

Move with us.

With us, it is all about you.

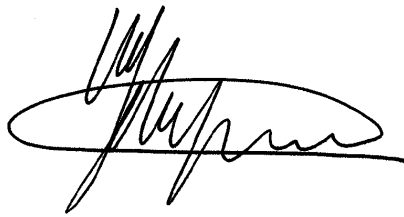
SWISS POST 

Getting involved and making a difference

Would you like to keep moving forward and make a difference? Then you are just what we are looking for. We are interested in committed, agile employees from all kinds of professions and with the most diverse backgrounds, abilities and ambitions. We are looking for people who want to create fresh impetus, develop and move forward with us.

We do not stand still – and this is what makes us successful. But this is not all: we are also innovative, farsighted and ambitious. With speed, good ideas and the right instincts, we actively shape developments in our markets. We take on every challenge, no matter how complex it is. With this approach, we aim to be one of the best – and attract the best.

We move more than just letters, goods and money. We move people. Throughout Switzerland and throughout the world, day after day. What about you?

A handwritten signature in black ink, appearing to read 'Yves-André Jeandupeux', written over a horizontal line.

Yves-André Jeandupeux
Member of Executive Management





People

Our focus

A wide range of opportunities

At Swiss Post, you will encounter some 60,000 employees from more than 100 nations and over 100 different professions. Whether you are a graduate, a student, an experienced professional, a specialist or a member of the management, what counts is how you look ahead. Here, you can train, make your career and develop professionally according to your interests. We will individually and systematically develop your skills. We want to be able to inspire you tomorrow.

Size with substance

Your abilities and characteristics are what shape the very substance of our company – which is why we look for your greatest strengths ...

... **courage**, because you develop your skills further and dare to be innovative.

... **commitment**, because you are motivated and responsible.

... **resoluteness**, because you take advantage of opportunities and think progressively.

... **openness**, because you seek out new concepts and create something unique.

... **trust**, because you draw on the strengths of others and work in a team.



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Recognizing opportunities
is a talent. Taking advantage
of them is an art.

Opportunities

See the big picture

To the top

Our areas of activity are diverse, the challenges we face considerable and our goals ambitious. This is what makes our work appealing, especially for you. With us, you can prove your skills and really get down to work. With a clear vision, innovative ideas and your active support, we lead the way in not just one, but several lines of business.

A lot is possible

The variety of careers we offer, the numerous possibilities to join us and our wide range of apprenticeships open up unparalleled opportunities and development “prospects” for you. Together, we decide on the goal – taking into account your interests, education and talents, and giving high priority to your personal aspirations.

Diversity management

We cultivate our diversity which is why, to us, diversity management is about more than just gender equality. It is also about the integration of different generations, cultures, lifestyles and abilities of people. With us, you will be working in diverse teams of people with a wide range of experiences, speaking different languages and of various ages and talents. Throughout our workforce, great emphasis is placed on respect and tolerance.

No matter what led you to us...

Whether you are applying directly for a vacancy, looking for work experience, starting out as an apprentice, hoping to get an internship or starting with us as a trainee: many roads lead to us. And they are all walked on by people who move with us.

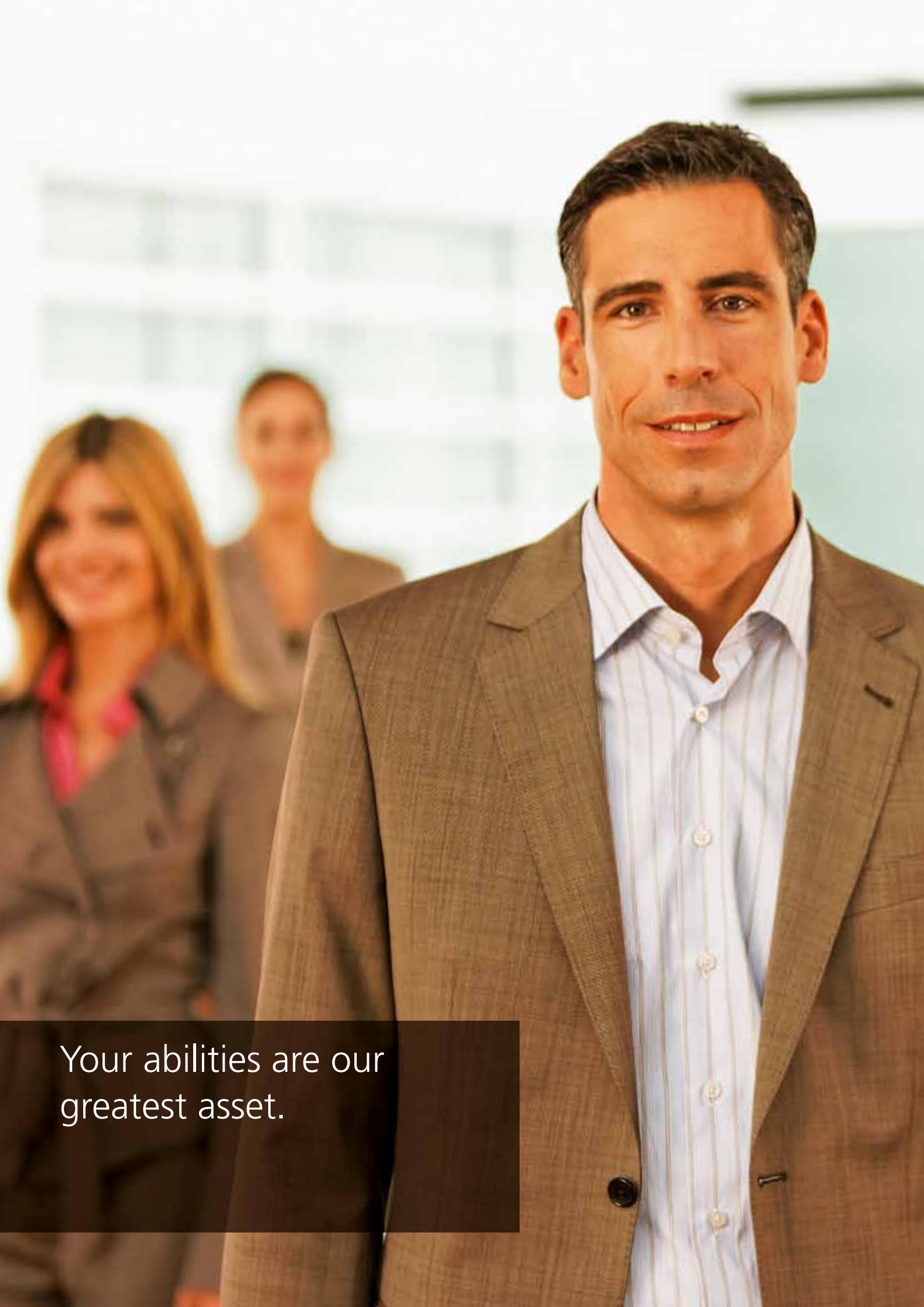
Always on the ball

We share your desire to remain attractive on the labour market which is why we offer and support a wide range of training and development opportunities:

- Proficiency certificates
- Language courses
- IT training
- Training to “consolidate” specific subjects
- Management seminars

and much more, such as workshops, one-day, one-week or crash courses. We help you to apply the theory you have learned in your every day work life. Together, we systematically work on your development.

Your work and your private life should complement each other. With that in mind, we have a range of modern working-time models from which you can choose: flexitime, annual working time, time-banking model, alternating telework, job sharing or normal part-time employment are routine here.



Your abilities are our
greatest asset.

Competencies

A versatile portfolio

Structures designed to further your career

Specialists and employees who take pleasure in their jobs are in demand in all units of Swiss Post. There is a wide variety of career chances and possibilities available to you at Swiss Post. We are always interested

in motivated candidates who are keen to be actively involved in shaping developments in the sectors in which we operate. There is a lot you can achieve in our seven group units:

Climbing aboard “Yellow class” at PostBus

As the market leader in regional road-based passenger transport, PostBus is synonymous with “Yellow class”. Year after year, it transports over 100 million people safely to their destination.

Fulfilling financial needs at PostFinance

PostFinance aims to be one of the best in the Swiss financial services market and to maintain its market leadership in payment services.

Delivering messages at PostMail

From daily letters to integrated direct marketing, from innovative franking solutions to the delivery of newspapers and magazines: PostMail delivers every message to the right address.

Reaching destinations at PostLogistics

From express or courier items and lightweight parcels to lorry loads weighing several tons or complex logistics: PostLogistics can handle every logistical challenge.

Crossing borders at Swiss Post International

Our customers are based all around the globe. We handle their international consignments. With a dense network of logistics partners, Swiss Post International guarantees the best quality and innovative solutions.

Developing solutions at Swiss Post Solutions

With some 7,000 committed employees in 14 countries, Swiss Post Solutions is the biggest international group unit. Whether our customers are looking for internationally networked and tailored dialogue, document or e-business solutions, we get things moving on their behalf.

Cultivating contacts at Post Offices & Sales

More than 3,600 access points throughout Switzerland provide our private customers with a wide selection of postal, financial and everyday products.

Make a career in our management and service units

Whether you’re interested in IT, communication, finance or human resources, we can offer you exciting development opportunities in these and other units.

Competencies

A versatile portfolio

Social and responsible

We take a special interest in your quality of work and quality of life, which includes long-term health promotion and sustainable workplace safety.

We welcome your involvement and active contributions. We offer exceptionally attractive employment conditions, as well as a refreshing working environment with mixed teams.

To take social responsibility leads to charitable work for those in need.

For the sake of the environment

We need our environment – which is why we take care of it. Thanks to a clever environmental management system, we are able to record our impact on the environment and continually improve it.

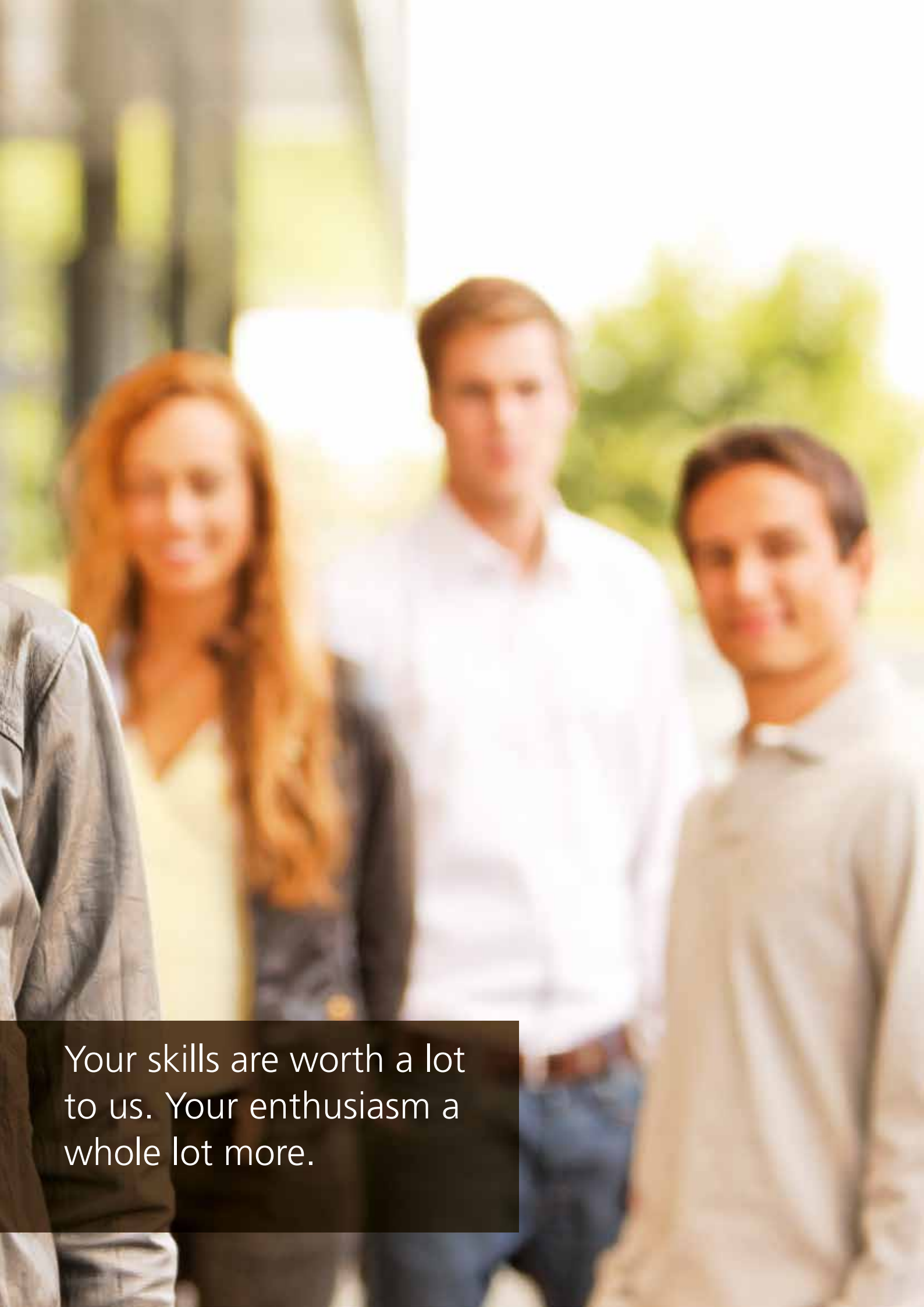
Leading by example

Although Swiss Post is not a public company listed on the stock exchange, our reporting complies with the Swiss Exchange's corporate governance guideline. Because we are committed to transparent corporate management and control.

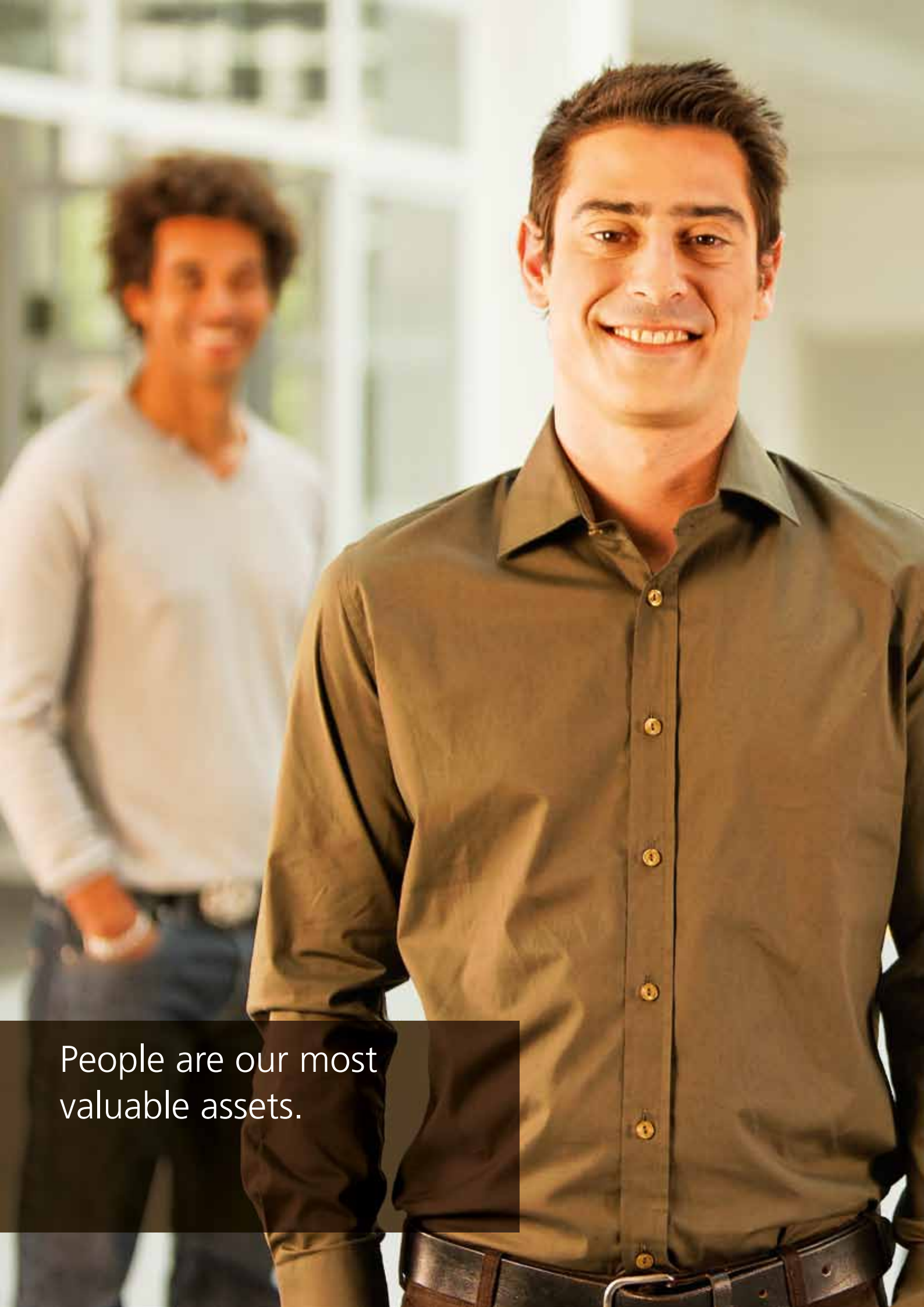
Our tasks on the different markets involve taking into account a variety of needs: the needs of employees, new and potential customers, the media, the general public and you, as a prospective employee. We satisfy these demands with custom-tailored services, honest communication and open dialogue. Our public relations meet the strictest ethical standards.

Perhaps you too, associate Swiss Post with letters and parcels or with the colour yellow. But there's more to us than that: did you know that we operate with more than 7,000 employees all over the world? Or that Swiss Post generates 80% of its turnover in the free competitive market? That, each day, we deliver over 50 newspapers and magazines to newsstands around the world? That we are currently training around 2,000 apprentices? That we are one of Switzerland's largest employers of IT specialists? That we organize extensive customer loyalty programmes and integrated dialogue marketing? That we handle import and export customs clearance for hundreds of Swiss businesses? That we are promoting access to a high-quality and economical healthcare system via electronic patient files? This is Swiss Post.





Your skills are worth a lot
to us. Your enthusiasm a
whole lot more.



People are our most
valuable assets.

Values

Cherish what is precious

Successful together

Whether it is a specialized professional or in basic occupational activities, with us you can make a difference at any level. Your personal attributes, your ideas and your actions are crucial to the character of our company and their influence extends beyond the definition of your job description. Your professional development goes hand in hand with our success.

Swiss Post mindset

Swiss Post, PostFinance and PostBus: these three brands are the permanent expression of our basic "Think Swiss Post" tenet. Our uniform brand identity gives you, our employees and customers certainty and clarity about the origin and quality of our services.

More than the norm

At Swiss Post, you put your ideas and plans to work in an innovative and future-oriented way, day after day. You identify new, groundbreaking approaches while remaining credible and personable at all times. This is how we shape the future – yours and ours – together.

Side by side

Offering jobs with good prospects, attractive advanced training courses and unique value-added services, we fulfil just about every wish. The same we do for our customers with 3,600 access points and everyday products or customized solutions for the diverse needs of businesses. In your working life, we support you every step of the way, relishing every new challenge and remaining committed to continuously outperform.

Values

Cherish what is precious

In line with strong values

Together with you, we strive to achieve our goals, guided by three strategic core values:

Reliable

We demonstrate that we are a reliable, trustworthy and fair partner on a daily basis. Customers in Switzerland and throughout the world can count on us. We deliver on our promises.

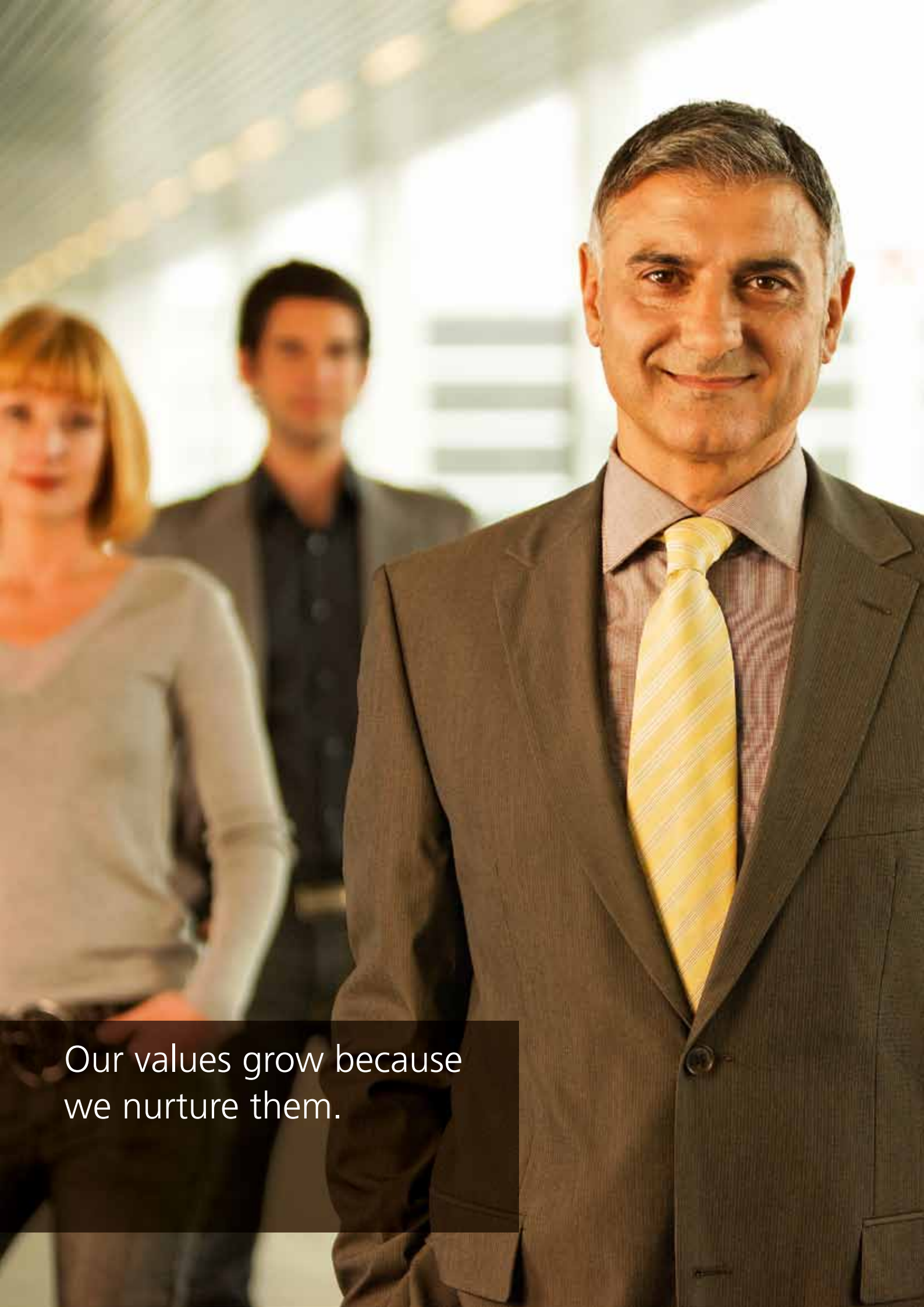
Value-enhancing

We focus on providing service for our customers. We meet their needs and offer them more than they expect.

Sustainable

We act in a sustainable manner and gear our activities to long-term business success. We strive to achieve an appropriate balance between acting in an environmentally friendly manner, embracing our social responsibilities and achieving business success.

The emphasis we place on action and creativity is reflected in our various sports and cultural sponsorship activities. For several years, we have focused on running. Running keeps you fit, both physically and mentally. We support the umbrella organization for runners, Swiss Runners. As an employee, you benefit from over 2,500 free race entries and educational running seminars each year.



Our values grow because we nurture them.

Facts

Quality that knows no boundaries

Our services and products travel around the world. Day in, day out. We operate around the globe through subsidiaries, sales partners and joint ventures. And our journey has just begun.

At the heart of efficiency

We successfully hold our ground against the competition on all levels thanks to the people who keep our company moving. Another prerequisite is adequate structures. We are organized as a group, with seven independent units and supporting administrative staff. Our organization allows us to be flexible and to respond to changes. In addition, we are constantly optimizing our working methods and processes.

Europe

Belgium
Brussels

Germany
Bamberg
Cologne
Dettingen
Hallstadt
Hamburg
Hessisch-Lichtenau
Munich
Paderborn
Prien
Troisdorf
Weil am Rhein

Denmark
Copenhagen

France
Bourg-en-Bresse
Chassieu
Dole
Haguenau
Huningue
Levallois Perret
Paris
Obernai

United Kingdom
Colnbrook
Hampshire
Richmond

Italy
Fiumicino
Milan

Liechtenstein
Triesen
Vaduz

Netherlands
Eindhoven

Austria
Biedermannsdorf

Poland
Krakow

Sweden
Stockholm

Spain
Madrid

Czech Republic
Kozojedy
Prague

Hungary
Budapest

Eurasia

Russia
Moscow

Asia

China
Hongkong

India
Mumbai

Israel
Tel Aviv

Malaysia
Selangor

Singapore
Singapore

Vietnam
Ho-Chi-Minh City

America

USA
Emigsville, PA
New York, NY



Successful with innovations in our four markets

- We occupy a leading position in Switzerland in the communication market and are strengthening our cross-border and international business (letters, newspapers, promotional mailings, IT solutions and data management)
- We are one of the top three providers in the Swiss retail financial market (payments, investments, retirement planning and financing) and are continually expanding our position
- We are developing throughout Switzerland and strengthen our cross-border business in the logistics market (parcels, express services and logistics solutions)
- We hold a leading position in the public passenger transport market (regional, local and conurban transport, system management) in Switzerland and are also strengthening our position abroad

We move people,
goods, money and
information.





Our facts make us
unique because they
relate to real people.

Facts

Quality that knows no boundaries

Ready for the challenges of business

If you work for our business customers, you will encounter a very diverse range of concerns. We combine transparent product packages with comprehensive services for the individual needs of companies. With our corporate customers, you act as a competent business partner.

Fit for diverse needs

In the consumer business, you understand our customers' concerns and offer them intelligent solutions from a single source. Therefore, precision and punctuality are an absolute must.

Worth knowing

You definitely have come across plenty of facts and figures about us. Now, get to know us from an entirely different perspective: here are the most astonishing footnotes of our statistics.

- Our employees come from over **100 nations** and work in more than **100 different professions**.
- We have a presence in **over 20 countries** – we even have a base in Hong Kong.
- We educate around **2,000 apprentices** each year and offer a dozen various basic courses.
- In our **numerous apprentice-run post offices**, our **apprentices** call the shots and run the businesses independently as a team.
- We have **around 700 employees with a physical disability**.
- Every fully-occupied Postbus carrying 40 passengers **replaces up to 40 car journeys**. PostBus also covers 40% of the entire public transport network.
- Each year, some **118 million** PostBus passengers board at just short of **14,000 stops**.
- We are awake while others sleep to handle **15 million letters every night**.
- With the help of many of our **business customers**, we send our **consignments** carbon-neutrally and invest the voluntary contributions into selected climate protection projects.
- With our **140 gas-powered vehicles** we own the largest fleet of vehicles powered by natural gas in Switzerland, thus **saving around 60 tonnes of CO₂ each year**.
- We systematically use **paper certified by the Forest Stewardship Council (FSC)**. This guarantees an environment-friendly and socially responsible exploitation of the forest.
- Almost **10% of our managers work part-time**.
- In cooperation with the Universal Postal Union, each year we invest **six-figure sums in developing markets in Third World countries**.
- We place **several million francs** in sponsorship of **over 25 sporting, artistic and cultural events** each year.
- Each year we take around **60,000 parcels of donated goods** and forward them to the Red Cross as part of the **"2x Christmas"** campaign.



**Would you like to get things moving?
Then do it with us!**



Contact

Talk to us about your plans

Would you like to help us promote our business? Would you like to have more information? We look forward to hearing from you.

A list of current job openings is available at www.swisspost.ch/jobs

Are you looking for an apprenticeship? To find out more, visit:
www.swisspost.ch/apprenticeships

For more information, or if you have any questions, please contact us directly at:
careers@swisspost.ch

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