



### Hotel Manpower Shortage and Import of Labour Survey

- Hotel Size (Hotel Rooms): \_\_\_\_\_ Rooms
- Assuming 90% of hotel occupancy, average estimated number of employees required in 2023: \_\_\_\_\_ (Full Time: \_\_\_\_\_ % Part Time: \_\_\_\_\_ %)
- Hotel Location:

Hong Kong Island

- Central & Western       Southern  
 Eastern                       Wanchai

Kowloon

- Kowloon City                       Kwun Tong                       Yau Tsim Mong  
 Sham Shui Po                       Wong Tai Sin

New Territories

- Islands                                   Kwai Tsing                       North  
 Sai Kung                               Sha Tin                           Tai Po  
 Tsuen Wan                               Tuen Mun                       Yuen Long

- Would you consider importing labour to fill below jobs if there are vacancies:

	Yes	No
Executive Staff		
Department Head		
Supervisor		
Front Office Line Staff		
Back Office Line Staff		

- Number of open vacancies and imported labour intended to hire:

Job Positions	Number of open vacancies	Priority Ranking (1: highest – 5: lowest)	Number of labour to be imported
<b>Front Office</b>			
Reception Supervisor			
Front Desk Officer			
Bell Captain			
Bell Attendant			
Telephone Operator			
<b>Housekeeping</b>			
Housekeeping Supervisor			



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Room Attendant			
Public Area Cleaner			
Laundry & Uniform Attendant			
Housekeeping Clerk			
<b>Food &amp; Beverage</b>			
Captain			
Waiter / Waitress			
Chef (Supervisor)			
Cook			
Dishwasher			
<b>Security</b>			
Security Officer			
<b>Fitness Centre / Pool</b>			
Lifeguard			
Recreation Officer			
<b>Engineering</b>			
Duty Engineer			
Technician			
<b>Sales &amp; Marketing</b>			
Sales Manager			
Sales Executive			
Reservations Supervisor			
Reservations Agent			
<b>Other(s) [Please specify]</b>			
IT Officer			
Accounts Clerk			



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6. The duration of employment contract that your hotel prefers for labour importation?

- 1 year
- 2 years
- 3 years
- Other, please specify: \_\_\_\_\_

7. Which origin of the imported labour that your hotel prefers?

- Mainland China
- South East Asian Countries
- Other Asian Countries
- No preference

8. Accommodation for the imported labour:

- Staff quarter
- Cross-border commuting daily
- Housing subsidy to reside in HK
- Other, please specify: \_\_\_\_\_

--End --