

**INDICATIVE TEMPORARY RATES**  
(Effective May 2011)

<b>Job Categories</b>	<b>Hourly Rates HK\$ (For assignments up to two months)</b>	<b>Monthly Rates HK\$ (For contracts of two months and over)</b>
Accounts Clerk	55 - 80	11,000 – 16,000
Accountant/Financial Analyst	80 -180	15,000 – 32,000
Bills/Settlement Clerk/Teller	70 - 90	14,000 – 18, 000
Chinese Word Processing Operator	65 - 80	12,000 – 16,000
Clerk/Data Entry	50 – 65	8,000 – 12,000
Company Secretary	80 - 200	20,000 – 30,000
Company Secretary Assistant	60 - 120	13,000 – 18,000
Customer Service positions	60 - 150	11,000 – 15,000
Driver	50 - 90	12,000 – 15,000
Executive Secretary	100 – 230	18,000 – 25,000
Exhibition Helper	50 - 70	8,000 – 10,000
HR Assistant/Officer	70 - 100	15,000 – 18,000
Junior IT positions	70 – 100	14,000 – 20,000
Junior Sales & Marketing positions	60 - 80	13,000 – 16,000
Junior Secretary/Admin Assistant	60 - 100	10,000 – 14,000
Legal Secretary	120 - 200	18,000 – 35,000
Marketing Assistant	60 - 80	13,000 – 15,000
Marketing Officer	80 – 100	15,000 – 22,000
Merchandiser/Purchaser	60 – 100	11,000 – 15,000
OA/Tea Lady	50 - 70	8,000 – 10,000
Receptionist	60 – 90	10,000 – 15,000
Sales Coordinator	60 – 80	13,000 – 16,000
Senior IT positions	100 – 250	22,000 – 30,000
Senior Sales & Marketing	100 - 200	14,000 – 20,000
Senior Secretary/Administrator	80 – 120	14,000 – 20,000
Shipping Clerk	50 – 70	13,000 – 16,000
Telemarketer	55 - 70	10,000 – 15,000
Translator	150 - 300	18,000 – 28,000

The rates indicated above show current ranges for the most popular types of job. For positions not shown above please contact Gemini for a quotation. All temporary staff are supplied subject to Gemini's terms and conditions which are shown on our website. Gemini temporary staff offered a permanent position will be subject to an additional fee.

**Temp Hotline: 3552 9159**

**[www.gemini.com.hk](http://www.gemini.com.hk)**