



The Zurich based headquarters with over 160 employees in cabin, cockpit and office are working together to connect Zurich with vacation destinations around Europe and Northern Africa.

We are seeking for

Safety, Compliance & Security Coordinator 100 % (all gender)

You will be joining an ambitious team within Chair Airlines. As a growing and developing company, we are looking for a young, motivated and ambitious person who is ready to start their career in the aviation industry. In this role, you will be exposed to a variety of operational areas and have the opportunity to take on responsibility quickly. With cross-departmental working, there will be plenty of opportunities to develop your personal strengths within the company.

Key Responsibilities

- Supporting the system administrator of the Quality and Risk Management tool
- Supporting the system administrator of Document Management System
- Support the safety and compliance team revising internal manuals, documents and procedures
- Maintain a high level of standardization of company documentations
- Close collaboration with the ERP Manager to improve
- Support in preparing internal trainings
- Take over tasks assigned by the Security Manager

Requirements

- Bachelor's or engineering degree
- Very good MS Office skills
- Out of the box approach to thinking and acting, this approach seeks to help identifying and understanding the best strategies, both operational and related to safety, for tackling difficult problems at the junior level
- Social competence in engagement, thinking, and acting
- High sense of responsibility and trustworthiness
- Having an open mindset and being goal oriented
- Good communication skills
- Good level of German and English



What we offer

This appealing yet challenging role within our organization provides you with an international working environment and an excellent opportunity to launch your career in the airline industry.

In addition to the dynamic and supportive workplace, the position offers generous benefits and rewards, making it a compelling opportunity for those looking to embark on their aviation career.

Join our team

If you wish to apply for this position, please send your CV and motivation letter directly to fly@chair.ch.