



GLOBAL TALENT DEVELOPMENT SPECIALIST. MUMBAI, INDIA

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 an experienced **Global Talent Development Specialist** to join our team in **Mumbai, India**.

Purpose of Role

The Global Talent Development Specialist is responsible for the seamless coordination and execution of global learning, onboarding, and employee engagement initiatives across IMEA, Europe, APAC, Greater China, and the Americas. With a strong customer-first mindset, this role ensures that employees can easily access, navigate, and benefit from global learning, onboarding, and engagement initiatives.

The focus is on execution, administration, and operational support for global Talent Development and People & Culture (P&C) programmes.

In addition to learning operations, the role supports culture and engagement initiatives, contributing to a connected and engaging employee experience globally.

Responsibilities

- Coordinate and schedule global Talent Development sessions (virtual and in-person), ensuring all logistics are in place including calendars, invitations, materials, and communications
- Support end-to-end deployment of global Talent Development programmes and onboarding learning journeys
- Partner with regional teams to ensure smooth delivery of in-person sessions (venue, equipment, materials) and virtual sessions (platforms, links, digital tools)
- Manage session administration before, during, and after delivery to ensure a seamless learner and facilitator experience
- Leverage digital and AI-supported tools to improve programme delivery, learner engagement, and operational efficiency
- Act as primary point of contact for LMS and related learning tools
- Manage learner enrolments, registrations, permissions, and group assignments across platforms
- Generate and maintain reports on enrolments, attendance, completion rates, and survey results

- Maintain the Global Talent Development and Engagement Activities Calendar
- Collaborate closely with Global Talent Development, Head of People & Culture, and regional P&C teams

What We Look For

- Experience in learning operations, LMS administration, HR coordination, or Talent Development support
- Strong organisational skills with attention to detail
- High proficiency with LMS platforms and digital tools
- Excellent written and verbal communication skills
- Ability to manage multiple priorities across regions and time zones
- Strong customer service mindset – proactive, responsive, and solutions-focused
- Collaborative and globally minded

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, 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.