



COMPLIANCE COORDINATOR (KYC & EXPORT CONTROL SPECIALIST). VALENCIA, SPAIN

About the Job

Are you ready to chart 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 utilize your skills, collaborate with a diverse team, and grow within a dynamic organization? We are seeking a **Compliance Coordinator / KYC & Export Control Specialist** to join our Compliance team.

This role will be based in Valencia, Spain, with a flexible hybrid work setup. Don't hesitate to apply if you are within commuting distance of Valencia a few days per week.

Purpose of the Role

This role supports the Compliance function in delivering effective KYC, due diligence, and export control oversight across Chapman Freeborn Group.

It ensures that all business activities comply with applicable sanctions, AML/CTF, and export control regulations, while enabling efficient onboarding and operational continuity.

Acting as a key second line of defense, this position plays a critical role in supporting global business units through risk-based compliance guidance and operational oversight.

Key Responsibilities

- Perform onboarding and due diligence checks on customers, suppliers, and counterparties, including risk-based KYC reviews (ownership structures, screening checks)
- Ensure accurate tracking, documentation, and auditability of onboarding processes, acting as a key contact for stakeholder queries
- Provide day-to-day compliance guidance and assess transactions for AML, sanctions, fraud, and bribery risks
- Escalate high-risk or suspicious cases in line with established procedures
- Support assessments of transactions against export control regulations, including license tracking where required
- Monitor high-risk jurisdictions, restricted activities, and sanctions developments
- Maintain accurate compliance records and audit trails across systems and trackers
- Track onboarding progress and contribute to KPIs and compliance reporting
- Support continuous improvement of compliance processes, including policies, SOPs, training, and system enhancements
- Collaborate closely with internal stakeholders including Compliance, Legal, Finance, HR, IT, and

Sales/Brokers

- Provide support on ad hoc compliance projects, investigations, and regulatory initiatives

What We're Looking For

- 1-3 years of experience in compliance, KYC, AML, due diligence, or a related regulatory environment
- Good understanding of sanctions regimes and regulatory frameworks, with the ability to apply them pragmatically
- Strong analytical skills and high attention to detail
- Ability to manage multiple priorities and deadlines in a fast-paced, global environment
- Effective communication and stakeholder management skills across diverse teams and regions
- High level of integrity with the ability to handle sensitive and confidential information

Key Competencies

- Risk awareness and sound judgement
- Attention to detail and accuracy
- Strong organization and time management
- Collaboration and teamwork
- Accountability and ownership

What We Offer

- Competitive salary
- Comprehensive benefits package
- Opportunity to join a global, diverse, and inclusive organization
- Career development and learning opportunities
- Exposure to international compliance frameworks and global stakeholders

About Us

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 across the air charter industry makes us the trusted partner for leading logistics providers, multinational corporations, travel partners, and well-known names in the entertainment industry.

Chapman Freeborn is part of Avia Solutions Group, a leading global aerospace services group with nearly 100 offices and operational stations worldwide. The group brings together over 11,500 professionals, delivering innovative and state-of-the-art aviation solutions.

Equal Opportunity Statement

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.