

# AIR CHINA IS RECRUITING



A STAR ALLIANCE MEMBER 

Air China is China's exclusive national flag carrier for civil aviation, a member of the Star Alliance, the world's largest airline alliance. As of June 30, 2016, Air China (including its holding companies) owns 603 aircraft, featuring Boeing and Airbus. It operates 377 passenger routes, including 98 international routes, 16 regional routes and 263 domestic routes, covering 39 countries and regions. In cooperation with Star Alliance member airlines, its service network is further extended to 1330 destinations in 193 countries.

Starting Jun 7, 2017, Air China will launch non-stop service from Zurich to Beijing, using Airbus A330-200 aircraft with 4 flights weekly. This route will make a major contribution to facilitate the communication of Canton Zurich and the whole region with China and both the economic and touristic sectors will strongly benefit from this direct route.

## SALES EXECUTIVE (OUTDOOR)

### RESPONSIBILITIES

- Active communication with internal and external stakeholders to ensure product and pricing updates
- Coordination and participation of marketing activities, events or ad-hoc push sales initiatives
- Represent Air China at various B2B/B2C events, sales blitz and trade fairs
- Maintain regular summary reports to ensure information exchange
- Maintain and update agent and corporate sales toolbox as well as presentations
- Collect market information and feed to internal systems
- Support marketing & pricing tasks within market Switzerland
- Produce all required, work-related documentation
- Other duties as assigned such as ticketing service support

### QUALIFICATIONS AND COMPETENCIES

- Bachelor Diploma
- 3 years of experience in a similar position with an airline or 3 years with a travel agent
- Thorough knowledge of Business & Corporate Travel
- Communication, presentation and interpersonal skills
- Negotiation and influencing skills
- Computer literate & should be fluent in German and English. Other languages will be an added asset
- Ability to meet specified deadlines and work well under pressure
- Accept to work in flexible time if necessary

## TICKETING AGENT

### RESPONSIBILITIES

- Inspect and verify passenger documentation, make proposal to customers and ticketing
- group tickets booking and selling
- reschedule passengers affected by flight interruptions or cancellations
- Provide service to passengers with special needs such as unaccompanied minors (UM), VIP passengers and passengers needing wheelchair assistance, etc.
- Comply with all federal, state, municipal, airport authority and carrier security requirements and policies
- Operate equipment to include computer keyboards, and carrier specific reservation/ticketing software
- Produce all required, work-related documentation
- Other duties as assigned

### QUALIFICATIONS AND COMPETENCIES

- Bachelor Diploma
- Passionate about customer service and must have relevant work experience
- Should be fluent in German, English and Chinese
- Self-motivated and able to work independently
- Good computer skills and be able to learn airline specific computer software
- Ability to meet specified deadlines and work well under pressure
- You must pass a 10 year background check, criminal history check.
- Accept to work in flexible time if necessary

## FINANCE & OFFICE ASSISTANT

### RESPONSIBILITIES

- Executes office work to support the General Manager
- Executes payment and deposit cash in the bank
- Generates billing information and performs other duties assigned by the finance manager
- Produces all required, work-related documentation
- Other duties as assigned

### QUALIFICATIONS AND COMPETENCIES

- Bachelor diploma or master diploma
- Languages (English, German and Chinese), good writing ability
- Must be detail oriented and well organized
- Good basic math skills and computer knowledge required
- Self-motivated and able to work independently
- Ability to meet specified deadlines and work well under pressure
- You must pass a 10-year background check, criminal history check
- Accept to work in flexible time if necessary

Applicants must be a citizen of lawful permanent resident and legally entitled to work in Switzerland, Valid passport required.

Please enclose in your cover letter, your salary expectations and your detailed CV in English and Chinese (Sales Executive, Chinese CV not necessary) by April 30, 2017 by e-mail to [info@airchina.ch](mailto:info@airchina.ch), Mrs. Chiu.