

# **China Eastern Airlines Geneva Office**

## **Recruitment Announcement**

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### **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**

### **2.1Finance and Administration Specialist (1 person)**

#### **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

##### **5. Other Requirements**

Good written communication skills; Preference given to candidates with accounting-related majors or financial/HR work experience.

#### **2.1.2 Job Responsibilities**

1. Responsible for lease negotiations for the company office, maintenance of the office daily operation , procurement and management of office supplies.
2. Responsible for updating the company's business license.
3. Responsible for renewing and maintaining the company's parking spaces.
4. Responsible for the payment and maintenance of the company's landline phones, duty mobile phones, and internet (for both the downtown office and the airport office).
5. Responsible for the recruitment of local employees, handling visa and insurance procedures for new employees, and renewing visas and insurance for existing employees.
6. Responsible for processing new employee onboarding and offboarding procedures, as well as activating and deactivating various system accounts.
7. Responsible for managing employee attendance, including leave requests and passport application management.

8. Responsible for organizing, archiving, and managing company documents and materials.
  9. Responsible for visitor reception, handling courier services, mail, and other daily administrative tasks.
  10. Responsible for issuing various administrative and HR-related explanations and certifications.
  11. Responsible for daily communication and coordination with government departments such as the Canton of Geneva authorities, the Economic Promotion Office, and the Tax Office.
  12. Assist the Finance Manager with daily tasks such as BSP ticket settlements and special refunds.
  13. Responsible for reviewing, paying, and managing accounts for various expenses at the sales office, including aircraft landing fees, ground handling fees, and crew support costs.
  14. Responsible for reconciling the ending balances of the sales office's bank accounts.
  15. Responsible for the daily clearance of accounts receivable and payable.
  16. Responsible for the payroll processing of local employees and internally assigned personnel at the sales office.
  17. Responsible for reimbursement tasks within the company's expense control system.
  18. Responsible for entering asset financial records into the system.
  19. Responsible for communication and coordination within the scope of business operations.
  20. Perform other tasks assigned by higher authorities.
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### **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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**March 2026**