

**在米日系企業における
現地スタッフの給料と待遇に関する調査
2019**

**The Survey of Salaries and Employment Benefits
for Local Staff in Japanese Companies in USA
2019**

株式会社 **日経リサーチ**

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調査実施概要 SURVEY METHODOLOGY

調査方法	依頼状郵送によるインターネット調査(日本語・英語併記)
調査期間	2018年11月～2019年1月
調査対象	ニューヨーク、ミッドウエスト、カリフォルニア及び南部地域などに所在する日系企業

(回答企業の所在地)

ニューヨーク地域:	コネチカット、ニューヨーク、ニュージャージー及びペンシルベニア州
ミッドウエスト地域:	オハイオ、インディアナ、イリノイ、ミシガン及びケンタッキー州
カリフォルニア地域:	カリフォルニア州
南部地域:	ノースキャロライナ、サウスキャロライナ、ジョージア、フロリダ、テネシー、アラバマ及びテキサス州
その他:	ニューハンプシャー、マサチューセッツ、ネブラスカ、メリーランド、アリゾナ、ワシントン、オレゴン及びハワイ州

サンプル数	有効回収数 合計	212		
	ニューヨーク地域:	50	ミッドウエスト地域:	53
	カリフォルニア地域:	69	南部地域:	25
	その他:	15		

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: Online survey in Japanese and English

Survey timing: November 2018 - January 2019

Respondents: Japanese companies in the New York area, the Midwest, California, the South and other areas.

(Location of respondents)

the New York area:	Connecticut, New York, New Jersey and Pennsylvania
the Midwest:	Ohio, Indiana, Illinois, Michigan and Kentucky
California:	California
the South:	North Carolina, South Carolina, Georgia, Florida, Tennessee, Alabama and Texas
Other areas:	New Hampshire, Massachusetts, Nebraska, Maryland, Arizona, Washington, Oregon and Hawaii

Sample Size:	Valid responses Total	212		
	the New York area:	50	the Midwest :	53
	California:	69	the South:	25
	Other areas:	15		

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.

回答企業属性 PROFILE OF COMPANIES INCLUDED

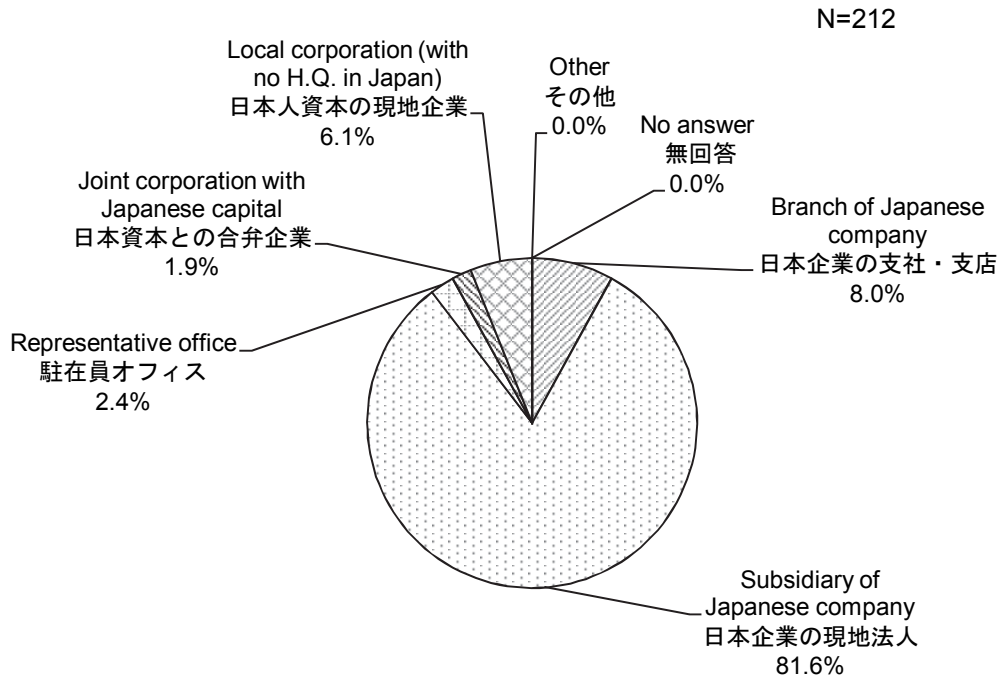
■所在地 Location

	Number of company	(%)		Number of company	(%)		Number of company	(%)
Connecticut	2	0.9	California	69	32.5	New Hampshire	1	0.5
New York	41	19.3	California	69	32.5	Massachusetts	2	0.9
New Jersey	6	2.8	North Carolina	3	1.4	Nebraska	1	0.5
Pennsylvania	1	0.5	South Carolina	2	0.9	Maryland	1	0.5
the New York area	50	23.6	Georgia	7	3.3	Arizona	2	0.9
Ohio	16	7.5	Florida	2	0.9	Washington	4	1.9
Indiana	1	0.5	Tennessee	4	1.9	Oregon	3	1.4
Illinois	23	10.8	Alabama	1	0.5	Hawaii	1	0.5
Michigan	11	5.2	Texas	6	2.8	Other	15	7.1
Kentucky	2	0.9	the South	25	11.8	No answer	0	0.0
the Midwest	53	25.0				Total	212	100.0

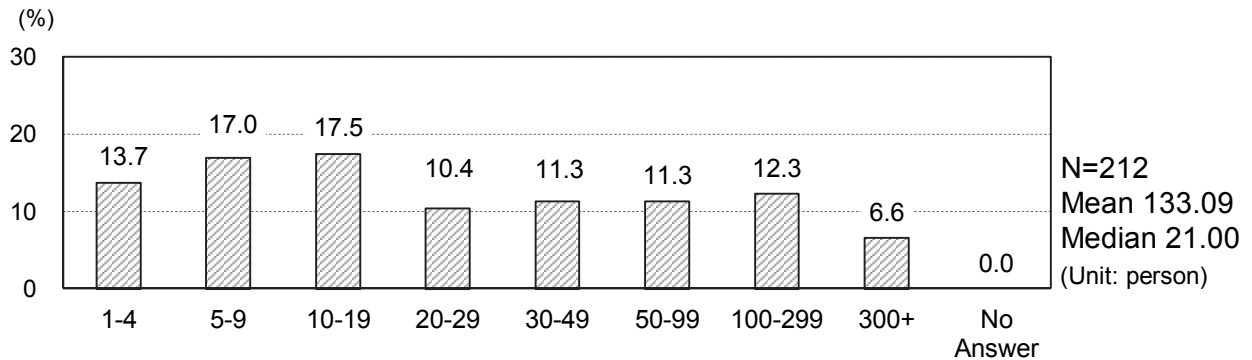
■業種 Industry type

Industry type	New York	Midwest	California	South	Other	Total
建設 Construction	0	1	1	1	1	4
製造-自動車・機械 Automobile/Machinery	4	25	4	9	1	43
製造-鉄鋼・金属 Steel/Metal	1	1	2	0	1	5
製造-電気製品・電子部品 Electric appliance/Electronic parts	4	5	8	2	2	21
製造-化学・薬品・石油・ゴム・窯業 Chemical/Pharma/Petroleum/Rubber/Ceramic	5	5	4	7	2	23
製造-繊維・衣服 Textile/Apparel	1	2	0	0	0	3
製造-木材・紙・パルプ Lumber/Paper/Pulp	0	0	2	0	0	2
製造-食品 Food	1	1	9	1	0	12
その他製造 Other manufacturing	0	0	0	0	0	0
輸出入業・商社 Import/Export/Trading	7	8	9	0	4	28
小売・卸売 Retail/Wholesale	3	0	4	1	2	10
銀行・証券 Bank/Securities	3	0	1	0	0	4
保険 Insurance	2	0	0	1	0	3
その他金融 Other financial	2	0	0	0	0	2
不動産 Real estate	0	0	0	0	0	0
IT関連・ソフト開発 IT/Software	3	0	6	1	0	10
通信 Communication	4	0	0	0	0	4
運輸・物流 Transportation/Logistics	1	2	6	0	0	9
レジャー Leisure	0	0	1	0	1	2
サービス Service	4	1	5	0	1	11
公的機関 Public Sector	2	0	1	0	0	3
その他 Other	3	2	6	2	0	13
計 Total	50	53	69	25	15	212

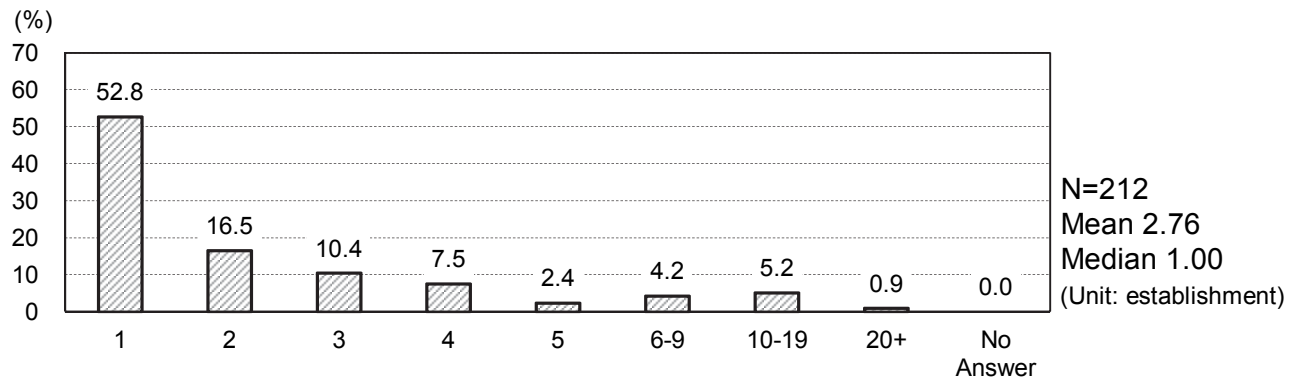
■オフィスのタイプ Type of office



■従業員数(米国内合計) Employee size (Total in the United States)



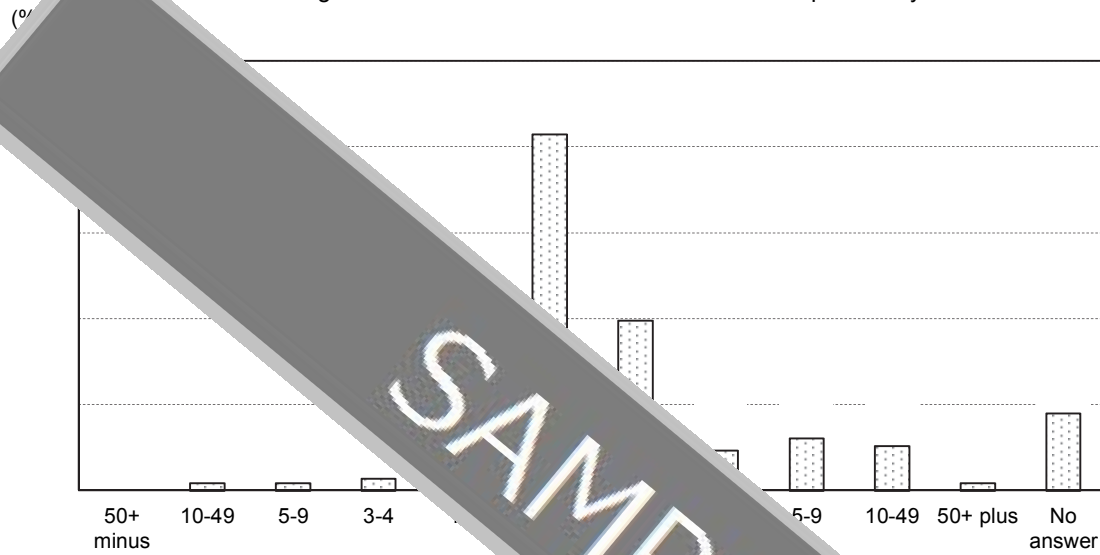
■米国内事業所数 Number of establishments in the United States



従業員数の増減 CHANGE IN STAFF NUMBERS

1. 現地スタッフ数の変化 Change in the number of local staff members

Change in the number of local staff members in the past one year

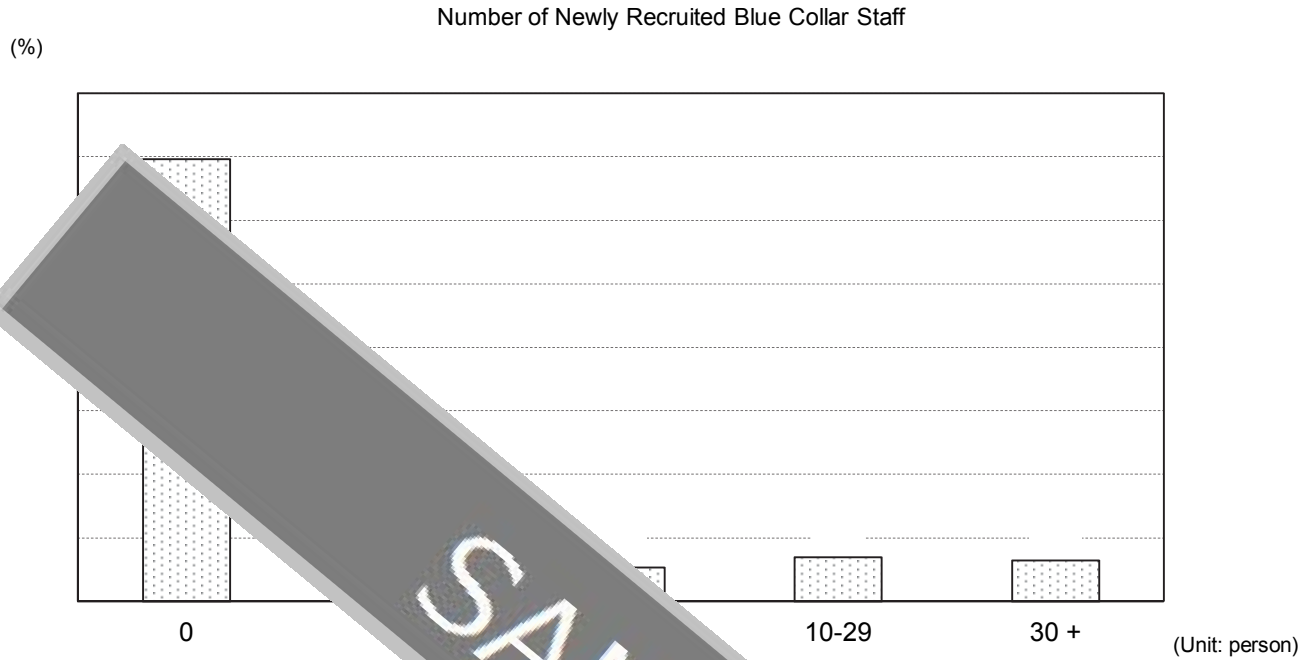


	Total	By area					Industry type				
		New York	Mid west	California	South	Other	Manufacturing	Trade	Services	Leisure Service	Other
Base (N)	212	50	53	69	25	15	109	28	10	15	34
Decreased 減った											
No change 変わらない											
Increased 増えた											
No answer 無回答											

4-3. 新規採用人数 / ブルーカラー Number of Newly Recruited Blue Collar Staff

ブルーカラーの新規採用人数は「0人」と回答した企業がxx%。

xx% of the companies reported '0 person' as the number of newly recruited blue collar staff.



(%)

	Total	By area					Industry type				
		New York	Mid west	California	South	Other	Manufacturing	Wholesale/Retail	Transportation	Leisure Service	Other
Base (n)	185	46	48	56	24	11	101	23	9	27	27
0											
1-4											
5-9											
10-29											
30 +											

昇給率・ボーナス SALARY INCREASE/ BONUS

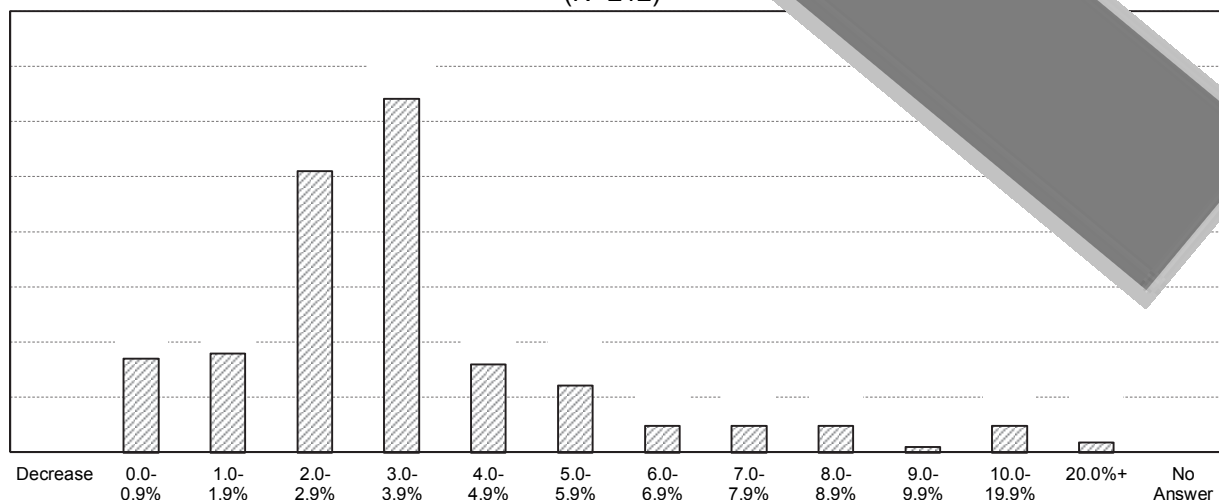
1. 2018年昇給率（2019年昇給率予測） Salary increase rate in 2018(2019 Projection)

	昇給率の最大値 The highest percentage	昇給率の平均値 Average percentage	昇給率の最小値 The lowest percentage	2019年の平均昇給率 Average percentage projected for 2019
	210	212	210	212
Median				
Minimum				
Maximum				
Percentiles				
25%				
50%				
75%				

<DATA in 2017>

Base (n)	180	175
Mean		
Median		

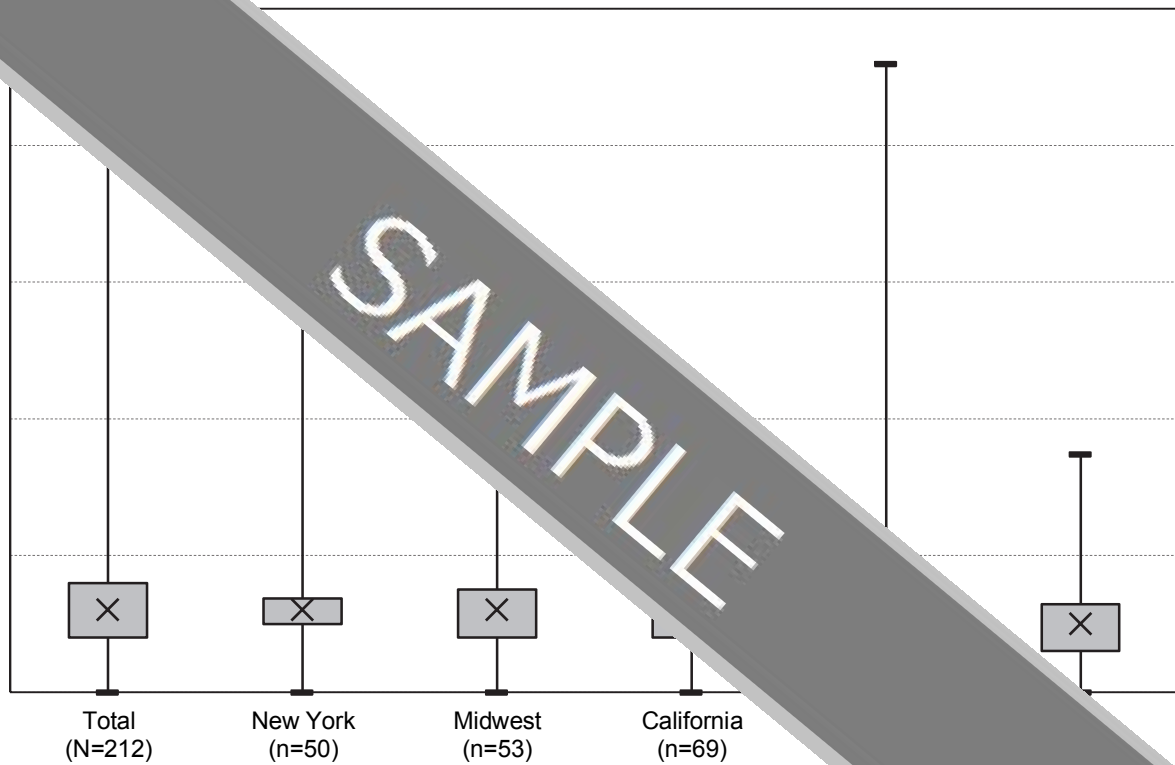
Average salary increase
2018年昇給率の平均
(N=212)



2018年昇給率の平均値 地域別 Average salary increase rate in 2018 - by area

(%)

	Total	By area				
		New York	Midwest	California	South	Other
Base (N)	212	50	53	69	25	15
Mean						
Median						
Minimum						
Maximum						

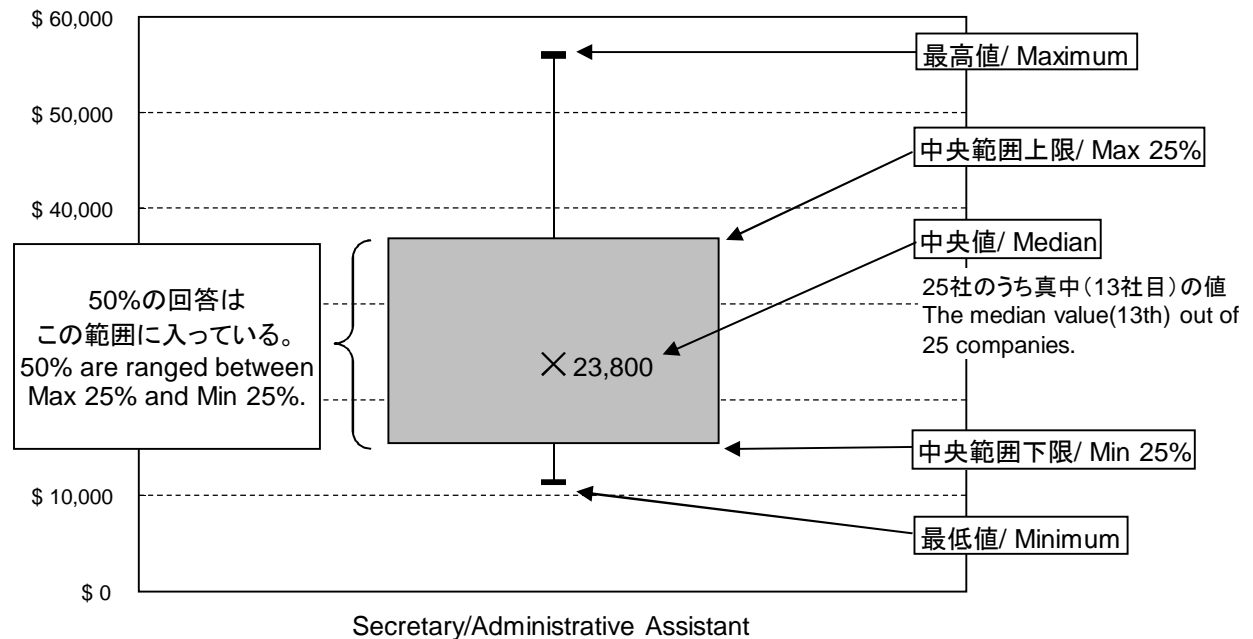


<Data in 2017>

	Total	New York	Midwest	California	South
Base (n)	181	39	52	54	23
Mean					
Median					
Minimum					
Maximum					

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

受付係一会社訪問者・顧客への対応をする一方、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, vendors 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対応する担当者

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.

29. Non-Regular Manufacturing Worker

製造現場の作業員。ラインの稼働状況により、非定期的に雇用

Non-regular worker on a manufacturing site. Employed on an irregular basis depending on the operating condition of factory lines.

30A. Regular Manufacturing Worker - Manufacturing Operator

製造現場の常時雇用作業員－生産オペレーター

Fulltime worker on a manufacturing site. Uses equipment to assist with manufacturing, packaging, and other steps along a production line.

30B. Regular Manufacturing Worker - Maintenance staff

製造現場の常時雇用作業員－保守担当

Fulltime worker on a manufacturing site. Ensures that facilities are safe, orderly and functional.

30C. Regular Manufacturing Worker - Other

製造現場の常時雇用作業員－その他

Fulltime worker on a manufacturing site (except for System Engineer, Mechanical Engineer, Electrical Engineer, Manufacturing Operator, Maintenance staff above)

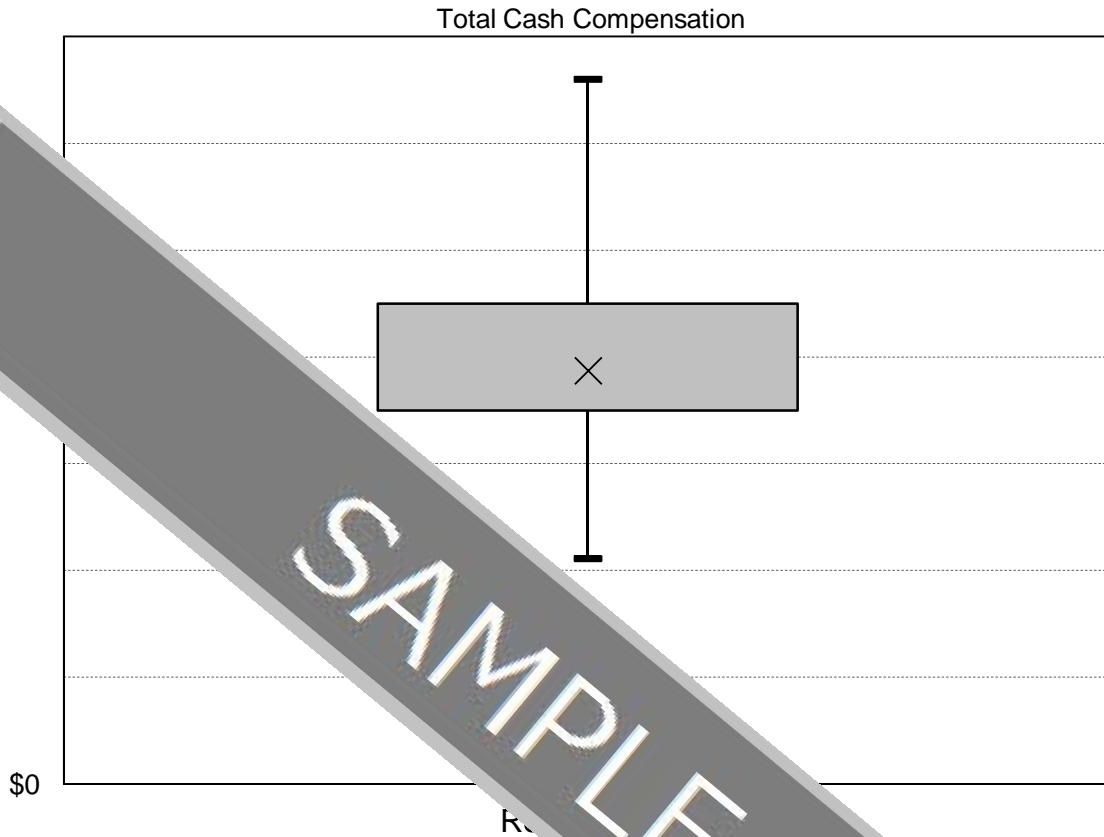
31. Driver/Chauffer

運転手

1. Receptionist

年間基本給の平均は\$XX、ボーナス等を含めた総支給額の平均は\$xxである。

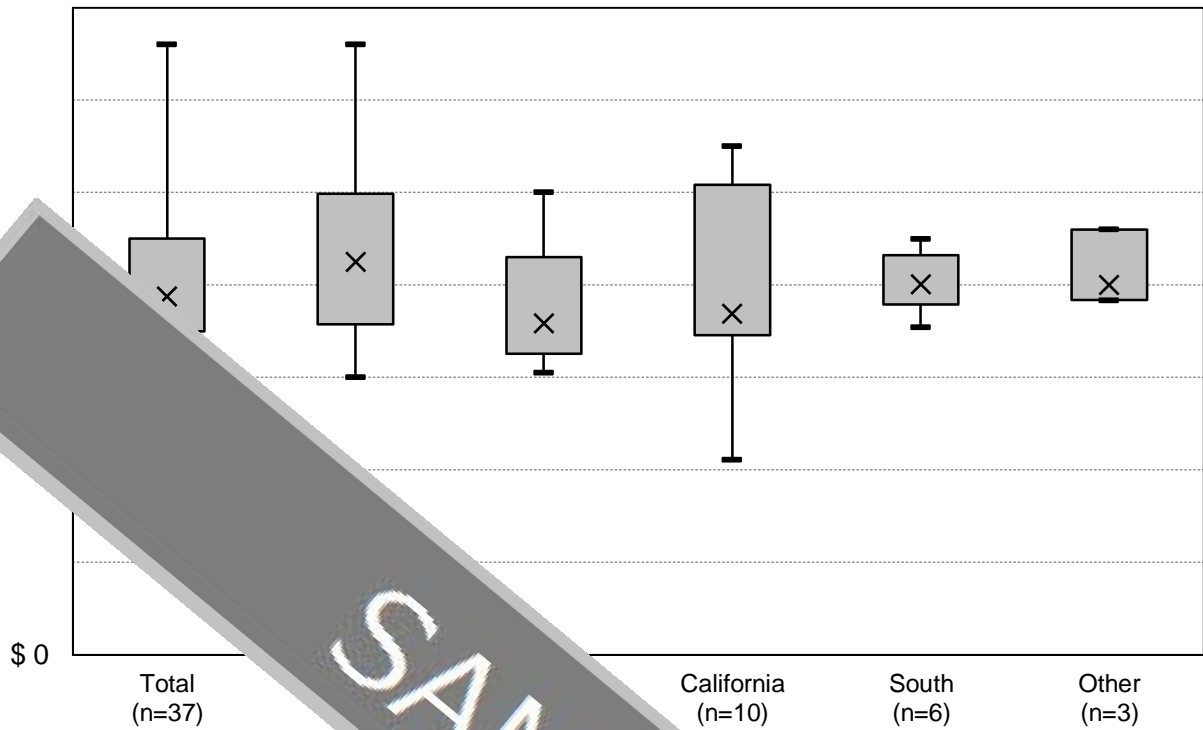
The average annual base salary is \$XX. The average of total compensation including bonuses is \$xx.



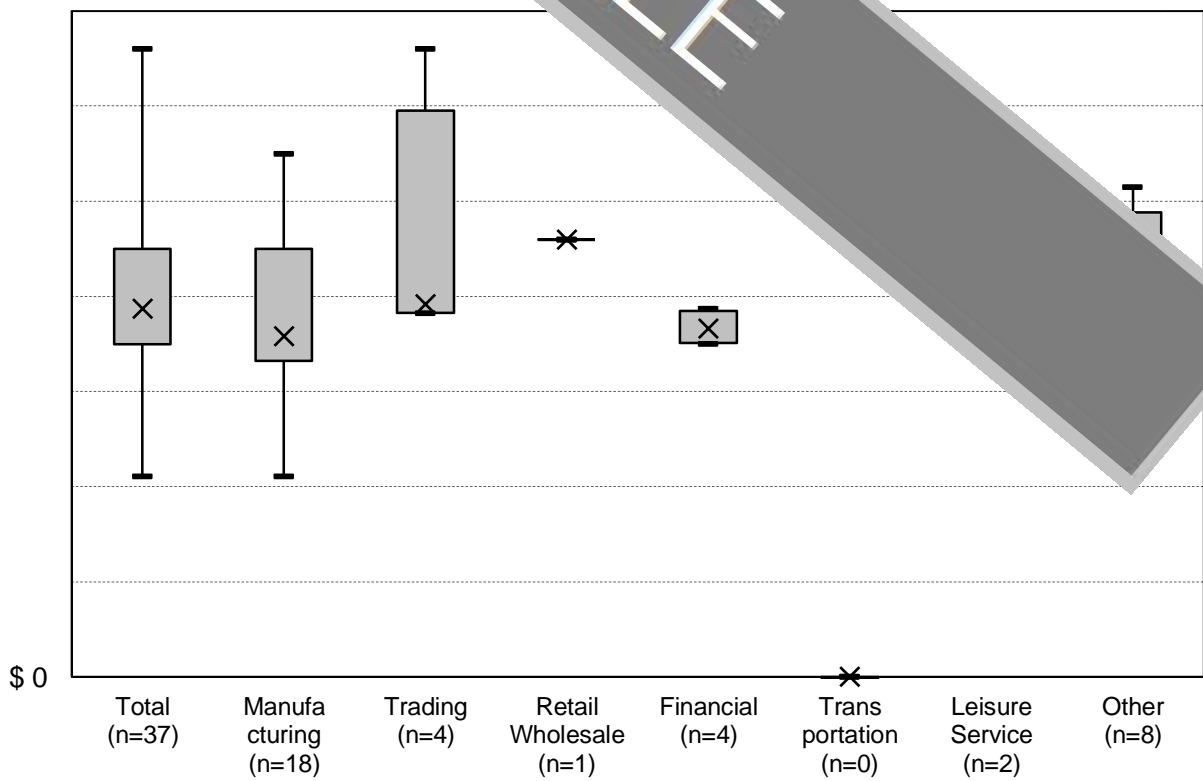
	Annual base salary 年間基本給	Bonus ボーナス	(overtime, etc.) 経験手当 その他手当 (時間外、交通費)	Total cash total compensation
Base	37	20		
Mean				
Median				
Minimum				
Maximum				
Percentiles 25%				
50%				
75%				

1. Receptionist

■ Total cash compensation by Area



■ Total cash compensation by Industry



1. Receptionist

(\$)

連番 Sample	エリア Area	業種 Industry Type	従業員 規模 Employee Size	勤務 年数 Year of Service	年間基本給 Annual Base Salary	ボーナス Bonus	その他手当 (時間外手当/ 通勤手当など) Other cash compensation	年間総支給額 Total cash compensation
1	California	Mfg. (Food)	30-99	10-14				
2	New York	Other	30-99	2-3				
3	Midwest	Mfg. (Chemical/pharma/petrol/rubber/ceramic)	1-29	0-1				
4	Midwest	Mfg. (Automobile/machinery)	400-999	8-9				
5	Midwest	Mfg. (Chemical/pharma/petrol/rubber/ceramic)	400-999	4-5				
6	California	Mfg. (Chemical/pharma/petrol/rubber/ceramic)	1-29	0-1				
7	West	Mfg. (Automobile/machinery)	30-99	0-1				
8	West	Mfg. (Automobile/machinery)	400-999	2-3				
9	West	Bank/Securities	1-29	NA				
10	West	Mfg. (Food)	30-99	0-1				
11	West	Other	30-99	4-5				
12	West	Securities	30-99	6-7				
13	West	Mfg. (Automobile/machinery)	100-399	4-5				
14	West	Mfg. (Automobile/machinery)	30-99	2-3				
15	New York	Other	1-29	0-1				
16	Midwest	Mfg. (Automobile/machinery)	100-399	20-24				
17	California	Other	1-29	NA				
18	Other	Other	1-29	0-1				
19	South	Other	1-29	0-1				
20	South	Mfg. (Automobile/machinery)	1-29	0-1				
21	New York	Communication	1-29	0-1				
22	Other	Import/Export/Trading	1-29	0-1				
23	South	Mfg. (Chemical/pharma/petrol/rubber/ceramic)	1-29	0-1				
24	Midwest	Mfg. (Automobile/machinery)	1-29	0-1				
25	California	Service	1-29	0-1				
26	South	Other	1-29	0-1				
27	New York	Mfg. (Automobile/machinery)	30-99	0-1				
28	South	IT/Software	100-399	4-5				
29	New York	Mfg. (Automobile/machinery)	1-29	8-9				
30	Other	Retail/Wholesale	30-99	2-3				
31	Midwest	Mfg. (Automobile/machinery)	100-399	8-9				
32	Midwest	Mfg. (Automobile/machinery)	100-399	4-5				
33	California	Other	1-29	NA				
34	New York	Communication	30-99	2-3				
35	California	Service	30-99	8-9				
36	California	Mfg. (Automobile/machinery)	1-29	10-14				
37	New York	Import/Export/Trading	1-29	20-24				