

# 民航机场

# 招聘宣讲

*Recruitment Promotion for Civil  
Aviation Airports*



## 2025年中国民航发展前景，机场投资连续6年瞄准千亿级

1月9日，2025年全国民航工作会议在京召开，会议总结了2024年民航工作，分析行业面临形势，部署2025年民航重点任务。2024年全行业全年共完成运输总周转量1485.2亿吨公里、旅客运输量7.3亿人次、货邮运输量898.2万吨，同比分别增长25%、17.9%、22.1%。在民航运输周转量增长的背景下，运输机场固定资产投资再创新高。2024年底，全国运输机场总数达263个，新增跑道5条、机位25个，全年完成固定资产投资1350亿元，连续5年超千亿。而今年民航将力争年底运输机场总数达到270个，固定资产投资保持在千亿水平。

On January 9th, the 2025 National Civil Aviation Work Conference was held in Beijing. The conference summarized the civil aviation work in 2024, analyzed the situation facing the industry, and deployed key tasks for civil aviation in 2025. In 2024, the entire industry completed a total transportation turnover of 148.52 billion ton kilometers, a passenger transportation volume of 730 million people, and a cargo and mail transportation volume of 8.892 million tons, an increase of 25%, 17.9%, and 22.1% year-on-year, respectively. In the context of the growth of civil aviation transport turnover, the fixed assets investment of transport airports has reached a new high. By the end of 2024, the total number of transport airports across the country will reach 263, with 5 new runways and 25 parking slots. fixed assets investment of 135 billion yuan will be completed throughout the year, exceeding 100 billion yuan for five consecutive years. This year, civil aviation will strive to reach 270 transport airports by the end of the year, and fixed assets investment will remain at the level of 100 billion yuan.



### 国内机场实拍

Real time shooting of domestic airports

# 民航机场客流量递增

## 航空总人口目标提前实现

目前，我国航空总人口达到4.7亿，较2019年增加1.6亿，已成为全球航空人口最多的国家。国家会议指出，国民收入稳步增长以及法定假日增加，将进一步激发人民群众航空出行热情。我国单方面免签国家范围进一步扩大、过境免签政策全面放宽优化，将有利我国民航中转市场构建。

航空人口数是指坐过飞机的人数，2023年9月，民航局曾在相应文件中提出，要争取在“十四五”末期（2025年年末），实现中国乘坐过飞机的航空人口达到4亿以上。最新数据也意味着我国已提前一年实现该目标。

At present, the total aviation population in China has reached 470 million, an increase of 160 million from 2019, making it the country with the largest aviation population in the world. The meeting pointed out that the steady growth of national income and the increase in statutory holidays will further stimulate the enthusiasm of the people for air travel. The further expansion of China's unilateral visa free countries and the comprehensive relaxation and optimization of transit visa free policies will be conducive to the construction of China's civil aviation transit market.

The aviation population refers to the number of people who have flown. In September 2023, the Civil Aviation Administration of China proposed in a corresponding document to strive to achieve a population of over 400 million who have flown in China by the end of the 14th Five Year Plan (2025). The latest data also means that China has achieved this goal one year ahead of schedule.



北京大兴国际机场实拍

Real shot of Beijing Daxing International Airport

# 民航机场免签国家增多

## 免签国家持续增长

而自2024年11月30日起至2025年12月31日，我国对保加利亚、罗马尼亚、克罗地亚、黑山、北马其顿、马耳他、爱沙尼亚、拉脱维亚、日本持普通护照人员试行免签政策，进一步扩大免签国家范围。

对此，今年民航将紧抓过境免签政策全面放宽优化机遇，积极打造国际中转市场。对于国际航班的恢复，目标则是力争国际航班数量恢复至疫情前90%以上。

From November 30, 2024 to December 31, 2025, China will implement a visa free policy for ordinary passport holders from Bulgaria, Romania, Croatia, Montenegro, North Macedonia, Malta, Estonia, Latvia, and Japan, further expanding the scope of visa free countries.

In this regard, this year's civil aviation will seize the opportunity of comprehensively relaxing and optimizing the visa free transit policy, and actively create an international transit market. The goal for the resumption of international flights is to strive to restore the number of international flights to over 90% before the epidemic.



北京首都国际机场实拍

Real shot of Beijing Capital International Airport



# 民航机场航班递增

## 航班持续增长

2024年，我国国际客运航班增至每周6400班，恢复至疫情前84%，国际货邮运输量同比增长29.3%。新增"一带一路"共建国家航点19个，我国至中亚、西亚、欧洲方向旅客运输量超过2019年水平，分别增长152.4%、49.5%、25.7%

In 2024, China's international passenger flights will increase to 6400 per week, returning to 84% before the epidemic, and the international freight and mail transportation volume will increase by 29.3% year-on-year. 19 new "the Belt and Road" co constructed national waypoints were added, and the passenger traffic volume from China to Central Asia, West Asia and Europe exceeded the level of 2019, increasing by 152.4%, 49.5% and 25.7% respectively



## 节假日机场航班实拍

Real photos of airport flights during holidays

# 民航机场工作稳定

## 职业优势

随时国家对于民航机场的建设发展投资，以及对内对外的市场需求，民航机场的地面岗位需求大剧增，高端人才也会享受更大的福利待遇以及晋升机制，民航机场地面工作人员不仅工作稳定并且岗位众多。

At any time, due to the national investment in the construction and development of civil aviation airports, as well as the domestic and international market demand, the demand for ground positions in civil aviation airports has greatly increased. High end talents will also enjoy greater welfare benefits and promotion mechanisms. Ground staff in civil aviation airports not only have stable jobs but also numerous positions.



### 民航安检检查现场实拍图

Actual photo of civil aviation security inspection site

# 民航机场部分岗位

## 旅客服务部

- 1.负责国内、国际航班贵宾旅客、特殊旅客或者单独乘机无人陪伴儿童的接送机工作。
- 2.负责旅客行李暂存、失物招领工作。
- 3.负责旅客行李送到家业务办理。
- 4.负责酒店预订、旅游咨询服务。
- 5.负责海关监管区域内旅客随身行李及托运物品的税务申报及检查。
- 6.负责海关边检柜台引导及帮助旅客办理通关手续。

1. Responsible for the pick-up and drop off of domestic and international VIP passengers, special passengers, or unaccompanied children traveling alone.
2. Responsible for passenger luggage storage and lost and found work.
3. Responsible for handling the delivery of passengers' luggage to their homes.
4. Responsible for hotel reservations and travel consulting services.
5. Responsible for tax declaration and inspection of passengers' carry on luggage and checked items within the customs supervision area.
6. Responsible for guiding and assisting passengers with customs clearance procedures at the border inspection counter.



旅客服务部员工实拍图

Photo taken by staff of the Passenger Service Department

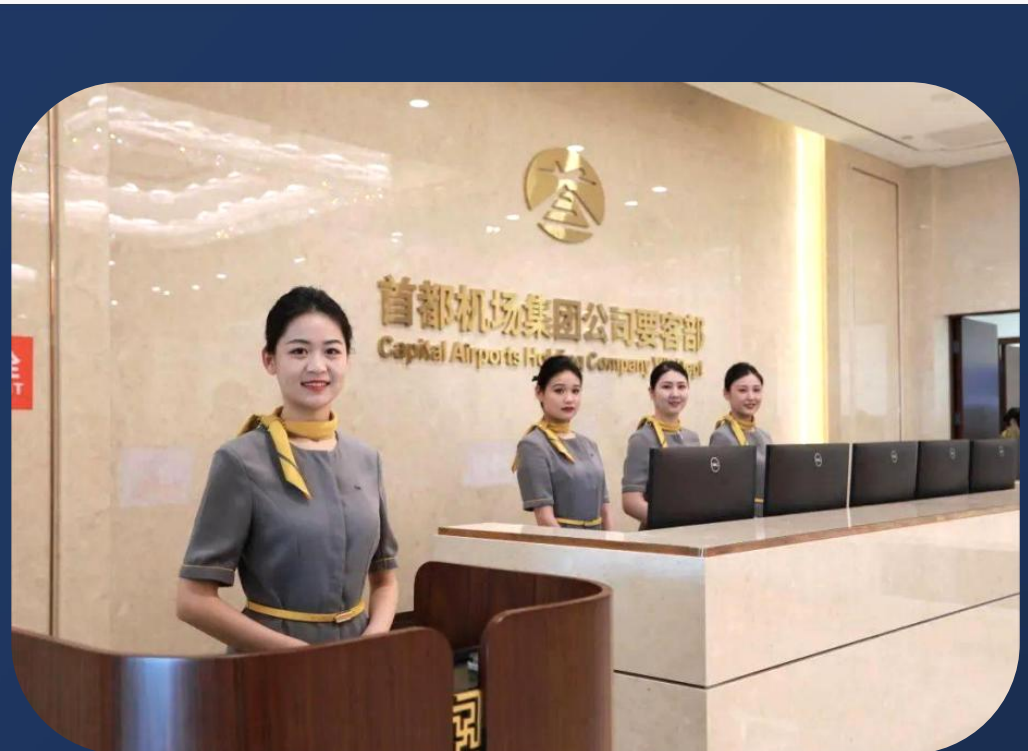


# 民航机场部分岗位

## 机场要客服务部VIP

- 1.负责机场要客的接待服务工作。在保障贵宾要客服务需求的前提下，能充分满足要客方便、快捷、私密、尊贵的服务需求。采取会员制管理方式，以“诚信、务实、高雅、求精”的经营理念 and “至诚服务”，提供嘉宾要客服务。
- 2.贵宾休息室前台登记、结算等服务工作。
- 3.贵宾休息室现场服务。
- 4.国内政要、商务旅行、明星等接送贵宾服务。

1. Responsible for the reception and service of airport guests. On the premise of ensuring the service needs of VIP guests, we can fully meet their convenient, fast, private, and prestigious service needs. Adopting a membership based management approach, with the business philosophy of "integrity, pragmatism, elegance, and excellence" and "sincere service", we provide guest services.
2. Registration and settlement services at the front desk of the VIP lounge.
3. On site service in the VIP lounge.
4. Domestic dignitaries, business travelers, celebrities, and other VIP pick-up and drop off services.



首都机场要客部实拍图

Real time photo taken by the customer service department of Capital Airport



## 中转特服员

- 1、负责中转联程旅客的进出港引导工作。
- 2、负责协助中转联程旅客提取行李。
- 3、负责协助旅客办理转机手续。
- 4、负责完成领导交办的其他工作。

1. Responsible for guiding the entry and exit of transit passengers.
2. Responsible for assisting transit passengers in retrieving their luggage.
3. Responsible for assisting passengers in handling transfer procedures.
4. Responsible for completing other tasks assigned by the leader.



### 中转特服员实拍图

Real time photo taken by transit special service personnel

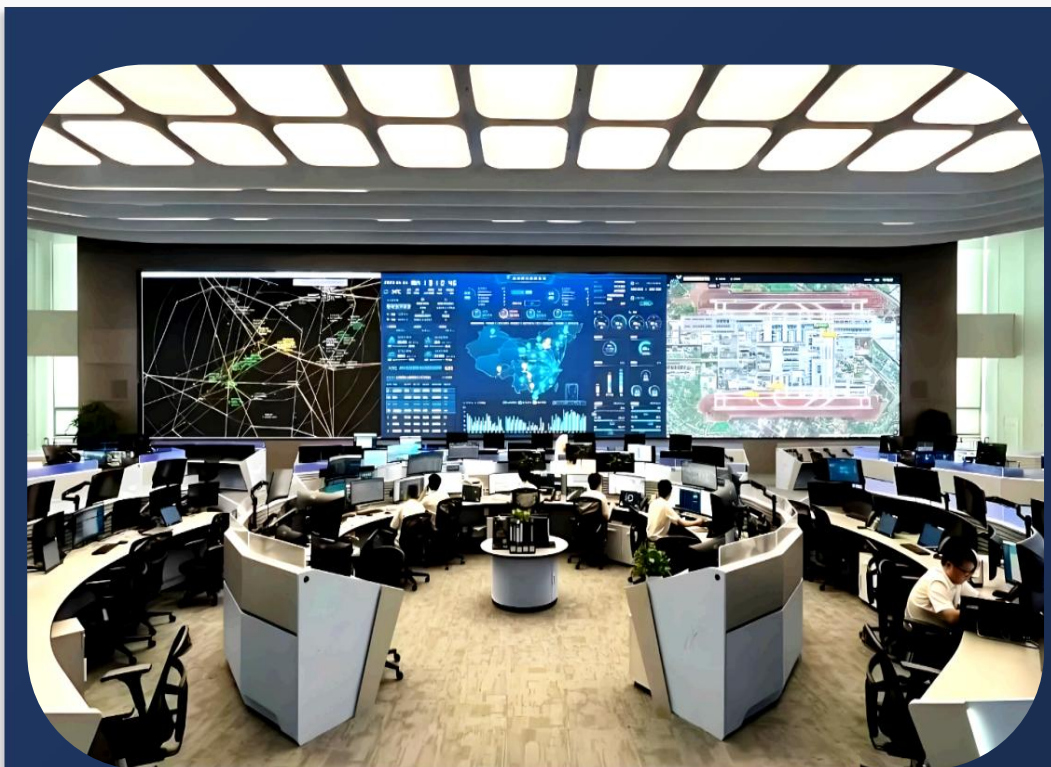
## 机场AOC运行调度员

(运行控制中心)

主要负责机场运行交通枢纽调度，上报突发情况，协调机场交通安全和其他部门对接工作，处理应急预案等相关事务。

(Operation Control Center)

Mainly responsible for airport transportation hub scheduling, reporting emergencies, coordinating airport traffic safety and coordinating with other departments, handling emergency plans and other related affairs.



### 机场调度运行实拍图

Actual photo of airport dispatch and operation room

# 民航机场部分岗位

## 机场安检员

负责机场进出港旅客的人身安全检查业务，行李检查以及航站楼内出入安全检查，进入机场飞行区外围通道的工作人员、车辆、物品检查。

Responsible for the personal safety inspection of passengers entering and leaving the airport, baggage inspection, and security inspection of entry and exit within the terminal. Also responsible for the inspection of personnel, vehicles, and items entering the peripheral passages of the airport's flight area.



机场教官指导安检实拍图

Actual photo of airport dispatch and operation room



# 民航机场部分岗位

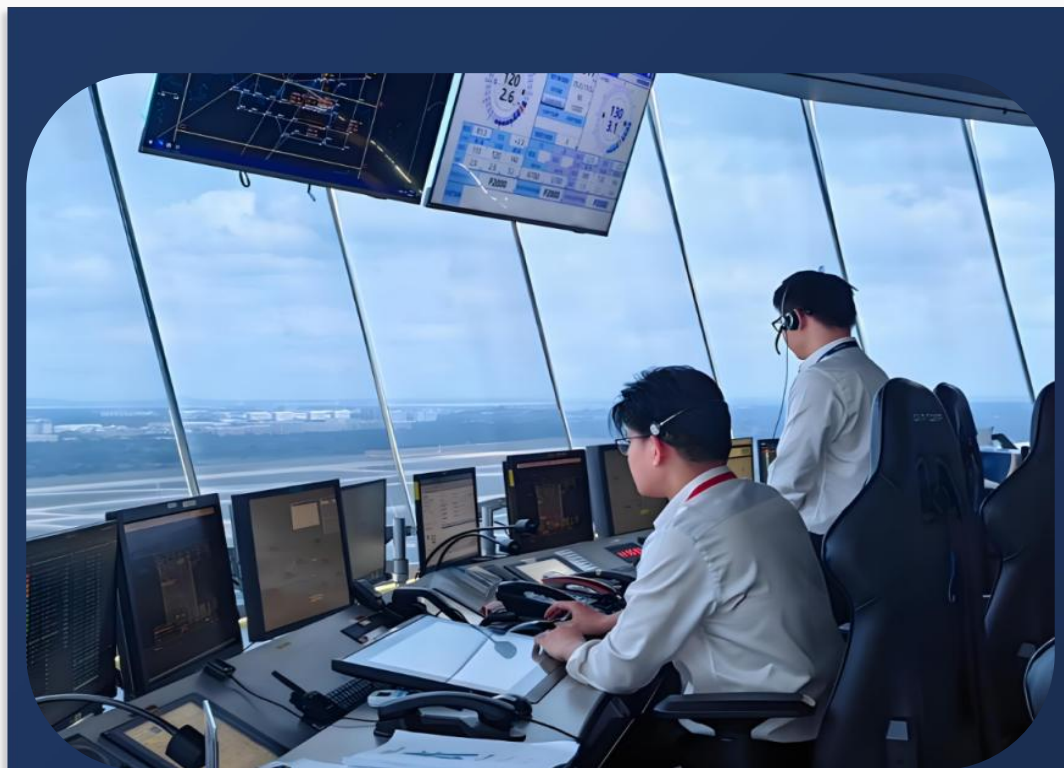
## 航务管理部监视维护员

主要监视相关设备设施及附属设备的日常运行监控、应急处置、定期巡视维护及维修等工作。

（要求：电子信息、科学技术、软件工程、飞行器制造工程、光电信息工程、光学工程专业、自动化、电气工程及自动化专业等。）

Mainly monitor the daily operation monitoring, emergency response, regular inspection and maintenance, and repair of related equipment, facilities, and ancillary equipment.

(Requirements: Electronic Information, Science and Technology, Software Engineering, Aircraft Manufacturing Engineering, Optoelectronic Information Engineering, Optical Engineering, Automation, Electrical Engineering and Automation, etc.)



机场塔台操作间实拍图

Actual photo of airport tower operation room

# 民航机场部分岗位

## 机场奢侈品店店员

主要从事机场国内区域，国际区域，免税区域内奢侈品店产品销售

Mainly engaged in the sales of luxury goods products in domestic, international, and duty-free areas of airports



机场奢侈品店实拍图

Real time photo of luxury goods store at airport

# 民航机场部分岗位

## 廊桥设备运行维护

主要负责机场廊桥设备日常运行维护操作等工作。

Mainly responsible for the daily operation, maintenance, and operation of airport bridge equipment.



廊桥对接操作实拍图

Actual photo of bridge docking operation



# 民航机场部分岗位

## 机务维修人员

- 1、负责进出港航空器的一般勤务工作。
- 2、负责航空器除防冰和电、气源保障工作。
- 3、正确使用所有经局方批准的维修手册和文件。
- 4、严格遵守公司制度和其他安全规范，依照单位安排完成任务。
- 5、负责完成生产工作的准备情况，完成例行检查及勤务工作，负责排除故障。
- 6、负责协议内航空器的放行签署工作。

(本专业内必须有证书和民用航空器维修人员执照、以及民用航空器部件维修人员执照)

1. Responsible for the general service work of aircraft entering and leaving the port.
  2. Responsible for aircraft de icing and electrical and gas supply support work.
  3. Correctly use all maintenance manuals and documents approved by the authority.
  4. Strictly abide by company policies and other safety regulations, and complete tasks according to unit arrangements.
  5. Responsible for preparing for production work, completing routine inspections and maintenance work, and troubleshooting.
  6. Responsible for the release and signing of aircraft within the agreement.
- (Certificates, Civil Aircraft Maintenance Personnel License, and Civil Aircraft Component Maintenance Personnel License are required within this major.)



机务维修实拍图

Actual photos of mechanical maintenance

## 特种车辆驾驶员

- 1、主要负责安全驾驶特种车辆为航空器安全运行提供保障。
- 2、执行特种车辆日常检查与维护保养工作

1. Mainly responsible for safe driving of special vehicles to provide assurance for the safe operation of aircraft.
2. Perform daily inspections and maintenance of special vehicles



特种车行驶实拍图

Real time driving photos of special vehicles

# 民航机场部分岗位

## 机场地面服务人员

A类：为所有签约的航空公司的进出港航班的旅客服务，包括值机、引导等。

B类：机场问询：形象大使、为旅客提供指引咨询服务，航班正常运行与保障。

C类：负责旅客的托运行李所发生的问题。

D类：负责机场地面服务人员培训及监督考核。

E类：负责与各营运单位/客户/政府单位保持紧密沟通，确保航班运行。

F类：负责市场信息的搜集及回馈。

G类：负责处理完善特殊航班应急预案的制定及实施。

Class A: Providing passenger services for all contracted airlines' inbound and outbound flights, including check-in, guidance, etc.

Category B: Airport inquiries: image ambassadors, providing guidance and consultation services for passengers, ensuring normal flight operations and support.

Class C: Responsible for issues related to passengers' checked baggage.

Class D: Responsible for training and supervising the assessment of airport ground service personnel.

Class E: Responsible for maintaining close communication with various operating units/customers/government units to ensure flight operations.

Class F: Responsible for collecting and providing feedback on market information.

Category G: Responsible for developing and implementing emergency plans for special flights.



## 机场地面服务人员实拍图

Real time photo taken by airport ground service personnel



# 民航机场部分岗位

## 航空公司商务代表

- 1.负责对超规超限行李进行卡控。
- 2.负责协助推进公司辅营收入工作开展。
- 3.配合完成部门下达的工作部署。
- 4.完成属地行政工作及数据汇总。
- 5.负责落实航班运行、登机口行李监控工作。
- 6.负责配合完成不正常事件及信息的通报与处置。

1. Responsible for card control of oversized luggage.
2. Responsible for assisting in promoting the company's auxiliary revenue work.
3. Cooperate to complete the work deployment issued by the department.
4. Complete local administrative work and data collection.
5. Responsible for implementing flight operations and baggage monitoring at boarding gates.
6. Responsible for coordinating the reporting and handling of abnormal events and information.



商务代表实拍图

Business representative's real-life photo

## 登记控制员

- 1、组织旅客登机，根据登机系统里的数据核对登机人数。
  - 2、保证航班正点登机完毕，在遇到航班延误的情况下，需及时向旅客公布延误信息，解答旅客的疑问和安抚旅客的情绪。
1. Organize passengers to board and verify the number of boarding passengers based on the data in the boarding system.
  2. Ensure that the flight is boarded on time, and in the event of a flight delay, promptly disclose the delay information to passengers, answer their questions, and calm their emotions.



登记控制员实拍图

Real time photo taken by the registration controller

# 民航机场部分岗位

## 机票部销售员

利用ETERM系统、使用相应指令，帮旅客查询、电话销售、预订、退票、改期、签转、升舱等机票日常操作工作。

Using the Etern system and corresponding instructions, assist passengers in daily ticket operations such as inquiry, telephone sales, booking, refund, rescheduling, transfer, and upgrade.



机票销售员实拍实拍图

Flight ticket salesperson takes real photos



# 民航机场公寓

## 机场公寓

住宿环境好，干净卫生

Good accommodation environment, clean and hygienic



## 机场员工餐饮

伙食好，品种多，注重餐食搭配，保障营养均衡

Good food, diverse varieties, emphasis on meal pairing, ensuring balanced nutrition



# 报名须知

1

学历：高职（大专）同等以上学历

Education: Higher vocational (college) equivalent or above education

2

实习地：北京首都/大兴机场

Internship location: Beijing Capital/Daxing Airport

3

身高：女：1.58M以上；男：1.68M以上

Height: Female: 1.58M or above; Male: 1.68M or above

4

外形条件：身材匀称，五官端正，皮肤裸露部位无疤痕和纹身，无家族遗传史

Appearance: Well proportioned figure, regular facial features, no scars or tattoos on exposed skin areas, no family history of inheritance

5

其它：品德好，心理好，举止端，五官正，肤色好，身材匀，无明显疤痕，色嗅觉正常，无传染病，无遗传病史，无色盲，无色弱，无口吃，无纹身，无在校期间重大记过及社会无犯罪记录等

Other: Good moral character, good psychology, good manners, normal facial features, good skin color, even figure, no obvious scars, normal color and smell, no infectious diseases, no genetic history, no color blindness, no color weakness, no stuttering, no tattoos, no major demerit during school, and no criminal record in society

# 岗位详解

1

招聘岗位：机场所有地面岗位（根据专业等综合评判随机安排）

Recruitment position: All ground positions at the airport (randomly arranged based on comprehensive evaluation of specialties and other factors)

2

年龄：18-26周岁

Age: 18-26 years old

3

工作稳定，国企待遇

Stable job, state-owned enterprise benefits

4

实习满六个月可直接转正，签署劳务合同2年+五险+同工同酬福利补贴，2年后签署长期劳动合同+五险+同工同酬福利补贴（与机场签约或机场的人力资源签约）

After completing a six-month internship, you can directly become a regular employee. You can sign a labor contract for 2 years, which includes five social insurances and equal pay welfare subsidies. After 2 years, you can sign a long-term labor contract, five social insurances, and equal pay welfare subsidies (signed with the airport or its human resources department)

5

不限少数民族

Unrestricted to ethnic minorities



# 福利待遇

1

实习期基础工资2600-3000，综合工资4500-5500元/月，上两险（人身与航空），实习周期最少6个月

Basic salary for internship period is 2600-3000 yuan, comprehensive salary is 4500-5500 yuan/month, with two insurances (personal and aviation), and the internship period is at least 6 months

2

转正后基础工资4000-4500元，综合工资6000-7000元/月，上五险，同工同酬

After becoming a regular employee, the basic salary is 4000-4500 yuan, the comprehensive salary is 6000-7000 yuan/month, the five insurances are provided, and equal pay for equal work is required

3

转正后其他福利待遇：

一 餐补、路补、加班补 Meal allowance, road allowance, overtime allowance

二 季度奖 Second Quarter Award

三 暑补、寒补 San Shu Bu and Han Bu

四 全年奖 Four Annual Awards

五 年度补贴 Five year subsidy

六 个人奖金 Six person bonus

七 节日、生日福利 Seven holidays and birthday benefits

八 工龄奖 Eight years of service award

九 工服：按年发放/按季节发放服装和鞋子 Nine uniforms: clothing and shoes distributed annually/seasonally

十 本人和直系家人享受机票福利 Ten individuals and their immediate family members are entitled to airfare benefits

# 感谢观看！

## 期待您加入民航事业！

## 为国守护！

*Thank you for watching!*

*Looking forward to your joining the civil  
aviation industry! Guarding the country!*

