

2015-2017 年酒店業人才需求清單¹

| 序號 | 人才類型 | 人才級別 | 崗位名稱 | | 需求缺口 | 需求程度 ^[註] | |
|----|---------|------|---------------------|---------------|---|---------------------|-----|
| 1 | 管理及專業人才 | 高層人員 | 經理、總管、總主任 (1527) | 助理餐廳經理 (西餐部) | Asst. Outlet Manager (Western Restaurant) | 109 | ★★★ |
| 2 | | | | 助理餐廳經理 (中菜部) | Asst. Outlet Manager (Chinese Restaurant) | 87 | ★★★ |
| 3 | | | | 助理保安部經理 | Asst. Security Manager | 65 | ★★★ |
| 4 | | | | 餐廳經理 (西餐部) | Outlet Manager (Western Restaurant) | 62 | ★★★ |
| 5 | | | | 人力資源部經理 | HR Manager / P&T Manager / Personnel Manager | 59 | ★ |
| 6 | | | | 當值經理 | Duty Manager | 55 | ★ |
| 7 | | | | 行政副管家/助理房務部經理 | Asst. Executive Housekeeper / Asst. Housekeeper Manager | 54 | ★ |
| 8 | | | | 公眾區域部經理 | Public Area Manager | 52 | ★★★ |
| 9 | | | | 前台部經理 | Front Office Manager | 51 | ★★★ |

¹ 數據蒐集時段是 2015 年第 2 季；隸屬酒店管理的食肆之人力需求已計算作酒店業內。

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| 10 | 管理 及 專業 人才 | 高層 人員 | 經 理 、 總 管 、 總 主 任 | 保安部經理/保安部總主任 | Security Manager / Chief Security Officer | 47 | --- |
| 11 | | | | 總賬經理 | General Ledger Manager | 46 | ★★ |
| 12 | | | | 助理人力資源部經理 | Asst. HR / Asst. P&T / Asst. Personnel Manager | 45 | ★ |
| 13 | | | | 行政管家/房務部經理 | Executive Housekeeper / Housekeeping Manager | 42 | ★★ |
| 14 | | | | 夜班經理 | Night Manager | 41 | --- |
| 15 | | | | 餐飲部經理 | F&B Manager | 37 | ★ |
| 16 | | | | 助理採購部經理 | Asst. Purchasing / Asst. Materials / Asst. Procurement Manager | 37 | ★ |
| 17 | | | | 餐廳經理 (中菜部) | Outlet Manager (Chinese Restaurant) | 36 | ★ |
| 18 | | | | 助理酒吧經理 | Asst. Bar Manager | 36 | ★ |
| 19 | | | | 採購部經理 | Purchasing / Material / Procurement Manager | 35 | ★★ |
| 20 | | | | 助理客戶服務部經理 | Asst. Guest Service Manager / Asst. Guest Relations Manager | 27 | ★★ |
| 21 | 助理管事部總管 | Asst. Steward Manager | 26 | ★★★★ | | | |

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|----|---------|------|-----------|-----------|---|----|------|
| 22 | 管理及專業人才 | 高層人員 | 經理、總管、總主任 | 助理前台部經理 | Asst. Front Office Manager | 26 | --- |
| 23 | | | | 助理餐飲部經理 | Asst. F&B Manager | 24 | ★ |
| 24 | | | | 管事部總管 | Chief Steward / Steward Manager | 24 | ★★ |
| 25 | | | | 培訓部經理 | Training Manager | 24 | ★★ |
| 26 | | | | 客戶服務部經理 | Guest Service Manager / Guest Relations Manager | 23 | ★★ |
| 27 | | | | 營業部經理 | Sales Manager | 22 | ★ |
| 28 | | | | 助理宴會部經理 | Asst. Banquet Manager | 21 | ★★★★ |
| 29 | | | | 助理資訊科技部經理 | Asst. IT Manager | 20 | --- |
| 30 | | | | 酒吧經理 | Bar Manager | 20 | ★★ |
| 31 | | | | 助理房務部經理 | Asst. Room Service Manager | 19 | ★★ |
| 32 | | | | 資訊科技部經理 | IT Manager | 19 | --- |
| 33 | | | | 房務部經理 | Room Service Manager | 18 | ★★ |

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|----|---------|------|-----------|-------------|---|----|-----|
| 34 | 管理及專業人才 | 高層人員 | 經理、總管、總主任 | 員工餐廳經理 | Canteen Manager | 17 | ★★★ |
| 35 | | | | 會計部經理 | Accounting Manager | 16 | --- |
| 36 | | | | 度假村經理/康樂部經理 | Resort Manager / Resort Operation Manager / Health Club Manager | 16 | ★★★ |
| 37 | | | | 助理水療中心經理 | Asst. Spa Manager | 15 | ★★ |
| 38 | | | | 市場部經理/公關部經理 | Marketing & Communication Manager / Public Relations Manager | 14 | ★ |
| 39 | | | | 餅房主管 | Pastry Head Chef | 13 | ★★ |
| 40 | | | | 電話房經理 | Telephone Manager | 12 | ★★ |
| 41 | | | | 宴會部經理 | Banquet Manager | 12 | ★★ |
| 42 | | | | 訂房部經理 | Reservation Manager | 10 | ★★★ |
| 43 | | | | 助理培訓部經理 | Asst. Training Manager | 10 | ★ |

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|----|-----------------------------|------------------|---|-----------------|---|---|------|
| 44 | 管理 及 專 業 人 才 | 高 層 人 員 | 經 理 、 總 管 、 總 主 任 | 行政助理經理 | Executive Assistant Manager | 9 | ★ |
| 45 | | | | 助理餅房主管 | Asst. Pastry Chef | 8 | ★ |
| 46 | | | | 水療中心經理 | Spa Manager | 8 | ★★ |
| 47 | | | | 助理市場部經理/助理公關部經理 | Asst. Marketing & Communication Manager / Asst. Public Relations Manager | 7 | ★ |
| 48 | | | | 宴會部營業經理 | Catering Sales Manager | 7 | ★★★★ |
| 49 | | | | 助理營業部經理 | Asst. Sales Manager | 7 | --- |
| 50 | | | | 信貸部經理 | Credit Manager | 6 | ★ |
| 51 | | | | 駐店經理/助理總經理 | Resident Manager / Hotel Manager / Assistant General Manager | 6 | ★★ |
| 52 | | | | 助理洗衣房經理 | Asst. Laundry Manager | 6 | ★★ |
| 53 | | | | 助理訂房部經理 | Asst. Reservation Manager | 5 | ★ |
| 54 | | | | 助理度假村經理/助理康樂部經理 | Asst. Resort Manager / Asst. Resort Operation Manager / Asst. Health Club Manager | 5 | ★★ |

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|----|-----------------------------|------------------|--|-----------------------------------|----|-----|
| 55 | 管理 及 專 業 人 才 | 高 層 人 員 | 洗衣房經理 | Laundry Manager | 4 | ★ |
| 56 | | | 出納收銀經理/主管 | Cashier Manager / General Cashier | 3 | --- |
| 57 | | | 助理宴會部營業經理 | Asst. Catering Sales Manager | 1 | --- |
| 58 | | | 成本控制經理 | Cost Control Manager | 1 | --- |
| 59 | | 總 監 (356) | 房務部總監 | Director of Rooms | 98 | ★★★ |
| 60 | | | 財務部總監 | Financial Controller | 62 | ★★★ |
| 61 | | | 餐飲部總監 | Director of F&B | 41 | ★★★ |
| 62 | | | 保安部總監 | Director of Security | 33 | ★★★ |
| 63 | | | 人力資源部總監 | Director of Human Resources | 32 | ★ |
| 64 | 工程部總監/工程師 | | Director of Engineering / Chief Engineer | 20 | ★ | |
| 65 | 市場及營銷部總監 | | Director of Sales & Marketing | 19 | ★ | |

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|----|-----------------|----------|---------------------|-----------|---|---|-----|
| 66 | 管理 及專業 人才 | 高層 人員 | 總監 | 財務助理總監 | Asst. Financial Controller | 14 | ★ |
| 67 | | | | 銷售部總監 | Director of Sales | 10 | ★ |
| 68 | | | | 營運部總監 | Director of Operations | 9 | --- |
| 69 | | | | 助理收益部總監 | Asst. Director of Revenue / Asst. Director of Revenue Management | 6 | ★ |
| 70 | | | | 市場部總監 | Director of Marketing / Director of Marketing & Communications | 4 | ★ |
| 71 | | | | 助理營業部總監 | Assistant Director of Sales | 4 | ★ |
| 72 | | | | 收益部總監 | Director of Revenue / Director of Revenue Management | 3 | ★ |
| 73 | | | | 度假村及水療部總監 | Director of Resort & Spa | 1 | --- |
| 74 | | | | 總廚、 主廚 | 餐廳主廚 (西餐部) | Chef de Cuisine (Western Restaurant) | 49 |
| 75 | | 點心主廚 | Dim Sum Chef | | 35 | ★★★ | |
| 76 | | 行政副主廚 | Executive Sous Chef | | 25 | ★★★★ | |

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|----|-----------------------------|------------------|---------------------------|--|-------------------------------------|-----|-----|
| 77 | 管理 及 專 業 人 才 | 高 層 人 員 | 、 副 主 廚 (155) | 中菜行政副主廚 | Assistant Chinese Chef | 19 | ★ |
| 78 | | | | 中菜行政總廚 | Executive Chinese Chef | 17 | ★ |
| 79 | | | | 行政總廚 (西餐部) | Executive Chef (Western Restaurant) | 6 | --- |
| 80 | | | | 燒味主廚 | BBQ Chef | 4 | --- |
| 81 | | | 助理工程師 | Asst. Chief Engineer / Asst. Director of Engineering | 33 | ★ | |
| 82 | | | 總禮賓司 | Chief Concierge | 22 | ★★ | |
| 83 | | | 副董事長 | Vice President | 15 | --- | |
| 84 | | | 董事長 | President | 7 | ★ | |
| 85 | | | 總經理 | General Manager | 3 | --- | |
| 86 | | | 總會計師 | Chief Accountant | 2 | --- | |
| 87 | | | 公眾區域部督導 | Public Area Supervisor | 354 | ★★ | |

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|----|---------------------|------------------|------------------|------------------|---|-----|------|
| 88 | 管理 及 專業 人才 | 中 層 人 員 | 督 導 (2181) | 管事部督導 | Steward Supervisor | 220 | ★★★ |
| 89 | | | | 保安部主任/督導 | Security Officer / Supervisor | 184 | ★★ |
| 90 | | | | 房務部樓層督導 | Floor Supervisor | 183 | ★★ |
| 91 | | | | 餐廳督導 (西餐部) | Outlet Supervisor (Western Restaurant) | 142 | ★★ |
| 92 | | | | 餐廳督導 (中菜部) | Supervisor (Chinese Restaurant) | 136 | ★★ |
| 93 | | | | 收貨部督導 | Receiving Supervisor | 104 | ★★★★ |
| 94 | | | | 會計督導/總賬督導/成本控制督導 | Accounting Supervisor / General Ledger Supervisor / Cost Control Supervisor | 99 | ★ |
| 95 | | | | 前台部督導 | Front Office Supervisor / Reception Supervisor | 88 | ★ |
| 96 | | | | 司機督導 | Driver Supervisor / Transportation Supervisor | 83 | ★★★★ |
| 97 | | | | 房務部督導 | Room Service Supervisor | 81 | ★★★★ |
| 98 | | | | 員工餐廳督導 | Canteen Supervisor | 52 | ★★ |

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|-----|---------|--------------------|----|------------|--|----|-----|
| 99 | 管理及專業人才 | 中層人員 | 督導 | 保安部高級主任/督導 | Sr. Security Officer / Sr. Security Supervisor | 50 | ★ |
| 100 | | | | 酒吧督導 | Bar Supervisor | 48 | ★★ |
| 101 | | | | 資訊科技部督導/主任 | IT Supervisor / IT Officer | 43 | ★ |
| 102 | | | | 行李部督導 | Bell Supervisor | 41 | ★★ |
| 103 | | | | 電話房督導 | Telephone Supervisor | 38 | ★★ |
| 104 | | | | 布草房/制服房督導 | Linen Room Supervisor / Uniform Room Supervisor | 38 | ★★ |
| 105 | | | | 客戶服務部主任/督導 | Guest Relations Officer / Guest Service Supervisor | 33 | --- |
| 106 | | | | 倉庫主管/督導/主任 | Store Supervisor / Storeroom Supervisor / Store Officer / Head Storekeeper | 25 | ★★ |
| 107 | | | | 宴會部督導 | Supervisor (Banquet) | 23 | ★★★ |
| 108 | | | | 採購部督導/主任 | Purchasing Supervisor / Purchasing Officer | 17 | --- |
| 109 | 出納收銀督導 | Cashier Supervisor | 17 | ★ | | | |

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|-----|---------|--------|----|---------------|--|-----|-----|
| 110 | 管理及專業人才 | 中層人員 | 督導 | 康樂部督導 | Recreation Supervisor / Health Club Supervisor / Pool Supervisor | 17 | ★★ |
| 111 | | | | 洗衣房督導 | Laundry Supervisor | 16 | ★ |
| 112 | | | | 應付賬務督導/應收賬務督導 | Accounts Payable Supervisor / Accounts Receivable Supervisor | 12 | --- |
| 113 | | | | 訂房部督導/主任 | Reservation Supervisor / Reservation Officer | 12 | --- |
| 114 | | | | 信貸部主任/督導 | Credit Supervisor / Credit Officer | 12 | ★★ |
| 115 | | | | 水療中心接待督導 | Spa Reception Supervisor | 10 | ★ |
| 116 | | | | 餅房督導 | Bakery Supervisor | 2 | ★ |
| 117 | | | | 行政樓層督導 | Executive Club Supervisor | 1 | ★ |
| 118 | | 主廚、副主廚 | | 主任廚師 (西餐部) | Chef de Partie (Western Restaurant) | 276 | ★★ |
| 119 | | | | 助理主任廚師 (西餐部) | Demi Chef de Partie (Western Restaurant) | 259 | ★★ |
| 120 | | | | 餐廳副主廚 (西餐部) | Sous Chef (Western Restaurant) | 204 | ★★★ |
| 121 | | | | 頭鑊 | 1 Wok | 98 | ★★★ |

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|-----|---------|------|----------------|---------------------------------|--|-----|-----|
| 122 | 管理及專業人才 | 中層人員 | 頭鑊 (1018) | 主任廚師 (餅房) | Chef De Partie (Pastry & Bakery) | 59 | ★★ |
| 123 | | | | 燒味副主廚 | Asst. BBQ Chef | 57 | ★★★ |
| 124 | | | | 助理主任廚師 (餅房) | Demi Chef De Partie (Pastry & Bakery) | 45 | ★★ |
| 125 | | | | 餐廳助理副主廚 (西餐部) | Asst. Sous Chef / No. 2 Sous Chef / Jr. Sous Chef (Western Restaurant) | 11 | ★ |
| 126 | | | | 麵包師 | Head Baker | 9 | ★ |
| 127 | | | 房務部主管 | Head Supervisor ((Room Service) | 209 | --- | |
| 128 | | | 主管、主任 (384) | 人力資源部主任 | HR Officer | 88 | ★ |
| 129 | | | | 薪俸主管 | Paymaster / Payroll Supervisor / Payroll Officer | 58 | ★ |
| 130 | | | | 培訓部主任 | Training Officer | 16 | ★ |
| 131 | | | | 市場部主任 | Marketing Executive | 13 | ★ |
| 132 | | | 當值工程師 | Duty Engineer | 127 | ★★ | |

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|-----|------|------|---------------|-------------------------|--|-------|------|
| 133 | | | 收入審計員 | Income Auditor | 12 | ★ | |
| 134 | 應用人才 | 基層人員 | 服務員 (8219) | 公眾區域部服務員/清潔工人 | Public Area Attendant / Cleaner / Garbage Man / Houseman | 3,357 | ★★★ |
| 135 | | | | 房務部服務員 | Room Attendant | 2,440 | ★★★ |
| 136 | | | | 管事員/清潔工/洗碗工 | Steward / Cleaner / Dishwasher | 1,313 | ★★★ |
| 137 | | | | 泊車服務員 | Car Service Attendant / Car Parker / Valet Driver | 215 | ★★★★ |
| 138 | | | | 布草房/制服房服務員 | Linen Room Attendant / Uniform Room Attendant | 212 | ★★★ |
| 139 | | | | 洗衣房服務員/(乾)洗衣工人/熨 衣工人 | Laundry Attendant / Valet Attendant / Washer / Presser / Drycleaner / Ironer | 209 | ★★★ |
| 140 | | | | 員工餐廳服務員 | Canteen Attendant | 173 | ★★★ |
| 141 | | | | 康樂部服務員/兒童照管服務員 | Recreation Attendant / Pool Attendant / Child Care Attendant | 109 | ★ |
| 142 | | | | 水療中心服務員 | Spa Attendant | 63 | ★★★ |
| 143 | | | | 房務部服務派遣員 | Order Taker / Housekeeping Service Coordinator | 50 | ★★★ |

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|-----|-------------|-----------------------------------|------------------------|--|-----|-----|
| 144 | 應用人才 | 基層人員 | 高級洗衣房服務員/高級洗衣工人/高級熨衣工人 | Sr. Laundry Attendant / Sr. Washer / Sr. Presser | 47 | ★★ |
| 145 | | | 客房送餐點單員 | Room Service Order Taker | 23 | ★★ |
| 146 | | | 衣物傳送員 | Linen Runner / Valet Runner | 8 | ★ |
| 147 | | | 侍應 (西餐部) | Waiter / Waitress (Western Restaurant) | 831 | ★★ |
| 148 | | | 酒吧侍應 (水吧) | Bar Waiter / Bar Waitress | 698 | ★★ |
| 149 | | | 侍應 (中菜部) | Waiter / Waitress (Chinese Restaurant) | 605 | ★★ |
| 150 | | | 高級侍應 (中菜部) | Sr. Waiter / Sr. Waitress (Chinese Restaurant) | 341 | ★★ |
| 151 | | | 高級侍應 (西餐部) | Sr. Waiter / Sr. Waitress (Western Restaurant) | 340 | ★★ |
| 152 | | | 酒吧侍應 (房務部) | Bar Waiter / Bar Waitress (Room Service) | 198 | ★★★ |
| 153 | | | 高級酒吧侍應 (房務部) | Sr. Bar Waiter / Sr. Bar Waitress (Room Service) | 71 | ★★ |
| 154 | 高級酒吧侍應 (水吧) | Sr. Bar Waiter / Sr. Bar Waitress | 40 | ★ | | |

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|-----|---------|------------------|-----------------------|-------------------------------------|---|-------|-----|
| 155 | 應用人才 | 基層人員 | 高級侍應 (宴會部) | Sr. Waiter / Sr. Waitress (Banquet) | 29 | ★★★ | |
| 156 | | | 侍應 (宴會部) | Waiter / Waitress (Banquet) | 29 | ★★ | |
| 157 | | | 保安員 (2288) | 保安員 | Security Guard | 1,999 | ★ |
| 158 | | | | 高級保安員 | Sr. Security Guard | 289 | ★★ |
| 159 | | | 接待員、 出納員 (1952) | 門僮/門衛/禮賓部服務員 | Doorman / Door Attendant / Bellman / Porter / Concierge Attendant | 582 | ★★ |
| 160 | | | | 接待員/客戶服務員 | Receptionist / Guest Service Agent | 423 | ★ |
| 161 | | | | 知客 | Hostess | 341 | ★★ |
| 162 | | | | 口岸接待服務代表 | Pier Representative | 217 | ★★★ |
| 163 | | | | 接線員 | Telephone Operator / PABX Operator | 185 | ★★ |
| 164 | | | | 餐飲出納收銀 | F&B Cashier | 173 | ★★ |
| 165 | 水療中心接待員 | Spa Receptionist | | 31 | ★★ | | |

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|-----|-------------|---------------------------|---------------|--|-----|------|
| 166 | 應用人才 | 基層人員 | 一級廚師 (西餐) | 1st Commis (Western Restaurant) | 291 | ★★ |
| 167 | | | 初級中菜廚師/四鑊 | Jr. Chinese Cook / 4th Wok | 270 | ★ |
| 168 | | | 中菜廚師/三鑊 | Chinese Cook / 3rd Wok | 261 | ★★ |
| 169 | | | 高級中菜廚師/二鑊 | Sr. Chinese Cook / 2nd Wok | 259 | ★★ |
| 170 | | | 廚房助理/學徒 (西餐部) | Kitchen Helper / Apprentice (Western Restaurant) | 126 | ★★★★ |
| 171 | | | 廚房助理/學徒 (中菜部) | Kitchen Helper / Apprentice (Chinese Restaurant) | 103 | ★ |
| 172 | | | 燒味助理 | BBQ Helper | 73 | ★★★★ |
| 173 | | | 廚師 (員工飯堂) | Cook (Canteen Service) | 56 | ★ |
| 174 | | | 二級廚師 (西餐部) | 2nd Commis (Western Restaurant) | 55 | ★ |
| 175 | | | 點心廚師 | Dim Sum Cook | 54 | ★ |
| 176 | | | 三級廚師 (西餐部) | 3rd Commis (Western Restaurant) | 42 | ★ |
| 177 | 二級廚師 (員工飯堂) | II Cook (Canteen Service) | 40 | ★ | | |

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|-----|---------|----------------------------|----------|----------------|--|----|-----|
| 178 | 應用人才 | 基層人員 | 一、二、三級廚師 | 一級廚師 (員工飯堂) | I Cook (Canteen Service) | 36 | ★ |
| 179 | | | | 蒸點師傅 | Dim Sum Steamer | 36 | ★★ |
| 180 | | | | 點心助理 | Dim Sum Helper | 31 | ★ |
| 181 | | | | 三級廚師 (餅房) | 3rd Commis (Pastry & Bakery) | 26 | ★★ |
| 182 | | | | 一級廚師 (餅房) | 1st Commis (Pastry & Bakery) | 24 | ★ |
| 183 | | | | 高級廚師 (員工飯堂) | Sr. Cook (Canteen Service) | 15 | ★ |
| 184 | | | | 煎點師傅 | Dim Sum Fryer | 14 | ★ |
| 185 | | | | 二級廚師 (餅房) | 2nd Commis (Pastry & Bakery) | 8 | ★ |
| 186 | | | | 廚房助理/學徒 (員工飯堂) | Kitchen Helper / Apprentice (Canteen Service) | 5 | --- |
| 187 | | | | 三級廚師 (員工飯堂) | III Cook (Canteen Service) | 4 | --- |
| 188 | 餅房助理/學徒 | Pastry Helper / Apprentice | 4 | ★ | | | |

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|-----|------|------|----------------------|--|---------------------------------------|-----------------|------|
| 189 | 應用人才 | 基層人員 | 高級技術員(冷氣/電氣/視聽/機械技工) | Sr. Technician (Air-Condition / Electrician / Audio Visual / Mechanical) | 1,750 | ★★★★ | |
| 190 | | | 組長 (698) | 餐廳組長 (西餐部) | Outlet Captain (Western Restaurant) | 259 | ★★ |
| 191 | | | | 餐廳組長 (中菜部) | Captain (Chinese Restaurant) | 188 | ★★ |
| 192 | | | | 酒吧組長 | Bar Captain | 123 | ★★ |
| 193 | | | | 宴會部組長 | Captain | 67 | ★★★★ |
| 194 | | | | 行李部組長 | Bell Captain | 61 | ★★ |
| 195 | | | | 文員、 協調員 (613) | 收貨部文員 | Receiving Clerk | 95 |
| 196 | | | 會計文員 | | Accounting Clerk | 94 | ★ |
| 197 | | | 倉庫部管理員/文員 | | Storekeeper / Store Clerk | 83 | ★ |
| 198 | | | 訂房部文員/中介人 | | Reservation Clerk / Reservation Agent | 80 | ★★ |
| 199 | | | 人力資源部文員/協調員/助理 | | HR Clerk / coordinator / assistant | 53 | --- |

| | | | | | | | |
|-----|------|------|--------|--------------|---|----|-----|
| 200 | 應用人才 | 基層人員 | 文員、協調員 | 高級會計文員 | Sr. Accounting Clerk | 45 | ★★ |
| 201 | | | | 資訊科技部助理/協調員 | IT Operator / IT Coordinator / IT Assistant | 44 | --- |
| 202 | | | | 市場部協調員 | Marketing Coordinator | 24 | ★★ |
| 203 | | | | 採購部文員/助理/採購員 | Purchasing Clerk / Purchasing Assistant / Purchaser | 17 | --- |
| 204 | | | | 工程部文員 | Engineering Clerk | 14 | --- |
| 205 | | | | 收入審計文員 | Income Audit Clerk | 12 | ★ |
| 206 | | | | 工程部倉庫管理員 | Engineering Storekeeper | 12 | ★ |
| 207 | | | | 培訓部文員/協調員/助理 | Training Clerk / Coordinator / Assistant | 11 | ★ |
| 208 | | | | 商務中心協調員 | Business Centre Coordinator | 9 | ★★★ |
| 209 | | | | 成本控制文員 | Cost Control Clerk | 8 | --- |
| 210 | | | | 營業部協調員 | Sales Coordinator | 6 | --- |
| 211 | | | | 宴會部營業協調員 | Catering Sales Coordinator | 6 | ★★ |

| | | | | | | | | |
|-----|------|------|-------------|-------------|---|--|------|-----|
| 212 | 應用人才 | 基層人員 | 司機 | 司機 | Driver | 328 | ★ | |
| 213 | | | (361) | 行政司機 | Executive Driver | 33 | ★★ | |
| 214 | | | 雜工 (316) | 雜工 (房務) | Houseman (Room Service) | 252 | ★★★★ | |
| 215 | | | | 雜工 (中菜部) | Busboy / Busgirl / Pantry Attendant/ Food Runner (Chinese Restaurant) | 64 | ★★ | |
| 216 | | | | 水療師 | Spa Therapist | 169 | ★★ | |
| 217 | | | | 救生員 | Life Guard | 110 | ★★★★ | |
| 218 | | | | 調酒師 | Bartender | 105 | ★★ | |
| 219 | | | | 秘書 (101) | 餐飲部秘書 | F&B Secretary | 62 | ★★ |
| 220 | | | | | 前台部秘書/行政人員 | Front Office Secretary / Administrator | 17 | ★★ |
| 221 | | | | | 工程部秘書 | Engineering Secretary | 10 | --- |
| 222 | | | | | 財務部秘書 | Finance Secretary | 9 | --- |

| | | | | | | | |
|-----|------|------|------------|---|-----------|-----|-----|
| 223 | 應用人才 | 基層人員 | 宴會部行政人員/秘書 | Banquet Administrator / Banquet Secretary | 3 | ★ | |
| 224 | | | 工人 (90) | 油漆工人 | Painter | 37 | ★★★ |
| 225 | | | | 木匠工人 | Carpenter | 34 | ★★ |
| 226 | | | | 水管工人 | Plumber | 10 | ★★ |
| 227 | | | | 石匠工人 | Mason | 9 | ★★★ |
| 228 | | | 縫紉員 | Seamstress | 47 | ★★ | |
| 229 | | | 平面設計師 | Artist / Graphic Designer | 22 | ★ | |
| 230 | | | 指甲修飾師 | Manicurist | 2 | ★★★ | |

註：

- 需求程度 < 25%
- ★ 一級需求 (25%~39%)
- ★★ 二級需求 (40%~54%)
- ★★★ 三級需求 (≥55%)