



## HR BUSINESS PARTNER, GREATER CHINA. SHANGHAI, CHINA

**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 HR expertise, be part of a diverse team, and grow with a dynamic company? We are looking for an experienced **HR Business Partner** to join our team in **Shanghai, China**. The successful candidate will be passionate about people, skilled in employee relations, and experienced in HR strategy within an international environment.

### **Purpose of the Role**

- To work closely with the organisation's managers and senior leaders in order to implement HR strategy that closely supports the overall aims of the organisation
- This role will be the lead Greater China role and work in conjunction with the President - Greater China, providing mentoring to support development and to create a strong business support function
- To work in conjunction with the President - Greater China, Head of HR and the HR team to streamline HR processes and create consistency and fairness in approaches
- To work closely with the President - Greater China as required

### **Responsibilities of the Role**

- To take ownership and the lead in managing all Greater China employee relation workload.
- Manage and resolve complex employee relations issues. Conducts effective, thorough investigations in line with local legislation
- Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance. Partner with the Legal department as needed/required
- Work closely with managers and employees in Greater China to improve work relationships, build morale, and increase productivity and retention
- Develop contract terms for new hires, promotions and transfers and contract changes
- Provides guidance and input on business unit restructures, workforce planning and succession planning, to the President - Greater China and Head of HR
- Identifies training needs for business units in Greater China and individual executive coaching needs
- Managing and coordinating the benefits for Greater China, and actively work with the Head of
- Positively communicate HR Strategies and processes outlined by the Head of HR, in all interactions with the HR team, employees and managers

- Provide leadership by example and hands-on support to the HR team, coaching, mentoring and working in collaboration where required

## **Qualifications**

- 5 Years of experience in a HR role
- Knowledge of the local Greater China market
- Experience in recruiting internally
- Fluent in English and Mandarin, enabling collaboration on global HR initiatives

## **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 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.

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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.