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## **METHODOLOGY**

Gemini's Guide to Hong Kong market salaries is prepared from four main sources of information:

- An analysis of Gemini's database of vacancies received from clients
- A review of actual starting salaries of recent placements made by Gemini
- Discussions with clients
- A review of positions advertised in the local media

This guide is intended to give approximate salary ranges for the positions as described and specific skills or experience requirements can mean that a premium may need to be paid. Salaries are based on a 13-month per year payment. Gemini consultants are always available to advise on categories not shown in this guide or on more detailed job descriptions.

This guide is updated monthly and is available through the Gemini Internet pages or by fax/post/email upon request from any of our offices in Hong Kong. Full contact details are listed at the end of this survey.

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## **GEMINI PERSONNEL**

Gemini Personnel Limited is Hong Kong's leading recruitment company with trained consultants operating from Central and Kowloon. Gemini has Specialist Divisions for Legal & Accounting, IT & Telecommunications, Engineering, Banking & Finance, Transportation & Shipping and Insurance, FMCG, Construction, etc. Gemini Executive Division handles searches for senior level positions in Hong Kong, Asia Pacific & the PRC. The Temporary & Contract Division deals with short and long-term contractual assignments for hourly and monthly paid staff.

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## **SPECIALIST DIVISIONS**

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Gemini Executive Division	3552 9139	gemhq@gemini.com.hk
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JOB	EXP	QUALS	JOB DESCRIPTION	MONTHLY SALARY RANGE HK\$
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**SECRETARIAL - CALL 3552 9100**

Junior Secretary	0-1 yr	F 5	Filing, typing, Chinese word processing & fax	\$7,500 - \$9,000
Secretary	1-2 yrs	F 5 + FST	Draft simple correspondence, typing, Chinese word processing, travel arrangement, prepare presentation material and provide admin support	\$8,500 - \$12,000
Secretary	3-5 yrs	Dip + FST	Independent correspondence, draft fax, arrangement of appointments, travel arrangement, prepare presentation material and provide admin support	\$12,000 - \$20,000
Senior Secretary	5-8 yrs	Deg/Dip + FST	Independent correspondence, supervise staff, provide admin support, travel arrangement, presentation material	\$20,000 - \$30,000
Executive Secretary/PA	8+ yrs	F 7 + FST/ University Degree	Responsible for all secretarial/PA duties including presentation material, audio typing, administration & personnel, supervise staff. Run the office in absence of boss	\$25,000 - \$40,000+

**OFFICE SUPPORT - CALL 3552 9100**

Junior Receptionist	0-3 yrs	F 5	Handle switchboard/telephone calls, sort out mail, greet visitors, typing and stationery control	\$8,500 - \$11,000
Senior Receptionist	4+ yrs	F 5	Handle switchboard/telephone calls, sort out mail, greet visitors, typing, stationery control and admin support	\$12,000 - \$18,000
Telephone Operator	1-3 yrs	F 5	Handle switchboard	\$10,500 - \$12,000
Clerk	0-2 yrs	F 5	Filing, photocopying, fax, typing	\$8,000 - \$10,000
Senior Clerk	3 yrs	F 5	Fax, data input, typing, filing, some supervision	\$11,000 - \$13,000
Typist/ WP Operator	2+ yrs	F 5	Data entry, typing, Chinese word processing	\$10,000 - \$12,000
Driver	5+ yrs	F 3	Clean driver's licence (HK and/or PRC)	\$10,000 - \$15,000
Messenger	1+ yr	F 3+	Internal and external work, mail/parcels deliveries, general office routine work	\$7,500 - \$9,000

**ACCOUNTS - CALL 3552 9100**

Accounts Clerk	1-2 yrs	F 5 + LCC Elementary	Invoicing, prepare cheques, data entry	\$8,000 - \$12,000
Accounts Clerk	2-4 yrs	Dip/Deg + LCC Intermediate	Handle bank books, invoicing, prepare cheques, petty cash, A/R, A/P	\$12,000 - \$15,000
Assistant Accountant	5-6 yrs	Deg ACCA II / LCC Higher	Handle full set of books, costing, assist in prepare management reports	\$15,000 - \$25,000
Accountant	5-8 yrs	Dip/Deg ACCA II	Program month-end closing, budgeting, balance sheets, P/L account, supervise staff and handle PRC A/Cs	\$25,000 - \$28,000+
(Chief) Accountant	5 yrs in Auditing & Accounting	University degree ACCA qualified	Supervise A/C dept, monitor finance of company, inventory and debtors control. Handle annual audits, taxation and accounts consolidation, etc	\$25,000 - \$35,000+
Finance Manager/ Financial	Min 5 yrs managerial grade	University degree ACCA Qualified	Supervise and control A/C & Admin dept, monitor finance of company. Prepare annual budget, management accounting	\$35,000 - \$50,000+

Controller			
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JOB	EXP	QUALS	JOB DESCRIPTION	MONTHLY SALARY RANGE HK\$
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### MERCHANDISING - CALL 2736 1236

Merchandising Clerk	1-2 yrs	F 5	Typing, follow up, contact with factories and different departments	\$8,000 - \$9,000
QC	1-2 yrs	F 5	Inspection, follow-up on production, travelling, QC, some outdoor work	\$8,000 - \$10,000
Assistant Merchandiser	3-4 yrs Production Clerk or equivalent	F 5	Prepare production details and pass to factories. Prepare shipping, quality and fabric control forms	\$11,000 - \$12,000
Merchandiser	3+ yrs as Merchandiser	F 5	Supervise 2-3 staff, control & follow up on all production, schedules, quality control, final inspection and delivery	\$12,000 - \$17,000
Senior Merchandiser	5 yrs as Senior Merchandiser	F 5, Polytechnic Institute graduate	Review pre-production & shipment of samples. Troubleshoot production problems, supervise 6+ Merchandisers and Assistant Merchandisers	\$17,000 - \$22,000
Merchandising Manager	3+ yrs as Merchandiser Manager	F 7 / Degree	All production scheduling. Supervise a merchandiser team, price negotiation, etc	\$22,000 - \$35,000+

### BANKING - CALL 2506 3332

Teller	0-2 yrs	F 5	Handle general bookkeeping duties	\$9,000 - \$12,000
Customer Services Officer	1-4 yrs	Dip	Handle customers' enquiries	\$10,000 - \$18,000
Settlement Clerk	1-3 yrs	F 5	Assist in performing settlement transactions.	\$10,000 - \$18,000
Sales/Dealer Assistant	2-4 yrs	F 7 / University Degree	Provide sales & dealing support for Sales staff/Dealers	\$18,000 - \$22,000
Bills Checker	3-5 yrs	F 5	Handle bill checking	\$12,000 - \$18,000
Settlement Officer/Asst Manager	3-8 yrs	F 5 / University Degree	Perform settlement transactions for products of FX/MM/equities/ derivatives and carry out supervisory duties	\$20,000 - \$30,000
Credit/Loan Admin Officer/Asst Manager	3-8 yrs	Dip / Deg	Obtain data for credit reviews, prepare utilisation and compile excess & overdue reports. Perform supervisory duties	\$18,000 - \$25,000
Credit Cards/Loans Call Centre Manager	5+	University Degree	Manager telemarketing and sales teams. Provides staff training and monitor performance. Develop enhanced sales techniques and marketing programmes.	\$25,000 - \$35,000
Dealer	2-4 yrs	University Degree + SFC dealer rep	Execute trading or corporate dealing in FX/MM or treasury products	\$20,000 - \$35,000
Credit/Risk Analyst	3-5 yrs	University Degree/MBA	Perform credit reviews and prepare credit assessments on commercial loans, SMEs/ second tier/top tier corporate; personal/ mortgage/syndication /problem loans	\$25,000 - \$40,000
Relationship Manager	3-5 yrs	University Degree/MBA	Relationship building with existing customers and cultivation of new business opportunities in the commercial/ retail banking industry. Perform credit reviews and prepare credit assessments when required	\$25,000 - \$45,000 (Neg)

JOB	EXP	QUALS	JOB DESCRIPTION	MONTHLY SALARY RANGE HK\$
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### BANKING - CALL 2506 3332

Trust Manager	5+ yrs	University Degree/Qualified Accountant	Oversee a marketing team to develop trust services with clients. Advise new & existing customers on general trust matters.	\$35,000 - \$50,000
Bills Supervisor	8+ yrs	F 5	Oversee day-to-day import & export billing operations	\$18,000 - \$25,000
Credit Admin/Loan Admin Manager	5-8 yrs	Dip/Deg	Oversee the operations of the Department and supervise a team of subordinates	\$25,000 - \$35,000
Settlement Manager	8-10 yrs	F 7 / University Degree	Oversee the operations of the Department or the Team	\$30,000 - \$40,000
Operations Manager	10 yrs	University Degree	Oversee the operations of the Settlement, Billing and Remittance activities	\$35,000 - \$45,000 (Neg)
Risk Manager (VP Level)	10 yrs	Masters	Responsible for overall Market Risk management including developing market risk strategies	\$60,000 - \$70,000

### PERSONNEL & ADMINISTRATION - CALL 3552 9100

Personnel Officer	3-5 yrs	University / Polytechnic graduate in Personnel Studies / Business Administration	Handling all or partial personnel functions including payroll, staff recruitment, training, employee benefits, MPF compensation & benefits	\$15,000 - \$20,000
Administration Manager/ Office Manager	5-8 yrs	University graduate in Business Administration	Responsible for all administrative function. Supervise department, ensure smooth running or equivalent of communications and the office. e.g. leasing of offices, etc	\$20,000 - \$30,000+
Human Resources Manager	5-8 yrs	University Degree in Personnel/HR Management	Responsible for full spectrum of personnel functions, such as recruitment compensation & benefits, MPF, training, payroll and supervision of the department	\$30,000 - \$50,000+

### TRADING - CALL 2736 1161

Shipping Clerk	1-3 yrs	F 5	Knowledge of I/E documents. Handle full set shipping and banking documents	\$9,000 - \$12,000
Shipping Supervisor	4-6 yrs	F 7 / Dip	Handle full set I/E, shipping and banking documents. Open L/C's bills of exchange, supervise procedure by clerks	\$14,000 - \$18,000
Shipping Manager	7 yrs	F 7 / Dip	Supervise and control shipping department	\$18,000 - \$30,000
Logistics Manager	Min 5 yrs managerial grade	Diploma / University Degree	Supervise logistics functions	\$20,000 - \$35,000+

JOB	EXP	QUALS	JOB DESCRIPTION	MONTHLY SALARY RANGE HK\$
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**LEGAL - CALL 3552 9128**

Legal Secretary	1-2 yrs	F 5 + FST	Local firm, legal document experience	\$8,500 - \$11,000
Legal Secretary	2-6 yrs	F 5 + FST	Local firm, audio typing, independent correspondence, Chinese WP knowledge	\$10,000 - \$20,000+
Legal Secretary	3-6+ yrs	F 5 + FST, Diploma in Legal Studies	Int'l firm, audio typing, independent correspondence	\$22,000 - \$35,000+
Search Clerk	1-2 yrs	F 5	Company search, registration	\$7,000 - \$10,000
Conveyancing/ Litigation Clerk	2-5 yrs	F 5	Drafting documents, client liaison, independent correspondence, stamping/ registration	\$9,500 - \$18,000
Conveyancing/ Litigation Clerk	2-10 yrs	F 5	Can handle file independently, drafting documents, client liaison, independent correspondence, and stamping/ registration	\$12,000 - \$25,000+
Paralegal	0-2 yrs	Tertiary Education	Int'l firm, to assist solicitors in handling legal, admin matters, general research	\$12,000 - \$20,000
Paralegal	3+ yrs	Tertiary Education	Int'l firm, case management, trial preparation, drafting of documents, supervision of junior support staff	\$20,000 - \$35,000+
Compliance Officer	3+ yrs	Tertiary Education	Foreign investment bank, audit/compliance experience, good command of English	\$25,000+
Articled Clerk		LLB Holder	Int'l firm, assist solicitors in handling legal matters	\$20,000+
Translator	1-4 yrs	Tertiary Education, proficiency in written Chinese & English	Int'l firm, translation of legal documents, edit publications on law topics, to prepare written summaries	\$14,000 - \$25,000+
Translator	5+ yrs	Tertiary Education, high proficiency in written Chinese & English	Int'l firm, translate legal documents, edit publications, written summaries, supervision of junior staff	\$28,000 - \$35,000+
Co. Secretary Assistant	2-4+ yrs	ICSA few papers passed	Listed company/professional firm HK/offshore, co secretary experience	\$12,000 - \$22,000+
Co. Secretary/ Legal Officer	5+ yrs	ICSA qualified, high proficiency in English, good communication & supervisory skills	Int'l firm, supervise company secretary assistants, management of daily operation of corporate department, familiar with listing rules	\$25,000 - \$35,000+

JOB	EXP	QUALS	JOB DESCRIPTION	MONTHLY SALARY RANGE HK\$
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### INFORMATION TECHNOLOGY - CALL 3552 9113

Computer Operator/Data Entry	0-2 yrs	F 5 + Cert/Dip	Inputting data into computer and system. Computer studies - AS400 operation, maintenance, report printing	\$7,000 - \$12,000
Senior Operator /Supervisor	2-8 yrs	F5 + Cert/Dip	Inputting data into computer system & supervising junior operator	\$13,000 - \$20,000
Programmer/ Technical Engineer	0-2 yrs	Cert/Dip in Computer Science	Program development and maintenance / system and network administration *	\$12,000 - \$18,000
Analyst Programmer/ System Admin/ DB Admin	2-4 yrs	Dip/Deg in Computer Science	Program development, system design, user training and support *	\$15,000 - \$28,000
System Analyst/ Assistant Project Manager/ Business Analyst/ Consultant	3-5 yrs	Dip/Deg in Computer Science	Project management, System design/ development, training, co-ordinate or supervise a team *	\$25,000 - \$40,000
EDP Manager/ Project Manager/ MIS Manager	5+ yrs	Deg/Master Deg in Computer Science	Supervise and co-ordinate department/ project, system design and training. Responsible for functional specification & documentations*	\$35,000 - \$45,000+
Web Editor/ Chief Editor	1-5 yrs	Deg in Journalism/English/Chinese Language	Editing, managing, developing web content	\$10,000 - \$25,000+
Technical Support/ Presales/ Consultant	3-5 yrs	Deg in Computer Science	Presales support, technical support, proposal writing, consultancy and application implementation	\$25,000 - \$45,000

\* for those positions that require a strong background in mainframe, AS/400 or VAX platforms, a 10% to 20% increase in salary range is expected.

### ENGINEERING - CALL 3552 9113

Technician/ Asst. Engineer	0-2 yrs	F 5 / T.I. graduate	Data collection & supervise workers	\$8,000 - \$12,000
Engineer	2-5 yrs	University / Polytechnic graduate	Supervise 2-3 Asst. Engineers, design and follow up entire production process, schedule planning, cost estimation, maintenance, final inspection and technical advice	\$14,000 - \$25,000
Senior Engineer	5-8 yrs	University / Polytechnic graduate	Supervise 6+ Engineers and Assistant Engineers, review production and quality system, trouble shooting on all production problems	\$25,000 - \$35,000
Engineering Manager	8-10 yrs	University / Polytechnic graduate	Supervise 10+ Engineers and co-ordinate entire Engineering department, review production system periodically, price negotiation with vendors	\$40,000 - \$55,000+
Sales Engineer	2-5 yrs	University / Polytechnic graduate	Sales + Engineer of Products	\$15,000 - \$20,000+ comm.
Senior Engineering Manager	10-15 yrs	University / Polytechnic graduate	Manager the Engineering team and be responsible for Design & Production system along with Project Management	\$50,000 - \$60,000

JOB	EXP	QUALS	JOB DESCRIPTION	MONTHLY SALARY RANGE HK\$
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### LOGISTICS - CALL 3552 9128

Sales Coordinator/ Administrator	2-3 yrs	F.7/Higher Diploma	Order processing, handle shipping documents, L/C, I/E, coordinate between production, warehouse and clients	\$12,000 - \$18,000
Customer Service Rep/Officer	3 yrs	Deg holder	Handle local and overseas enquiries, coordinate with client and internal departments	\$13,000 - \$20,000
Warehouse Supervisor	5-8 yrs	F.5	Oversee daily operation of the warehouse, supervise a team, maintain an accurate inventory balance and effective manpower allocations, monitor system and provide training to new staff	\$18,000 - \$25,000
Warehouse & Distribution Manager	10 yrs	University / Polytechnic graduate	Manage team of customer service, warehouse function, logistic and distribution operation. Manage warehouse facilities and distribution capacity to be cost effective	\$25,000 - \$35,000
Material Planner	3-5 yrs	University graduate	Order processing, shipment arrangement, stock allocation and inventory management. Act as a coordinator to deal with vendors, customer service, salesmen and customer	\$14,000 - \$20,000
Supply Chain Officer	3-5 yrs	University graduate	Managing logistics process upon receiving the purchase order to product delivery. Coordinate with overseas counterparts, suppliers and forwarders to ensure product delivery and service	\$15,000 - \$22,000
Inventory Controller	3-5 yrs	University graduate	Minimise risk of inventory investment while providing target service level. Develop reports and tools for stock replenishment	\$18,000 - \$25,000
Inventory Supervisor	5-8 yrs	University / Polytechnic graduate	Handle purchase order, control and update the inventory movement, coordinate and follow up with all local and export delivery, communicate with PRC/overseas suppliers and customers	\$18,000 - \$23,000
Operations Manager	5-8 yrs	Degree/Diploma in Logistics	Work out procedures and policies, carry out operational review, project implementation, manage inventory database, coordinate with different level of people and supervise staff	\$22,000 - \$28,000
Senior Sales Executive	5- 8 yrs	Degree in Transport / Logistics	Meet with local shippers, vendors and overseas visitors and maintaining relationship with existing clients, develop alternative air/sea/land service products and promote such marketing plan, develop logistics solution presentations for customers	\$25,000 - \$35,000
Warehouse & Distribution Manager	10 yrs	University / Polytechnic graduate	Manage team of customer service, warehouse function, logistic and distribution operation. Manage warehouse facilities and distribution capacity to be cost effective	\$25,000 - \$35,000
Director Purchasing	15 yrs	University	Manage the regional purchasing team and head the IPO for the organisation.	\$65,000 - \$100,000

JOB	EXP	QUALS	JOB DESCRIPTION	MONTHLY SALARY RANGE HK\$
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### INSURANCE - CALL 2736 1236

Claims Clerk/ Underwriting Assistant	1-2 yrs	F 5 – F 7	Answer telephone enquiries, follow up document, clerical duties	\$8,000 - \$10,000
Claims Officer/ Claims Administrator	2-4 yrs	F 7 + University Degree	Handle enquiries & claim case assessment	\$12,000 - \$15,000
Underwriter	3-5 yrs	F 7 + University Degree	To underwrite applications, answer inquiries from both agent and client, correspondence	\$30,000 - \$45,000
Trainee/ Administrator	0-2 yrs	F 7 + University Degree	Handle customers' enquiries, follow up policy administration document.	\$9,000 - \$12,000
Customer Service Administrator/ Officer	2-5 yrs	F 7 + University Degree	Handle customers' enquiries, follow up policy administration document, able to work independently	\$12,000 - \$17,000
Executive/ Senior Executive	3-7 yrs	F 7 + University Degree With ACII/AAIL qualification	Responsible for underwriting, marketing and servicing of commercial business, business development	\$25,000 - \$40,000
Actuarial Manager	6-8 yrs	Deg in Actuarial Science + 2 yrs PQE	Responsible to design insurance plans, determine the pricing/premium, monitor the profitability, product positioning etc	\$40,000 - \$65,000+
Business Development Manager	3-5 yrs	U Grad	Responsible for business development, selling insurance/financial products, supervise team	\$35,000 - \$45,000+
Claims Manager	5-6 yrs	F7/Deg	Responsible for Handling claims assessment and payout, supervise team, customer liaison etc	\$35,000+

Visit the Gemini Web Site at [www.gemini.com.hk](http://www.gemini.com.hk)  
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