

# *Spot Check Paper of Beijing Salaries 2007*

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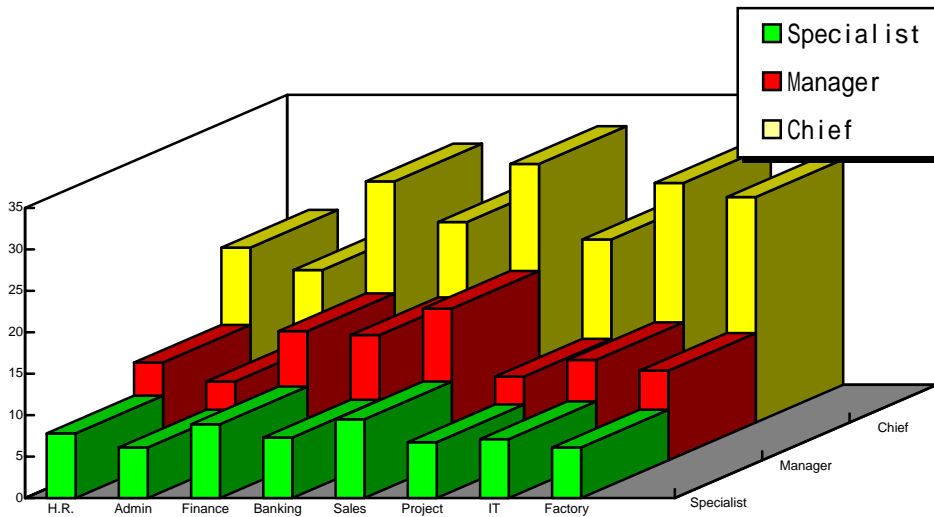
*Preface*

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## Methodology

The purpose of *Spot Check Paper of Beijing Salaries 2007* is to give approximate salary ranges for the Roles as described in paper, which was prepared mainly based on three sources of information as follows,

- I. An analysis of our China database, which contains more than 20 million resumes.
- II. A survey of current packages from potential candidates, clients, most of who are JV and MNC requesting good command of English.



## 2007 Average Package By Categories (k RMB)

The highest average package is Sales/Marketing, while the lowest is Admin, same as in other cities as shown in above Chart. Increase in 2007 is in the range of 9% - 11% compared with last year.

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## Terminology

- Role lists 59 job titles selected from 504 categories that most of companies use.
- Experience indicates years of experience in related area.
- Qualification demonstrates the expected degree and major that meet the positions.
- Scope of Role briefly summarizes the job description of aforementioned Role.
- Salaries are based on a 13-month per year package before taxation. Some of salary ranges are wide.
- Incumbents Aggregated is collected partly from our BJ datase in China database, which contains more than 20 million resumes.

For *Spot Check Paper of Shanghai Salaries*, please check [www.sunshine-consulting.com](http://www.sunshine-consulting.com)

## Clarification

This paper only represents estimated salaries for job designers' reference. Chinese & French versions are also available per request. [Sunshine Consulting](#) consultants are always eager to advice on other 445 categories not shown in this paper or on more detailed job descriptions via [china@sunshine-consulting.com](mailto:china@sunshine-consulting.com)

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### HUMAN RESOURCE

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<i>Role</i>	<i>Experience</i>	<i>Qualification</i>	<i>Scope of Role</i>	<i>Incumbents Aggregated</i>	<i>Package (RMB)</i>
H.R. Supervisor	3-5 yrs	Bachelor Degree in H.R. Management	Deal with recruitment, C&B, training etc. Strong communication skills.	121	71,000 91,000
HR Specialist (Recruiter)	5+ yrs	Major in H.R / Psychology	Responsible for Job Designing, Search, Screening, Interview, Recruitment etc. Good command of English. Strong communication skills.	82	78,000 104,000
HR Specialist (C&B)	4+ yrs	Bachelor Degree / Accounting	C&B management, including survey, updating salary structure, benefits scheme and etc; Leaving Statistics Good command of English. Accounting background.	75	65,000 91,000
HR Manager	5-8 yrs	Bachelor Degree - H.R.	Establish policy and procedure of termination, discipline and labor contract. Plan and organize the "Performance Appraisal"; Interface with local government. Lead the HR team to implement the entire HR infrastructure. Supervision of HR department. Proficient English & communication skills.	232	105,000 156,000
HR Manager / Director	8 + yrs	MBA H.R. Direction Advantageous	Overall responsible for staffing, employee relations, HR system and benefits administration; Initiate HR policy and procedure design, improvement and implementation; Provide HR consultancy services to functional managers at all level; Work with management, conduct training needs, assessment and propose the training plan; Enhance management and employee communication, build well company culture. Excel in HRM. Strategic management. Proficient English & communication skills.	59	260,000 320,000 +

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### ADMINISTRATION

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<i>Role</i>	<i>Experience</i>	<i>Qualification</i>	<i>Scope of Role</i>	<i>Incumbents Aggregated</i>	<i>Package (RMB)</i>
Secretary	1-2 yrs	Associate Degree Secretarial Major	Draft fax messages, typing, data inputting, update computer records, travel arrangement. Good command of English and PC skills	411	20,000 26,000
Senior Clerk	3-5 yrs	Bachelor Degree Secretarial Major	Provide full administrative and reporting support to Business Head. Coordinate business activities Assist in development of business. Take meeting minutes, reports. Good command of English and PC skills	224	24,000 36,000
Driver	5-20 yrs	High-school +	Clean driver's license of PRC. English not a must	32	30,000 45,500*
Translator Interpreter	1-2 yrs	TEM 8	Translating & Interpreting. Conference Interpreting. Visitors Escorting**	167	26,000 36,000+
Senior Translator Interpreter	5 yrs +	Bachelor Degree or Master Degree	Translating & Simultaneous Interpreting. VIP Escorting. **	141	58,500 78,000+
Senior Secretary	5-8 yrs	Bachelor Degree Secretarial Major	Oversee and manage the business activities, office operation. Independent correspondence, Proficient English Communication skills	201	78,000 130,000
Executive Secretary / Personal Assistant	8+ yrs	Bachelor Degree	Responsible for implementation of the office administrative function Handle human resources issues. Liaison with Headquarter and representative offices in China Project Co-ordination Proficient English Communication skills	206	120,000 150,000
Admin Director	10 yrs+	Bachelor Degree / MBA Preferred	Familiar with local statutory social benefits and related regulations; Handling effective daily administrative works and providing secretarial support to Chief Representative; Reviewing, drafting and implementing human resources policies in compliance with company's strategic plans and in line with corporate guidelines; interact with all levels within the organization; Proficient English and communication skills.	37	130,000 260,000

\* Not seen as a long-term career by Incumbents. Exclusive of overtime

\*\* Simultaneous Interpreting is based on RMB 1000 – RMB 4000+ per hour.

\*\* Part time translating is based on RMB 85-500 per 1000 words, depends on different languages

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<i>Role</i>	<i>Experience</i>	<i>Qualification</i>	<i>Scope of Role</i>	<i>Incumbents Aggregated</i>	<i>Package (RMB)</i>
Accounts Clerk	3-5 yrs	Bachelor Degree	Clearance of Accounts Receivable, Bank books, invoicing, prepare checks, Petty cash, PC, A/R, A/P, English ability	278	36,000 65,000
Accountant	5-8 yrs	Bachelor Degree ACCA/CPA Advantageous	Review accounting accuracy & correctness of accounting treatment be in line with both of Corporate policy and PRC law. Proficient English	285	78,000 150,000
Finance Manager / Controller	8+ yrs	Bachelor Degree CPA/ACCA qualified	Prepare month end reports and budget activities outcome for management review. Review accounting reports controller on a monthly basis. Reconcile Banks and accounts monthly, quarterly and yearly. Periodically review subordinates as required and provide feedback to promote grow and development. Department policies. Review all disbursements for purchase orders, pricing and timing of payments.	177	200,000 300,000+
Finance & Admin Manager	10+ yrs Min 5 yrs Managerial Experience	Bachelor Degree in Finance or Accounting. MBA Advantageous	Finance & Office Administration Responsible for all Finance & Administration & Customer Administrative Service. Responsible for all Personnel Administration and office service management. Good command of English and Computer skills.	131	300,000 420,000+
CFO	10+ yrs	CPA / MS / MBA	Safeguard company assets and assure adequate policy implemented at all times. Oversee the running of the company from a finance perspective. Financial expertise and report to CEO on a full range of long-term and short-term strategies, tactics, Participate in the development of strategic plan. Develop policies and operating procedures and controls. Review all financial reports, monthly accounts, budgets and forecasts as required. Prepare cash flow analysis and projections to monitor company cash position and control DSO to an acceptable level. Handle all local Tax administration and relevant returns other than related payroll tax. Supervise the company tax, foreign exchange and legal issues.	44	420,000 1,000,000

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<i>Role</i>	<i>Experience</i>	<i>Qualification</i>	<i>Scope of Role</i>	<i>Incumbents Aggregated</i>	<i>Package (RMB)</i>
Clerk	2-5 yrs	Bachelor Degree	Payment experience, Settlement experience, accounting background	151	18,000 65,000
Credit Admin./ Loan Admin. Officer/ A. Manager Supervisor	3-5 yrs	Bachelor Degree	Deal with obtaining information for credit review, preparing utilization, excess & overdue reports, etc., with solid supervisory exposure	103	65,000 96,000
Assistant Relationship Manager Client Relationships (Wholesale Bank)	5+ yrs	Bachelor Degree	Assist in risk monitoring and documentation. Proactively manage existing and prospective clients jointly with Relationship Managers to achieve agreed cost and revenue targets. Internal coordination / liaison with service delivery, credit, product sales teams to maximize process efficiency and customer satisfaction.	74	80,000 120,000
Marketing Officer / Manager	5-8 yrs	Bachelor Degree MBA Preferred	Credit marketing in corporate finance / trade finance / investment services / structure finance with credit analyst experience	118	130,000 180,000
Credit Admin./ Loan Admin. Mgr	5-8 yrs	Associate Degree +	Maintain credit quality of the asset portfolio with delinquency and charge-off performing to budget utilizing effective credit control and collection strategies to maximize recoveries.	80	120,000 180,000
Head of Credit	10+ yrs	Bachelor Degree in Finance CPA/CFA Preferred	Supervise credit assessment, approval, processing & collection. Portfolio management. Business Strategy. Perform key MIS analysis. Trend reporting & suggest remedial action as required.	31	320,000 500,000
Chief Operations Officer/Operations Manager	10+ yrs	Bachelor Degree	Develop and implement strategies along with the business plans. Direct, execute and manage all support services. Manage operational projects and due diligence tasks. Manage and oversee the operations, corporate structure, strategies and policies for the region. Ensure that all direct reports (IT, finance, admin, etc) duty properly	18	390,000 500,000

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### **R & D**

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<i>Role</i>	<i>Experience</i>	<i>Qualification</i>	<i>Scope of Role</i>	<i>Incumbents Aggregated</i>	<i>Package (RMB)</i>
Scientist (Chemistry)	5+ yrs	Master / Doctor Degree	Chemical Analysis. New material development. Familiar with GC、MS、FTIR 、 XRD. Assist Customers to address Quality Alerts. Good command of English.	33	100,000 200,000

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### SALES & MARKETING \*

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<i>Role</i>	<i>Experience</i>	<i>Qualification</i>	<i>Scope of Role</i>	<i>Incumbents Aggregated</i>	<i>Package (RMB)</i>
Sales Rep Marketing Executive	1-3 yrs	Associate Degree +	Outgoing personality. Capable travel. Able to develop new market, distributor supervision.	911	26,000 65,000*
Sales Supervisor	3+ yrs	Bachelor Degree	Sales channel management. Supervise Sales Rep. Key account management. Excellent presentation skills	1155	65,000 104,000
Senior Sales Coordinator	5-8 yrs	Bachelor Degree	Ensure that all merchandising and marketing setup at store level is consistent with company's image. Ensure proper procedures are followed for all pre-sales and post-sales servicing by the front-line sales team. Oversee subordinates	697	65,000 200,000
Promotion Supervisor	5+ yrs	Bachelor Degree	Implement programs. Consolidate evaluation reports for promotion activities. Business Planning and planning of promotions with the customer and reviews to achieve the targets. Negotiation of Trading Terms, promotions, listings.	137	65,000 100,000
Chain Store Manager	8+ yrs	Bachelor Degree +	Manage business of the chain store. Develop business and marketing plans with the marketing members of the Company. Regular discussions with chain retailers on reviewing business, highlighting issues, introducing new products and proposing marketing plans are other major duties. Managing customer account & sales channel and looking for business opportunities. Define product structure. Previous experience working for Chain Stores. Good command of English	195	104,000 200,000*

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<i>Role</i>	<i>Experience</i>	<i>Qualification</i>	<i>Scope of Role</i>	<i>Incumbents Aggregated</i>	<i>Package (RMB)</i>
Marketing Manager	5+ yrs	Bachelor Degree	Support the sales force as requested on special sales calls, customer briefings & sales readiness around the relevant product(s), solution(s), GTM(s). Market, Competitive, and Customer Analysis & Strategy Development. Work with the market intelligence manager to continuously monitor, analyze and update perspectives on the market, competitors, & customers as they relate to specific product(s) areas of responsibility. Good command of English and presentation skills.	552	65,000 130,000+
Regional Sales Manager	5-8 yrs	Bachelor Degree / MBA Advantageous	To retain existing key customers and win back lost customers. Ensure high customer satisfaction. General Management of the key account teams in region; Responsible for the "Most important Customer" base to establish and fulfill all service requirements; Monitor and plan service personnel training needs, career progression and service improvement programs, etc. Good command of English and PC skills	829	80,000 156,000*
International Key Account Manager	6-8 yrs	Bachelor Degree / MBA Advantageous	Briefing of International Key Account teams of scheduled promotion activities. Collaboration with Trade Marketing in the execution and evaluation of promotions and Category Management. Order taking at customer's head office. Building a good relationship with the customers. Monitor the customer's credit status	341	150,000 260,000*
Marketing Manager Director	8+ yrs	Bachelor Degree /MBA Advantageous	Serve as the internal and external spokesperson for PR/Event delivery/Evangelism for the relevant product(s), solution(s), GTM(s). External events include press initiatives, public relations, seminars and solutions briefings, and high profile trade / industry events. Project Leadership and Management Proficient English. Good communication and negotiation skills.	229	180,000 390,000*

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National Sales & Marketing Manager	8+ yrs	Bachelor Degree / MBA Holder	Develop sales strategies based on account profiles and an understanding of customer needs. Competitive Analysis. Manage account database, activities and opportunities through sales (opportunity) management processes and tools. Excellent English communication, presentation and negotiation skills.	108	200,000 390,000*
Sales & Marketing Director	12+ yrs	Bachelor Degree / MBA Holder	Business strategic development. Potential partner development. Excellent English communication, presentation and negotiation skills.	91	300,000 420,000 + Bonus
China Brand Manager	12+ yrs	MBA / DBA	Build up and maintain the corporate Brand Image in China and the world market through visual display and PR activities. Communicate with all communities, gather and embedded analysis the marketing data, recommend the orientations of brand operating. Develop the franchising network throughout China region. Conduct market surveys for the determination of brand position and the planning for sales and marketing promotion. In charge of competitor analysis, tracking and defense plan initiation. Excellent English communication, presentation and negotiation skills.	74	420,000+

\* Commission is not included.

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### PROJECT MANAGEMENT

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<i>Role</i>	<i>Experience</i>	<i>Qualification</i>	<i>Scope of Role</i>	<i>Incumbents Aggregated</i>	<i>Package (RMB)</i>
Project Engineer	3-5 yrs	University graduate Engineering Qualified	Research and develops new projects and improvement designs for assigned products. Analyze products field performance and identifies opportunities to increase product value and manufacturing effectiveness during design phase. Defines and implements steps to verify, test and improve the effectiveness/ reliability of individual operations during prototyping and PP. Responds and implements Qualification and pilot run. Trouble shooting on line. Oversee Sub-contractors. Scope new projects. Familiar with CAD	175	65,000 104,000
Project Manager	5+ yrs	Bachelor Degree/Ms MBA Advantageous	Supervise Assistant Engineers. Deliver the project as a turnkey solution. Follow all Corporate Occupational Safety and Health Policies and Procedures. Excellent Negotiation skills. Strong clients management skills. Computer literate (CAD, MS Project) Make sure state of the art technology used for all job certification and qualification activities.	81	104,000 130,000
Senior Project Manager	8+yrs	Bachelor Degree MBA Advantageous	Detail oriented with strong business writing skills. Overall Control of Cost and Budget. Bidding Tender, Negotiate with Sub-Contractors, Performs value analysis/value engineering (VA/VE) on new product design and customer transfer programs in a cooperative effort with various Engineering groups, Quality Assurance including supplier interaction. Works with the Legal Department to provide legal protection for confidential/ intellectual property by assuring non-disclosure agreements are in place. Safety and Security on Site.	99	130,000 200,000

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### INFORMATION TECHNOLOGY

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<i>Role</i>	<i>Experience</i>	<i>Qualification</i>	<i>Scope of Role</i>	<i>Incumbents Aggregated</i>	<i>Package (RMB)</i>
IT Engineer	3-5 yrs	Bachelor Degree in Computer Science	Provide IT operation services and initiate the right solutions to technical problems, positively and professionally. Deal with a wide range of products and information database, provide remote solutions to problems, and increase in complexity along with experience level.	652	65,000 104,000
Software Engineer	3-5 yrs	Certificate/Diploma in Computer Science	Software designing. Program development and maintenance system and network administration	234	104,000 130,000
MIS Engineer	3-5 yrs	Bachelor Degree in Computer Science	Project analysis. System solution design / development, training, coordinate. Familiar with SQL programming. Maintain the in-house developed database application system	170	130,000 180,000
Software Engineer	5-8 yrs	Certificate/Diploma in Computer Science	Software designing. Program development and maintenance system and network administration	144	130,000 200,000
IT Manager	5-8+ yrs	Bachelor Degree/MS in Computer Science	IT Management Project Management Service Management IT Vendor Management Quality Management IT/Facility Asset Management. Proficient English	102	175,500 260,000+
IT Director	10+ yrs	Bachelor Degree/MS in Computer Science	Manage IT budget, expenditure. Initiate IT projects and oversee project execution with methodology. Ensure IT infrastructure security. Develop IT department on target setting, mechanism concreting, people coaching, and teamwork. Provide IT knowledge to solve IT problems. Proficient English	239	260,000 390,000

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### MANUFACTURING / ENGINEERING

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<i>Role</i>	<i>Experience</i>	<i>Qualification</i>	<i>Scope of Role</i>	<i>Incumbents Aggregated</i>	<i>Package (RMB)</i>
Asst. Engineer	1-3 yrs	BS Degree	Engineering & Oversee workers.	153	24,000 48,000
Engineer	3-5 yrs	Bachelor Degree	Oversee Asst. Engineers, design and follow up entire production process, schedule planning, cost estimation, maintenance, final inspection and technical advice.	291	36,000 78,000
Sales Engineer	3-5 yrs	Bachelor Degree	Sales + Engineer of Products	208	58,500 91,000+
Engineer	5+ yrs	Bachelor Degree	Prepare production flow chart, repair and maintenance, purchasing tooling, familiar with ISO, CNC machining background	399	65,000 91,000
Senior Engineer / Supervisor	6-8 yrs	Bachelor Degree	Oversee Engineers and Assistant Engineers, review production and quality system, trouble shooting on all production problems.	242	78,000 130,000
QA Manager	5-7 yrs	Bachelor Degree	Set up and maintain ISO 9001 quality system. Qualify suppliers and maintain approved supplier list. Create and implement preventive and corrective maintenance procedures. Above average English, Good technical background	415	42,000 91,000
Technical Engineer	5+ yrs	Bachelor Degree	Technical Support. Liaison with Sales / Marketing / Production Depts. Quality Assurance. Good technical background	371	65,000 78,000
Production Manager	5+ yrs	Bachelor Degree	General administration Co-ordinates the activities of production with those of quality assurance personnel to ensure that specifications and quality levels are met. Establishes production standards and process control, generates standard for boards per hour assembly and test, and generates manpower requirement plans.	285	58,500 100,000
Engineering Manager	8-10 yrs	Bachelor Degree	Oversee Engineers. Experience with standard Production engineering system and ERP system on SAP setup Good inter-personal skills and ability to work as a team leader. Excellent communication and management skill is required review production system periodically, price negotiation with vendors.	146	100,000 200,000

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<i>Role</i>	<i>Experience</i>	<i>Qualification</i>	<i>Scope of Role</i>	<i>Incumbents Aggregated</i>	<i>Package (RMB)</i>
Operation Engineer	10+ yrs	Bachelor Degree	Organize the Production Team, Process Analysis and Improvement, Protection. Dimension measurement, function and reliability testing. Prepare testing procedure for products testing and inspection. Testing jig and facility design and testing equipment operation. Prepare maintenance and calibration plan, follow up and implement. Equipment maintenance, calibration. Good Command of English.	26	100,000 150,000
Operation Manager	10+ yrs	Bachelor Degree MBA	Acquainted with Project Schedule and Cost Control. Provides leadership and direction to manufacturing staff and other departments in Quality management, Engineering, Material Management and Organize Global Sourcing, and Communicate with Key Customers, and Participate in Business Development. Fairly Good command of English. Strong Technical Background	29	150,000 260,000
General Manager	15+yrs	Bachelor Degree Engineering / MBA	Lead the Plant Team, achieve quality target, and support the China re-structure program, set up new strategy, to keep the factory's competitive edge. Maintain Good relationship with Chinese partner and local Government to expand business. Improve management system and team building to meet China market's rapid growth. Proficient English skills. Charisma	20	390,000 500,000 + Performance Bonus

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### **Tough Interview Question of One Million Annual Package Placement**

Both Dumb and Dumber are Dr. Strangelove's students. Dr. Strangelove's birthday is Day N of Month M, neither student knows which date it is from the following ten dates. Dr. Strangelove told M to Dumb and N to Dumber and asked them if they got her birthday.

4 March, 5 March, 8 March

4 June, 7 June

1 Sep, 5 Sep

1 Dec, 2 Dec, 8 Dec

Dumb said, "If I don't know, never will Dumber."

Dumber said, "Originally I didn't know, but now I got it."

Dumb said, "Oh, now I got it too."

Please infer Dr. Strangelove's birthday based on the above dialogue in one hour.

**Answer**