

China Eastern Airlines Geneva Office

Recruitment Announcement

I. Company Profile

China Eastern Airlines is one of China's three major state-owned air transport groups, with a global route network serving over 100 million passengers annually. As a member of SkyTeam, we are committed to providing safe, comfortable, and efficient air travel services to passengers worldwide.

We officially launched the Shanghai-Geneva direct flight route on June 16, 2025, currently operating four flights per week. China Eastern Airlines Geneva Office, to ensure the efficient operation of our strategic routes, we are now openly recruiting local employees in the Geneva, Switzerland. We welcome talents familiar with the local environment, language, and business practices to join us!

II. Positions and Requirements

2.1 Airport Terminal Operation (2 persons)

2.1.1 Requirements

1. Nationality Requirements

Swiss citizens, EU citizens, or other nationalities holding a Swiss or EU long-term/permanent residence permit.

2. Language Requirements

- (1) Proficiency in Chinese preferred
- (2) English is mandatory
- (3) Local language (French/German, etc.)

3. Education Requirements

Associate degree or above

4. Experience Requirements

1 year or above relevant work experience
May be relaxed for outstanding candidates

2.1.2 Job Responsibilities

1. Assist the airport station manager in supervising and coordinating station operations support, safety management, station business, and service management and operations.
2. Assist the station manager in coordinating, communicating, and collaborating with various stakeholders at the station (Civil Aviation Authority, airport and other relevant government departments, contracted ground handling agents, CIQ authorities, other airlines, etc.). Supervise, coordinate, and guide contracted agents, ensuring they complete all tasks as per the agreement, and regularly report to the company on the agents' contract performance and any issues identified.
3. Assist the station manager in emergency management at the station, including drafting the station's "Emergency Procedures for Airport Stations." In the event of an emergency involving company flights at the station or in relevant areas, after the company activates its emergency response, assist the Station Manager in the initial handling of the emergency response.
4. Timely report to the station manager any changes in local policies and regulations, operational emergencies, safety incidents, and security risks,

assisting the station manager in ensuring the safe and orderly operation of company flights at the station.

5. Assist the station manager in undergoing various inspections by relevant local government authorities at the station.

6. Assist the station manager in the daily management and professional training of station personnel.

7. Assist the station manager in establishing and implementing passenger service procedures for irregular flights.

8. Perform other tasks assigned by higher authorities.

III.How to Apply

Interested candidates please send your CV and cover letter to the China Eastern Airlines Geneva Office public email:

p_gvaoffice@ceair.com

Please indicate "Application for [Position Name] + Name + Expected Start Date" in the email subject line.

Shortlisted candidates will be contacted for interviews.

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