for risks appraisal or claims settlement. 在授權範圍內審核保單，以及批准根據保單提出的賠償要求。保留及分析新業務及索償統計數字。執行公司對風險評估及索償所訂的準則。
299	Other Supporting Supervisors (please specify titles) 其他主任級支援人員 (請註明其職稱)	Supervisors involve in personnel, accounting, finance, IT or other administration work. 參與人事、會計、財務、資訊科技或其他行政工作的主任級人員。
OPERATIVE / CLERICAL SUPPORTING LEVEL 技術人員 / 文員級		
327	Underwriting Clerk / Claims Clerk 核保文員 / 索償文員	Checks insurance applications. Calculates premium. Prepares policies, endorsements and premium notes. Keeps records and statistics. May handle one or more classes of insurance. Carries out other clerical duties according to predetermined procedure or as assigned by supervisor. 審查投保申請。計算保費。編製保單、附加條款及保費單。保存紀錄及統計數字。可能須處理一類或多類保險。按照既定程序或上司的指示從事其他文書職務。
399	Other Clerks / Supportive Staff (please specify titles) 其他文員 / 輔助人員 (請註明其職稱)	Clerks / supportive staff involve in secretary, personnel, accounting, finance, IT or other administration work. 參與秘書、人事、會計、財務、資訊科技或其他行政工作的文員 / 輔助人員。

(b) General Insurance Agent
一般保險代理人

No. 編號	Job Title 職稱	Job Description 工作說明
MANAGERIAL LEVEL 經理級		
138	Agency Director / Senior Agency Manager 營業總監 / 高級營業經理	Plans and develops business for the agencies. Manages directly and indirectly over 50 agents. Provides management development training to agency managers and supervisors. Handles agency office management, budgeting and administration. Communicates with the home office and the agents. Reviews agency performance. Carries out public relations and marketing activities. 策劃及發展營業業務。直接及間接管理 50位以上營業員。為營業經理及主任提供管理發展訓練。管理營業處及制訂預算。與總公司及營業員聯絡，檢討營業處的業績，執行公關及市場工作。
199	Other Supporting Managers (please specify titles) 其他經理級支援人員 (請註明其職稱)	Managers involve in personnel, accounting, finance, IT or other administration work. 參與人事、會計、財務、資訊科技或其他行政工作的經理級人員。
OPERATIVE / CLERICAL SUPPORTING LEVEL 技術人員 / 文員級		
328	Agent 營業員	Identifies prospective clients to acquire new business and serves existing policyholders. 確定有潛力的客戶，以拓展業務，並為保單持有人提供服務。
399	Other Clerks / Supportive Staff (please specify titles) 其他文員 / 輔助人員 (請註明其職稱)	Clerks / supportive staff involve in secretary, personnel, accounting, finance, IT or other administration work. 參與秘書、人事、會計、財務、資訊科技或其他行政工作的文員 / 輔助人員。

(c) Company Agencies (General Insurance)
代理人公司（一般保險）

No. 編號	Job Title 職稱	Job Description 工作說明
MANAGERIAL LEVEL 經理級		
139	Managing Director / General Manager / Chief Executive 常務董事 / 總經理 / 行政總裁	Assumes total management responsibility of the company with other managers / executives as direct subordinates. Formulates company policies and objectives with a view to achieving them. Collects, collates and presents information required by directors. Represents the company in dealing with the government, business concerns and the public. 全權負責管理公司，直接管轄各部門經理 / 行政人員。制訂公司政策，以求達致公司目標。收集、整理及提交董事所需資料。代表公司與政府、商業團體及公眾聯絡。
140	Assistant General Manager / Account Director 助理總經理 / 客戶總 監	Manages the operational activities of all departments and branches. Formulates strategies for business expansion and integrates the marketing plans of various functional areas. Implements company policies. Streamlines and standardizes operational procedures and systems. 負責管理各個部門及分公司的運作。制訂業務發展策略，以及綜合各部門的市務計劃。執行公司政策、簡化及統一運作程序及制度。
141	Senior Sales Manager 高級營業經理	Plans, coordinates and implements the company's business development strategy. Identifies and analyzes opportunities to increase business. Works closely with insurers and liaises with clients. 策劃、統籌及執行公司業務發展策略。確定及分析拓展業務的機會。與保險公司緊密合作，並與客戶聯絡。

No. 編號	Job Title 職稱	Job Description 工作說明
142	Marketing Manager / Sales Manager 市務經理 / 營業經理	<p>Participates in formulating and implementing marketing / servicing policies. Be responsible for implementing marketing programmes. Liaises with clients and public relations. Identifies and advises insurance and investment plans to meet customers' needs. Analyses new products in the market and statistics. Maintains relationship with insurers and clients. Trains and supervises subordinates.</p> <p>參與制訂及執行市務 / 服務政策。負責執行推銷方案、客戶聯絡及公關工作。確定及建議保險及投資計劃，以滿足顧客的需要。分析市場上的新產品及統計數字。與保險公司及客戶維持聯繫。訓練及監督屬下職員的工作。</p>
199	Other Supporting Managers (please specify titles) 其他經理級支援人員 (請註明其職稱)	<p>Managers involve in personnel, accounting, finance, IT or other administration work.</p> <p>參與人事、會計、財務、資訊科技或其他行政工作的經理級人員。</p>
SUPERVISORY LEVEL 主任級		
241	Compliance Officer 合規主任	<p>Raising the level of compliance awareness and fostering a compliance culture. Responsible for implementing compliance policy and procedures. Ensuring that the business complies with all relevant laws, codes, rules, regulations and standards. Maintaining the Compliance Manual to ensure the contents are up-to-date and that all staff in their business areas are aware of the contents of the Compliance Manual.</p> <p>提升公司對合規的關注水平並提倡合規文化，負責執行合規政策及程序，確保公司符合所有相關法例、法規、守則、附屬法例及標準，維持合規手冊內容的適時更新及所有員工皆了解合規手冊的內容。</p>
242	Account Officer 客戶主任	<p>Underwrites policies within authorized limits. Keeps and analyzes new business statistics. Implements the company's guideline for risks appraisal.</p> <p>在授權範圍內審核保單。保留及分析新業務統計數字。執行公司對風險評估所訂的準則。</p>

No. 編號	Job Title 職稱	Job Description 工作說明
243	Client Servicing Officer 客戶服務主任	<p>Handles enquiries from existing and prospective clients. Gives explanation and advice to customers and if necessary, directs them to appropriate sections or managers.</p> <p>客戶服務主任 處理客戶的查詢。向客戶解釋公司的服務，並提供意見。如有需要，將客戶轉介至有關部門或經理。</p>
244	Accounting Officer 會計主任	<p>Supervises the work of the accounting staff to ensure the provision of reliable accounting information and records. Assists the Manager-Accounting in analyzing statistics and preparing management reports and statutory returns.</p> <p>監督會計人員的工作，確保會計資料及紀錄準確。協助「經理 – 會計」分析統計資料、編製管理報告及法定報表。</p>
299	Other Supporting Supervisors (please specify titles) 其他主任級支援人員 (請註明其職稱)	<p>Supervisors involve in personnel, accounting, finance, IT or other administration work.</p> <p>參與人事、會計、財務、資訊科技或其他行政工作的主任級人員。</p>
TECHNICAL REPRESENTATIVE 業務代表		
28	Technical Representative 業務代表	<p>Provides advice to a policy holder or potential policy holder on insurance matters for the insurance company agency, or arranges contracts of insurance in or from Hong Kong on behalf of the insurance company agency.</p> <p>就保險事宜代表保險代理人公司向保單持有人或準保單持有人提供意見，或代表保險代理人公司在香港或從香港安排保險合約。</p>

No. 編號	Job Title 職稱	Job Description 工作說明
OPERATIVE / CLERICAL SUPPORTING LEVEL 技術人員 / 文員級		
329	Accounting Clerk 會計文員	<p>Raises vouchers and completes posting of accounting entries. Assists in preparing financial statements, statistical reports and statutory returns.</p> <p>開立付款憑單及過帳。協助擬備財務報表、統計報告及法定報表。</p>
330	Clerical Staff 文書人員	<p>Performs clerical duties in relation to the issue of insurance policies and endorsements. Keeps records and statistics.</p> <p>執行文書職務，印發保單及附加條款。保存紀錄及統計數字。</p>
399	Other Clerks / Supportive Staff (please specify titles) 其他文員 / 輔助人員 (請註明其職稱)	<p>Clerks / supportive staff involve in secretary, personnel, accounting, finance, IT or other administration work.</p> <p>參與秘書、人事、會計、財務、資訊科技或其他行政工作的文員 / 輔助人員。</p>

Auction
拍賣

No. 編號	Job Title 職稱	Job Description 工作說明
MANAGERIAL LEVEL 經理級		
143	Head of Wine 葡萄酒部門主管	<p>Oversees the Wine Auction Department, plans, organizes and directs wine auction and private sales activities. Develops auction and private sales strategies.</p> <p>監督葡萄酒拍賣部門，策劃、籌辦、督導葡萄酒拍賣及私人洽購活動。發展拍賣及私人洽購策略。</p>
144	Senior Wine Specialist 高級葡萄酒專家	<p>Develops auction and private sales strategies with department head. Identifies, develops and maintains relationships with clients, dealers and collectors. Develops client contacts and works with major clients to sell high value wine. Coordinates the sale of wine. Determines value, condition and marketability of auction items. Prepare catalogue essays. Participates in telephone bidding with clients during the auction.</p> <p>與部門主管發展拍賣及私人洽購策略。與客戶、商人及收藏家保持及發展關係。與主要客戶保持接觸及銷售高價葡萄酒。協調葡萄酒銷售。決定拍賣品的價值、狀態及銷路。為銷售目錄撰文。拍賣時與客戶參與電話競投。</p>

No. 編號	Job Title 職稱	Job Description 工作說明
145	Warehouse and Distribution Manager 貨運站及分發經理	Responsible for and controls of the receiving, storing and distribution of wine and the overall operation of a warehouse. Ensures receiving, storage and distribution services are provided for and records kept. Enforces fire, safety and other government regulations. 負責及監管葡萄酒的接收、儲存及分配。確保提供及記錄一切接收、儲存及分配服務。執行消防條例、安全條例及其他政府的規定。
199	Other Supporting Managers (please specify titles) 其他經理級支援人員 (請註明其職稱)	Managers involve in personnel, accounting, finance, IT or other administration work. 參與人事、會計、財務、資訊科技或其他行政工作的經理級人員。
SUPERVISORY LEVEL 主任級		
245	Wine Specialist 葡萄酒專家	Implements auction and private sales strategies and coordinates auction and sales activities. Oversees the preparation of catalogues. Assists to determine value, condition and marketability of auction items. 實施拍賣及私人洽購策略，協調拍賣及銷售活動。監督銷售目錄的籌備過程。協助決定拍賣品的價值、狀態及銷路。
246	Warehouse and Distribution Supervisor 貨運站及分發主任	Plans and supervises receipt, inspection, storage and distribution of wine. Supervises warehouse staff in maintaining the workflow of warehouse, ensures the keeping of goods entry and exit. 策劃及監督貨物的接收，對葡萄酒作出檢驗、儲存及分配。監督貨運站職員，維持貨運站的運作以確保貨物進出順利。
247	Transportation Supervisor 運輸主任	Takes charge of overall supervision of transportation activities. Co-ordinates goods handling activities with clients and warehouses. Supervises the preparation of documents before arrival/departure of wine. 負責全面的運輸督導工作。協調客戶與貨倉之間的貨物處理安排。確保葡萄酒送達或運出前備妥文件。

No. 編號	Job Title 職稱	Job Description 工作說明
248	Public Relations Officer / Advertising Officer 公共關係主任 / 廣告業務主任	Plans and implements marketing programmes to promote sale of wine and to promote a company's image. Keeps close contact with the mass media and advertising agents. 策劃及執行市場推廣方案，以促進葡萄酒銷售及公司形象。與媒體及廣告代理保持緊密聯繫。
299	Other Supporting Supervisors (please specify titles) 其他主任級支援人員 (請註明其職稱)	Supervisors involve in personnel, accounting, finance, IT or other administration work. 參與人事、會計、財務、資訊科技或其他行政工作的主任級人員。
249	Junior Wine Specialist 初級葡萄酒專家	Researches wine property including authenticity and provenance, etc. Catalogues all property for sale under the guidance of specialist and senior specialist. Assists specialists in preparing valuations of fine wine. Works with department administrator for follow up of paperwork with client, stock location and sale set up. 就葡萄酒的真偽及來源等進行研究。在專家及高級專家的指導下，為銷售的葡萄酒編排銷售目錄。協助專家為葡萄酒估值。與部門行政人員合作，跟進客戶文件、存貨安排及銷售安排事宜。
OPERATIVE / CLERICAL SUPPORTING LEVEL 技術人員 / 文員級		
399	Other Clerks / Supportive Staff (please specify titles) 其他文員 / 輔助人員 (請註明其職稱)	Clerks / supportive staff involve in secretary, personnel, accounting, finance, IT or other administration work. 參與秘書、人事、會計、財務、資訊科技或其他行政工作的文員 / 輔助人員。

Finance
財務

No. 編號	Job Title 職稱	Job Description 工作說明
MANAGERIAL LEVEL 經理級		
146	Chief Investment Officer / Manager - Investment 總投資主任 / 經理 – 投資	Plans and executes overall investment strategies of the company. Implements investment policy and distribution policy. Manages the investment and fund portfolios. 策劃及執行公司整體投資策略。推行投資及分惠政策。管理投資計劃及基金組合。
147	Financial Adviser / Portfolio Manager 財務顧問 / 基金組合經理	Supervises the day-to-day administration of investment portfolios for customers. Selects securities for the investment portfolios. Promotes various investment portfolios to customers. 監督基金組合的日常管理工作。選擇證券作投資組合。向客戶推廣各類投資組合。
148	Manager - Investment Services 經理 – 投資服務	Plans, directs and controls activities of the investment product department. Provides advisory services to individual and institution customers. 策劃、指導及監控投資產品部工作。向個別客戶或機構客戶提供顧問服務。
149	Manager - Private Banking 經理 – 私人銀行	Identifies and develops relationships with high net worth individuals or families from a specified target segment. Provides services such as multi-currency deposit accounts, foreign exchange, global portfolio management and trustee services. 在一指定的客戶階層內，與高收入的個人或家庭發展業務關係。提供多項服務，包括多種貨幣存款、外匯以至全球投資組合管理及信託服務等。

No. 編號	Job Title 職稱	Job Description 工作說明
150	Manager – Securities / Custodian Services 經理 – 證券 / 代管人服務	Supervises the day-to-day operation of nominee services, for example, dividend payments, bonus shares, rights issues and custodian services for brokerage distribution activities. Handles operation support for new issues. 監督代理人服務的日常工作，如派發股息、紅股、認股權及託管服務的分惠事宜。負責股票及債券發行的輔助工作。
151	Manager - Securities, Futures and Commodities Trading 經理 – 證券 / 期貨及商品交易	Buys and sells securities, futures or commodities for proprietary accounts and customers. Monitors margin and compliance requirements. 為業主帳戶及客戶買賣證券、期貨或商品。監管保證金交易，並確保符合有關規定。
199	Other Supporting Managers (please specify titles) 其他經理級支援人員 (請註明其職稱)	Managers involve in personnel, accounting, finance, IT or other administration work. 參與人事、會計、財務、資訊科技或其他行政工作的經理級人員。
SUPERVISORY LEVEL 主任級		
250	Financial Adviser Representative / Personal Consultant 財務顧問代表 / 私人顧問	Buys and sells unit trusts or mutual funds units and other investment products in accordance with customers' instructions. Advises customers of market conditions and the history and prospects of various corporations. Presents features of selected fund portfolios and investment products to customers. Calculates rates of proposed plans and draws up sale and purchase contracts. 按照客戶指示買賣單位信託基金、互惠基金或其他投資產品。向客戶提供有關市場情況、各間公司的歷史和前景的意見。向客戶推介選定的基金組合及投資產品。計算建議計劃的息率，並擬訂買賣合約。

No. 編號	Job Title 職稱	Job Description 工作說明
251	Investment Analyst 投資分析員	Collects, analyses and evaluates economic, market and company data for investment purposes. Reviews securities held in trust and makes investment recommendations. 收集、分析及評估有關經濟、市場及公司狀況等資料，以作投資參考。檢討信託代管的證券及提出投資建議。
252	Investment Officer 投資主任	Assists Manager - Investment Services to carry out the activities of the investment product department. 協助「經理 – 投資服務」執行投資產品部的工作。
253	Sales Officer - Investment Products 銷售主任 – 投資產品	Assists the Manager - Investment Services to promote the sales of various investment / investment-linked products. 協助「經理 – 投資服務」推廣銷售不同投資 / 與投資有關的產品。
254	Sales Officer - Securities 銷售主任 – 證券	Promotes securities trading services to customers. Directs prospective customers to Manager - Securities, Futures and Commodities Trading to follow up. 向客戶推廣證券交易服務。將準客戶轉介「經理 – 證券、期貨及商品交易」跟進。
255	Securities Settlement Officer 證券交收結算主任	Handles all aspects of securities operations in areas of settlement, nominee and custodian services, etc. 處理所有關於證券運作的事宜，如結算、代理人及代管人服務等。
299	Other Supporting Supervisors (please specify titles) 其他主任級支援人員 (請註明其職稱)	Supervisors involve in personnel, accounting, finance, IT or other administration work. 參與人事、會計、財務、資訊科技或其他行政工作的主任級人員。
OPERATIVE / CLERICAL SUPPORTING LEVEL 技術人員 / 文員級		
331	Securities and Futures Assistant 證券及期貨助理	Carries out clients' orders on securities and futures. 按客戶指示，處理證券及期貨交易。

No. 編號	Job Title 職稱	Job Description 工作說明
332	Securities Settlement Clerk 證券交收結算文員	Assists the Securities Settlement Officer to process the documents and maintain transaction records in securities dealings. 協助證券交收結算主任處理文件，保存證券交易紀錄。
399	Other Clerks / Supportive Staff (please specify titles) 其他文員 / 輔助人員 (請註明其職稱)	Clerks / supportive staff involve in secretary, personnel, accounting, finance, IT or other administration work. 參與秘書、人事、會計、財務、資訊科技或其他行政工作的文員 / 輔助人員。

Education
教育

No. 編號	Job Title 職稱	Job Description 工作說明
MANAGERIAL LEVEL 經理級		
151	Programme Manager 課程經理	<p>Takes an active role in the development, validation and recognition of courses. Responsible for monitoring and maintaining the standard and quality of wine related courses / training programmes. Explores new training opportunities in the training market and the wine industry. Develops new services and programmes to meet the needs of the wine industry. Performs teaching duties when necessary.</p> <p>在葡萄酒課程的發展、甄審及認可方面擔當積極主動的角色。負責監察及維持葡萄酒相關課程的標準及質素。在葡萄酒行業及培訓市場中發掘新的訓練機會。發展新服務及課程以滿足葡萄酒業的需求。在有需要時擔任教學工作。</p>
199	Other Managers (please specify titles) 其他經理級人員 (請說明其職稱)	<p>Managers involve in accounting, finance, IT, training or other administrative work.</p> <p>參與會計、財務、資訊科技、培訓或其他行政工作的經理級人員。</p>

No. 編號	Job Title 職稱	Job Description 工作說明
SUPERVISORY LEVEL 主任級		
256	Senior Instructor 高級講師	Plans and develops wine related courses / training modules. Prepares and updates handouts, manuals, training aids and materials for wine related courses / training modules. Monitors the course delivery, progress of works and quality of teaching. Strengthens the networks with industries, professional bodies and associations. Performs related teaching duties. 計劃及發展葡萄酒相關課程 / 訓練單元。準備及更新講義、手冊、教學用具及教材。監察課程教授、工作進展及教學質素。強化與業界、專業團體及協會的聯繫。擔任相關教學工作。
299	Other Supporting Supervisors (please specify titles) 其他主任級支援人員 (請註明其職稱)	Supervisors involve in personnel, accounting, finance, IT or other administration work. 參與人事、會計、財務、資訊科技或其他行政工作的主任級人員。
OPERATIVE / CLERICAL SUPPORTING LEVEL 技術人員 / 文員級		
333	Instructor 講師	Develops and organizes training materials and syllabuses. Conducts training courses in wine related fields. 發展及整理教材及教學大綱。教授葡萄酒相關課程。
399	Other Clerks / Supportive Staff (please specify titles) 其他文員 / 輔助人員 (請註明其職稱)	Clerks / supportive staff involve in secretary, personnel, accounting, finance, IT or other administration work. 參與秘書、人事、會計、財務、資訊科技或其他行政工作的文員 / 輔助人員。

Wine Making
釀酒

No. 編號	Job Title 職稱	Job Description 工作說明
MANAGERIAL LEVEL 經理級		
152	Winemaker / Vintner 釀酒師	<p>Manage equipment and ingredients for wine making, such as grape juice concentrate, yeast, water and sugar etc. Filters and clarifies wine and places in barrels for storage and maturation. Plans and implements a bottling strategy according to maturation and quality. Supervises and trains staff involved in the production and processing of wine. Cooperates with sales and marketing teams to ensure the product meets market demands, and that marketing strategies are appropriate and effective. In some winery operations, winemakers might also manage business functions, such as finance, sales and marketing and distribution.</p> <p>管理釀酒所需的設備和物料，如濃縮葡萄汁、酵母、水及糖等。過濾及淨化葡萄酒並存於酒桶待其熟成。根據葡萄酒的熟成情況及品質，計劃及推行適當的裝瓶策略。監督及培訓參與釀酒過程及處理葡萄酒的人員。與銷售及市場推廣隊伍合作，確保產品符合市場需求及採取適當有效的市場推廣策略。在某些釀酒業務中，釀酒師同時亦兼任商務工作，如財務、銷售、市場推廣及配送。</p>

No. 編號	Job Title 職稱	Brief of Description 工作說明
153	Sales and Marketing Manager 銷售及市場推廣經理	Plans, directs, manages marketing functions and sales-related activities aiming at maximizing sales. Directly contacts clients to promote sales. 策劃、指導和管理市場推廣及銷售相關工作，以盡量提升銷售額。直接聯絡客戶，以推廣業務。
199	Other Managers (please specify titles) 其他經理級人員 (請說明其職稱)	Managers involve in accounting, finance, IT, training or other administrative work. 參與會計、財務、資訊科技、培訓或其他行政工作的經理級人員。
SUPERVISORY LEVEL 主任級		
299	Other Supporting Supervisors (please specify titles) 其他主任級支援人員 (請註明其職稱)	Supervisors involve in personnel, accounting, finance, IT or other administration work. 參與人事、會計、財務、資訊科技或其他行政工作的主任級人員。
OPERATIVE / CLERICAL SUPPORTING LEVEL 技術人員 / 文員級		
399	Other Clerks / Supportive Staff (please specify titles) 其他文員 / 輔助人員 (請註明其職稱)	Clerks / supportive staff involve in secretary, personnel, accounting, finance, IT or other administration work. 參與秘書、人事、會計、財務、資訊科技或其他行政工作的文員 / 輔助人員。