

JOB DESCRIPTION

Role: HR Payroll Specialist / Senior HR Payroll Specialist
Reports to: MD, North Asia
Location: Hong Kong

The Role

BIPO is seeking a qualified individual to join its North Asia team as **HR Payroll Specialist / Senior HR Payroll Specialist**.

You may be the ideal candidate if you have a very strong focus on BIPO's external customer, and you know you exist to deliver to them. Your credibility and resourceful solutions enable you to build trust with your business clients. You work at your best under pressure and thrive on complex and challenging situations, and never take things at face value. Your ability to understand the challenges of BIPO's clients and manage them will see you succeed in this role.

Responsibilities

- With our dedicated Overseas Service landing teams we can provide leads for you to work with clients including but not limited to payroll outsourcing solutions and professional employer organization services, etc.
- Directs the payroll function from start to finish including payroll entry, payroll calculation, SSI and YEA, and the establishment and review of payroll policies and controls to ensure accurate, timely, and efficient payroll operation
- Prepare complex payroll and human resource information for data input and assist with checking, quality control and maintenance of records to ensure accuracy, service quality and data integrity
- Partner with Project internally and with customer externally to design and test of our payroll products, and maintain any necessary integrations, as well as ensure existing interfaces continue to run smoothly and provide accurate results
- Provide C&B or payroll advisory services to the clients
- Ensure the operational aspects of payroll processing and associated activities, including overtime calculation, overpayment recovery, leave management, bonus calculation, social security calculation, YEA reporting are accurate and delivered within appropriate timeframes and comply with relevant legislation
- Act as the key account manager for payroll clients' communication, quotation preparation and client visits
- Act as Internal payroll specialist and support the full employment cycle's activities
- Attend meetings as necessary, when able

Attributes/Technical Skills

- Familiar with local Japan labour law and regulations
- Excellent communication, interpersonal and multi-stakeholders/clients management skills
- Client service centric mind-set
- Independent and detail orientated, able to work in fast –paced environment
- Ability to perform under pressure and limited time and resources

- Responsive and deadline oriented with a sense of urgency
- In-depth knowledge of HR principles, functions, methods, and best practices
- Outstanding verbal, written, and presentation skills with the ability to build effective client relationships
- Organized and analytical, able to eliminate obstacles through creative and adaptive approaches
- Able to communicate effectively with all levels of management.
- Has a proactive approach and is able to influence those executing given solutions

Relevant Experience and Qualifications

- Bachelor Degree holder in Human Resource or any relevant field
- At least 2 years relevant working experience in payroll and social security area
- Excellent communication and interpersonal skill
- Hands – on Payroll, C&B and client management experience for MNC companies
- Proficient in MS office
- Experienced of using related HR system is advantageous
- Required Language: English, Japanese, Mandarin (Nice to have but not mandatory)

Useful links

- Website: www.biposervice.com
- Facebook: <https://www.facebook.com/biposvc>
- LinkedIn: <https://www.linkedin.com/company/bipo-svc/>

To apply for this role, please contact: [**joiee.ching@biposervice.com**](mailto:joiee.ching@biposervice.com)

About BIPO

At BIPO, our passion for technology and innovation empowers businesses across the globe with increased efficiency and convenience.

Our enterprise-ready **HR Management System (HRMS)** platform automates HR processes, simplifies workflows, and delivers actionable insights to build the best Employee Experience. Complemented by our **payroll outsourcing solutions** and **global PEO services**, we support businesses to manage today's global workforce.

We are better connected to support your payroll and people solutions needs through a global network of 27+ offices, four R&D centers, and business partners across 100+ countries.

Our products & services

- HR Management System (HRMS)
- Global Payroll and HR outsourcing
- Professional Employer Organisation (PEO)