



COMPLIANCE ADMINISTRATOR. FORT LAUDERDALE, UNITED STATES OF AMERICA (THE)

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 a **Compliance Administrator** to join the team in **Fort Lauderdale, Florida**. The successful candidate will be expected to have some compliance experience, but training will also be provided.

Purpose of the Role

- Support the Global Compliance Department in advising on risk-related inquiries.
- Complete tasks to support CF Group colleagues during the onboarding of KYC clients and vendors.
- Assist as subject matter expert on risk and compliance-related matters across the company brands including on fraud, money laundering and counter-terrorism, export controls, bribery and corruption, whistleblowing etc.

Responsibilities of the Role

- Maintain a high-level view of the organization's compliance procedures, and serve as a subject matter expert on all compliance-related matters.
- Develop a deep understanding and working knowledge of systems, transaction flows and data used in the business.
- Perform compliance checks and monitor progress of new clients and/or vendors in the onboarding process.
- Be the primary point of contact for colleagues during the onboarding process.
- Respond to questions from across the Chapman Freeborn Group relating to compliance requirements.
- Provide status updates regarding the progress of onboarding activities. Ensure accurate tracking and documentation of the process.
- Assist with collection of metrics on the status of the onboarding and due diligence checks process.
- Maintain a database of risk information pertaining to third parties.
- Educate employees regarding regulatory and compliance procedures and policies.
- Use routine audits to identify potential compliance risks.
- Help implement policies, systems, or controls to reduce risk.
- Stay up to date with regulatory changes.

- Deliver reports regarding progress, challenges, and changes to our compliance procedures.
- Appropriately assess risk with regulatory change management and escalate to business leaders.
- Support the department with special projects on request.
- Provide advisory, support and guidance on compliance issues.
- Participate in conference calls to ensure effective sharing of information and full awareness of others in the Compliance Dept and those in other offices.
- Keep up to date with activities of other members of the Compliance department using the appropriate network of communication.
- Treat sensitive data with care and in a confidential and professional manner.
- To work in correlation with the global Compliance department and Brokers across the group. This list is not limited.
- To work in conjunction with the yearly or longer term strategies laid out by the Head of Compliance.

Qualifications

- Recent graduate or early-career professional with full-time availability
- Strong analytical skills with foundational KYC knowledge (required)
- Ability to work accurately and efficiently under time pressure
- Basic understanding of corporate structures (required)
- Familiarity with sanctions or sanction regimes (required)
- Experience with export control regulations or export control classification (highly preferred)
- Experience using Dow Jones or Jones screening tools (highly preferred)
- Familiarity with E2Open, particularly for trade controls (highly preferred)
- Strong communication skills with the ability to partner with the business
- Positive, collaborative attitude and willingness to uphold compliance standards

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, colour, 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.