



STRATEGIC PEOPLE & CULTURE COORDINATOR. MUMBAI, INDIA

Are you ready to charter your own career?

The runway to success in global aviation begins here...

Are you looking for an opportunity to work for a global brand where you can use your skills, be part of a diverse team and grow with a dynamic company? We are looking for an experienced **People & Culture Coordinator** to join our team in **Mumbai, India**.

Purpose of Role

This role supports the delivery of key People & Culture activities across HR systems, data, governance, compensation, engagement and reporting. It is a hands-on position focused on maintaining accurate people data, supporting process improvements, preparing analysis and insights, and helping ensure consistent, well-managed P&C practices across the organisation. It also plays an important part in supporting policies, benchmarking, ESG people data and engagement initiatives.

Responsibilities

- Utilise HRIS systems effectively - with preference for experience in Dynamics and PeopleHR
- Maintain and ensure data accuracy across P&C systems by performing data validation checks and managing/resolving data inconsistencies with People Operations
- Develop and maintain reports and dashboards using Power BI and Excel
- Conduct first-pass data analysis to support identify trends and decision-making
- Review and write first-pass drafts of group-wide company policies to ensure harmony across the organisation
- Support the planning, execution, and analysis of employee engagement surveys
- Support analysis of compensation and benefits structures to ensure competitiveness and internal equity
- Assist in benchmarking salaries and benefits against market data
- Support data preparation for benchmarking and mapping internal roles to external frameworks
- Annual ESG people data collection

What We Look For

- Strong experience working with HR systems and people data

- Excellent attention to detail and data accuracy
- Good Excel skills and confidence using reporting tools such as Power BI
- Ability to analyse data and turn it into clear insights
- Strong organisational skills and the ability to manage multiple priorities
- Good written and verbal communication skills
- A collaborative approach and ability to work effectively with People Operations and wider stakeholders

What We Offer

- Competitive salary
- Comprehensive benefits package
- Opportunity to join a global company and be part of a diverse international team
- Professional development and career opportunities
- Unlimited access to thousands of courses on LinkedIn Learning platform

With more than 50 years of experience, the Chapman Freeborn group provides a diverse range of aviation-related services on a global basis. Our expertise in all areas of the air charter industry makes us the number one choice for many of the world's leading logistics providers, multinational corporations, travel partners, and well-known names from the entertainment business.

Chapman Freeborn is a family member of Avia Solutions Group, a leading global aerospace services group with almost 100 offices and production stations providing aviation services and solutions worldwide. Avia Solutions Group unites a team of more than 11,500 professionals, providing state-of-the-art solutions to the aviation industry and beyond.

Chapman Freeborn provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Chapman Freeborn combines over 46 years of experience with unrivaled global coverage to meet the air charter requirements of customers 24 hours a day, 365 days a year. The company's diverse client base includes major corporations, governments, non-governmental organizations (NGOs) and relief agencies, as well as high net worth individuals (HNWIs) and prominent figures from the entertainment world.