



## **PEOPLE ADVISOR, APAC. BANGKOK, THAILAND**

**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?

This vacancy is for a **People Advisor** for **APAC** region in **Thailand, Bangkok**.

### **Purpose of Role**

- To work closely with the Head of Business Operations - APAC, Head of HR and HR team to assist with implementation of processes
- To work in conjunction with the Head of Business Operations - APAC and HR team to support and create clarity for staff on company processes and to foster a supportive and engaging place to work
- To work in conjunction with the Head of HR and HR team to streamline processes and create consistency and fairness in people approaches
- To be responsible for all people processes under employee relations, such as onboarding, performance management, absence management, termination processes and ad hoc reminders (prompting holidays / sickness management)
- Acting as the point of contact for managers and employees in APAC , and other offices as required by the organisation
- To coordinate all recruitment administration for APAC as required, together with the global Recruitment team

### **Key Responsibilities**

- Keeping up to date with local legislation and update the Head of Business Operations - APAC, HR team and managers of any changes
- Managing any and all right to work / Visa / Work Permit processes as relevant
- To ensure HR items are tackled in a timely manner and in line with business policies and local legislation
- Work with managers and employees to improve work relationships, build morale, and increase productivity and retention
- Provide HR policy guidance and interpretation to managers and staff on request or as required
- Prepare and issue letters to update contract terms, promotions and transfers and other contract changes, in line with the templates provided by the organisation
- Support payroll and assist with payroll queries in conjunction with the finance team

- Managing and coordinating benefits and actively work with the Head of HR and Head of Business Operations – APAC to review local healthcare and all other staffing benefits
- Coordinate interviews and support the set-up of this remotely for APAC hiring managers
- Conducting interviews and filtering candidates for open positions
- Screen candidates resumes and job applications
- Assessing applicants' knowledge, skills, and experience to best suit open positions

## Requirements

- 5 years in an equivalent role
- To be based in Bangkok, Thailand
- Proven expertise in recruitment and local legislations
- Strong people and relationship-building skills in a multinational environment
- Effective communicator in providing guidance to all levels of employees

## What We Offer

- 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 aims to promote equality, diversity, fairness and respect for future and current staff at all levels of the organization. We aim to provide equal opportunities in all aspects of employment and to ensure that the talent and skills of all individuals are maximized.

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.

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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.