



Internship Fleet Office Support (100%, all genders)

As a member of the Fleet Office Support Team, you are an integral part of a dynamic leadership organization at the heart of flight operations. You work within a fleet-wide leadership team, which is engaged in operational tasks such as leadership, control, coordination, and various project responsibilities within the operational environment of SWISS.

Tasks

In this position, you will support the Fleet Chief and their deputy, as well as the Team Leaders in their highly diverse and exciting leadership responsibilities.

- Assist the Fleet Chief, their deputy, and Team Leaders in administrative aspects of leadership tasks.
- Schedule coordination and calendar management in Outlook.
- Reception support for pilots.
- Planning, coordination, and control tasks in the leadership domain.
- Coordinate and collaborate closely with key interfaces such as Flight Operations, Crew Control, Cockpit Planning, Operations Training, LAT, etc.
- Handling various subject matters and smaller projects.
- Organization and support for various events.

Requirements

- Completed high school education or equivalent (Gymnasium, specialized school, business school).
- Goal of pursuing an Aviation degree at ZHAW and/or a strong interest and understanding of the airline business.
- Enjoyment of administrative tasks.
- Good communication skills.
- Ability to work with focus in a dynamic environment.
- High sense of responsibility, authenticity, reliability, and utmost trustworthiness.
- Intrinsic motivation, independent, and structured.
- Proficient in using Office applications (Word, Excel, Outlook, PowerPoint, Microsoft Teams).
- Very good language skills in German and good English proficiency.

Facts

Location:	Kloten
Employment level:	Internship
Function:	Fleet Office
Working time:	80–100%
Salary:	CHF 1'700 monthly
Publishing date:	02. January 2024
Application deadline:	15. January 2024
Starting date:	August 2024

Benefits



Attractive
company
pension
scheme



Profit-sharing
programme



Subsidized
parking or
public
transport



Company
health
management



25 days of
annual
vacation



Nursery



Flight benefits



Remote
working



Modern Offices



Diversity
programmes



Discounts



Employee and
networking
events



Paid maternity
and paternity
leave

Contact

Please apply via our career page swiss.com/career.

The contact person is Michèle Rohatsch.

We are looking forward to your application.

Company

About Swiss International Air Lines AG

It's the little differences that make working at SWISS so appealing. The fact, for example, that we treat every detail with care, see quality in terms of hospitality and view nationality through an international lens. In a similar way, we see variety as richness, a job as an experience and SWISS as a world of inspiration. You, too, will be stimulated in our special working environment – one in which, wherever you are, you'll always feel: Truly SWISS.... where people matter.

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