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調査実施概要　SURVEY METHODOLOGY

調査方法　質問票郵送法（日本語・英語併記）およびインターネット調査の併用（本書巻末に添付）

調査期間　2008年1月～ 2008年2月

調査対象　在ブラジル日系企業

＜回答企業の所在地＞ アマゾナス、ゴイアス、パラ、リオデジャネイロ、サンパウロ

サンプル数

有効回収数	合計	36		
	アマゾナス	2	リオデジャネイロ	2
	ゴイアス	1	サンパウロ	30
	パラ	1	その他	0

調査実施　株式会社　日経リサーチ

<ご利用にあたって>
①本レポートにおいて提供される情報は人事関連の参考資料としての情報提供を目的としていること、および分析結果は当該調査結果を 統計的手法により分析した結果から導き出された傾向値である旨を理解した上でご利用ください。
②重複回答や小数点以下四捨五入のため、割合の合計が100%にならない場合があります。

Survey method: Mail survey and online survey with questionnaire in Japanese and English.
(Attached at the end of this report)

Survey timing: January 2008 - February 2008.

Respondents: Japanese companies located in Brazil

<Location of respondents> Amazonas, Goias, Para, Rio de Janeiro, Sao Paulo

Sample Size:

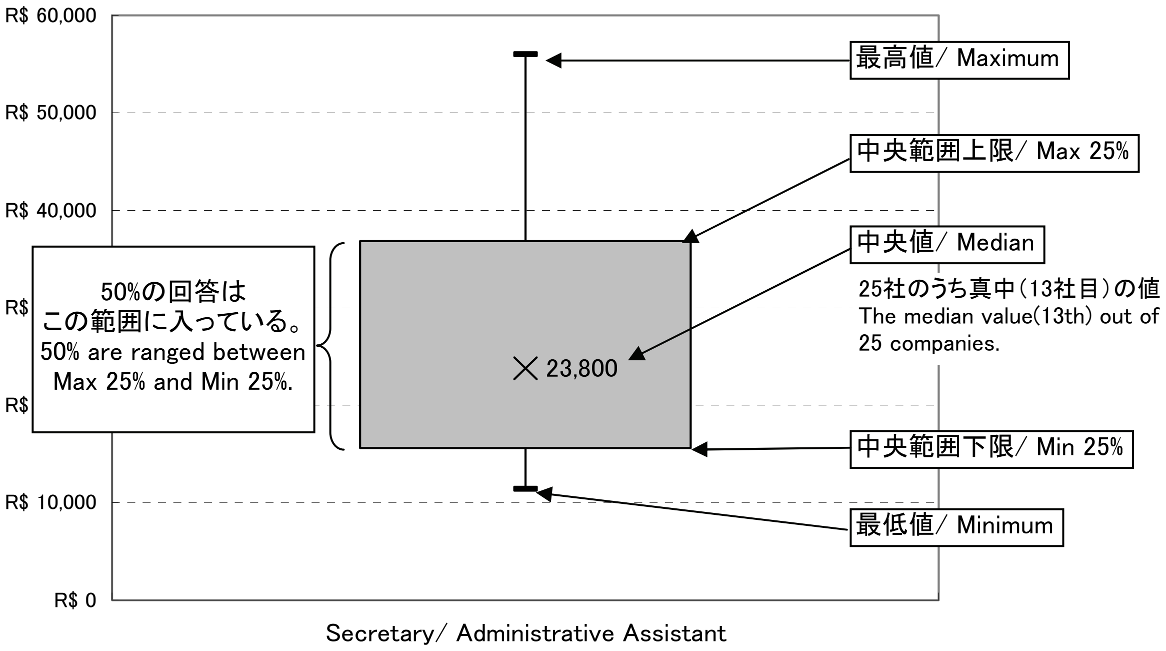
Valid responses	Total	36		
	Amazonas	2	Rio de Janeiro	2
	Goias	1	Sao Paulo	30
	Para	1	Other	0

Conducted by: Nikkei Research Inc.

<NOTES>
① Please note every index that is analyzed from individual data statistically shows trends of the year, so that those in charge of human resources can use the information as references.
② The total is not always 100% because of multiple answers or rounding off after decimals.

職種別給与支給額 SALARY BY JOB TITLES

■ サラリーチャートの見方 How to see the salary chart



■ 職種の定義 Job Title Definitions

1. Receptionist
受付係－会社訪問者・顧客への応対をする一方、郵便物の仕分けや簡単な秘書業務も担当
Greets and assists office visitors, such as customers, venders and applicants. Determines nature of their business and directs them to the appropriate individual. Performs other clerical duties including receiving and distributing mails and messenger services.

2. Secretary/Administrative Assistant
ひとりまたは複数の上司の助手として営業の補佐、事務、ファイル管理や一般秘書業務を担当
Performs secretarial or administrative duties. Processes standard business correspondence and initiates follow-up functions for his/her supervisor/department.

3. Executive Secretary
社長または副社長レベルの幹部の秘書
Performs full secretarial functions of a highly responsible and confidential nature for top level executives.

4. General Clerk
主要書類や報告書の作成、計算・ファイルをする一方、顧客への対応をする事務員
Performs and supervises variety of office/clerical duties, including processing of complex documents, compiling of reports, calculating and filings. Assists customers and employees with inquiries and complaints.

5. Assistant Manager
会社・部の構築や営業遂行に関し経験を持ち、上司を補佐する係長レベルの事務員
Performs general but complex administrative or business functions in a department as a senior employee under a minimum direction from his/her manager.

6. Accounting Assistant/Accounting Clerk
一般会計事務補佐担当者で日常の支払伝票などの記帳・勘定の照会をする担当者
Performs one or more routine accounting clerical operations, such as posting, entering vouchers and reconciling bank accounts.

7. Accountant
会計事務知識・体験を有する会計士で法人税務・取引記録・損益勘定・資産／債務バランスシートなどを作成する担当者
Applies principles of accounting to install and maintain operation of general accounting system. Provides records of assets, liabilities, and financial transactions of company.

8. Accounting Manager
一般会計事務の管理責任者
Administers general accounting practices which will account for corporate assets and assures that operating reports are accurate and timely for information necessary for business assessment by the management.

9. Controller/Treasurer
法人企業経営全体の実績分析、会計事務、税務、財務部門の資金調達、運用、為替、出納管理などの最高責任者
Plans, develops and administers the financial operation policy and organizes effective activities to provide required financial services to the company.

10. General Administration Manager
総務部長－会社全体の総務・人事・庶務業務の管理責任者
Plans, directs and coordinates company activities including the administration of personnel to assure achievement of corporate goals and objectives; participates in development and planning of corporate policy, goals and objectives.

11. Human Resources Director/Manager
人事担当マネージャー－従業員の採用・解雇・育成、給与・ベネフィット・就業規定の作成・維持、労働法に関する諸問題への対応処理
Develops, recommends and maintains new and improved personnel policies and procedures involving hiring, training, wage and benefits administrations and federal and state laws compliance. Provides assistance to operating management in the interpretation and application of established personnel policy.

12. Customer Service
顧客・取引先からの製品・価格・発送・サービス等に関する問い合わせに応対する担当者
Responsible for handling all customer contacts received by phone, fax, letter or in person about information on products, rates delivery and services.

13. Sales Representative
取引先からの販売品注文に対応したり、販売契約の提案や販路開発補助または実際の販売に従事する担当者
Responsible for prompt and efficient processing of customer inquiries, orders, and necessary expediting to assure delivery. Quotes prices and submits contracts to customers. Assists development of sales contacts and may perform some selling functions.

14. Sales/Marketing Manager
販売企画・交渉、売買契約の立案・遂行、販路開発などを担当する営業マネージャー
Prepares and implements sales objectives and programs. Performs and coordinates the sales activities and cooperates with other functions in accordance with company/department policies and plans in order to achieve established sales goals.

15. Researcher/Planner
市場動向の情報収集、技術動向調査、マーケティング・リサーチの企画・立案担当者
Researches new product potentials; evaluates their potential for the profitability in the market. Directs and plans the researches, provides technical assistance to others for development of products and services.

16. Production Manager
生産の企画、スケジュール・量・品質・在庫管理の責任者
Plans, supervises and maintains all production processes, equipment, employees, safety. Responsible for meeting production timing, quality and quantity standards.

17. Purchasing Manager
買い付けルートの探索、物品の選定、値段の交渉、売買契約作成に従事する担当者
Negotiates and administers all purchase contracts to procure, at optimum balance among cost, quality, vendor service, materials and services essential to a variety of company needs.

18. Buyer
消費者の流行、ニーズやトレンド、新商品の探索をもとに、物品の選定、値段の交渉、売買契約に従事する買い付け担当者
Selects and purchases merchandise for resale, basing selection on nature of clientele and demand for specific merchandise.

19. Warehouse Manager
倉庫内の従業員管理をはじめ、在庫・発送・交付などの倉庫管理の責任者
Responsible for warehouse activities, such as scheduling of employees work, shipping and receiving and facility maintenance.

20. Shipping/Receiving Clerk
顧客・取引先からの注文に即応し正確な発送をおこない、また、配達された物品の受付をする管理担当者
Responds to orders accurately for accurate and prompt shipments; verifies receipt of incoming shipments and enter information into computer.

21. Logistic Coordinator
貨物輸送(航空・船舶)選定/配置に関する必要な書類、保険、ライセンス、通関業務等の担当者
Performs duties involving import/export operations for air & ocean shipments of goods. Prepares all import or export documents, including bills of lading, consular invoices, licensing, insurance certificates, etc. Keep abreast of customs regulations and procedures of countries involved.

22. Quality Assurance/Control Manager
生産された製品の品質査定・管理および向上の技術担当責任者
Develops and implements a quality production program to ensure conformity of produced materials and final products to meet customer specifications and enhances superior quality and reliability standards.

23. IT Manager
社内の情報管理に対して最適な方法を検討・分析し、助言を行う、コンピューターシステムの構築、購入機器の選定などに関わる担当責任者
Investigates, reviews, analyzes present methods on IT system and advises/counsels with management regarding information processing. Recommends IT implementation, plans integrated computer systems as well as purchasing process on IT equipments in a company.

24. System Engineer
社内外を問わず、テクニカルサポート・アドバイス、またシステムサポートなどができる技術担当者
Performs duties involving the application of systems analysis techniques and procedures, including consulting with user (in and outside the company) to determine hardware, software or system functional specifications; design, development, documentation, creation, testing or modification of systems or programs, based on and related to user or system design specifications.

25. Mechanical Engineer
設計から製品モデリングや解析、製品開発プロセスなどを担当する機械技術者
Designs, develops, and tests all aspects of mechanical components, equipment, and machinery. Applies knowledge of engineering principles to design products such as engines, instruments, controls, robots, machines, etc. Involved in fabrication, operation, application, installation, and/or repair of mechanical products.

26. Electrical Engineer
電気・電子回路の設計・製作や解析、情報処理などを担当する電気・電子工学技術者
Designs, develops, and tests all aspects of electrical components, equipment, and machinery. Uses computer-assisted engineering and design software and equipment to perform assignments. Applies principles and techniques of electrical engineering to accomplish goals.

27. Vice President/General Manager
会社の全般的な経営計画に参画する部長又は課長格の社員で、部門の管理者
Develops, establishes, improves standards for business activities, and provides functional directions to a division/department through interpretation of the corporate policy.

28. Senior Vice President/Executive Vice President/President
社長・副社長－会社の全般的な経営管理責任者
Participates in the overall administration and operation of the company through coordinating and directing operating units of the company.