



## **HR BUSINESS PARTNER, 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 an **HR Business Partner** for **APAC region** to lead and support our HR strategy.

### **Purpose of 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 APAC role and work in conjunction with the President – APAC, providing mentoring to support development and to create a strong business support function;
- To work in conjunction with the President – APAC, Head of HR and the HR team to streamline HR processes and create consistency and fairness in approaches;
- To work closely with the President - APAC as required;

### **Key Responsibilities**

- To take ownership and the lead in managing all APAC employee relation workload;
- Consult and work in conjunction with management, providing HR guidance when appropriate;
- Maintain 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 APAC to improve work relationships, build morale, and increase productivity and retention;
- Provides HR policy guidance and interpretation to managers and staff on request;
- Develop contract terms for new hires, promotions and transfers and contract changes;
- Assists international employees with expatriate assignments to/from APAC and related HR matters;
- Support payroll and assist with payroll queries in conjunction with the relevant finance teams;
- To assist the recruitment team with any recruitment needs for APAC as required by the business;
- Review and implement best practices in conjunction with the Head of HR to meet the immediate and

future staffing requirements of the organisation;

- To work in conjunction with the yearly strategies laid out by the Executive Committee, Senior Management, Management Teams and Head of HR;

## Requirements

- In-depth knowledge of legal requirements related to day-to-day management of employees;
- Proven expertise in strategic planning and data presentation;
- Strong people and relationship-building skills in a multinational environment;
- Effective communicator with a collaborative approach, skilled in mentoring and team development.

## 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.