



Make Life Easier.

JOB DESCRIPTION

Role: Client Services Executive
Reports to: MD, Singapore & Indochina
Location: Singapore

Responsibilities

- Oversee and perform full spectrum of payroll process to ensure accurate, timely and compliant delivery for clients
- Ensure accuracy prior to processing of payroll, by conducting quality assurance within each payroll cycle
- Work closely with stakeholders to create necessary interfaces and ensure accurate data flow
- Review tax reports and returns, address discrepancies and process necessary amendments
- Manage payroll audit with auditors
- Ensure accurate payroll tax return
- Ensure client queries are handled promptly to ensure their proficiency with BIPO platform
- Ensure proper handling of confidential client's data
- Act as the product expert for relevant enquiries from internal stakeholders and external clients; ensure high level customer satisfaction
- Be the payroll process and product expert; continuously and pro-actively learn and be familiar with BIPO's products, services and updates

Technical Skills and Competencies

- Bachelor's degree in Human Resources/ Information Systems preferred
- 0-3 years of experience in Payroll/ HRIS/ HR/ HR Generalist role is preferred; entry-level candidates are welcomed
- Passion for learning Information System Solutions
- Disciplined individual who works systematically, attentive to details even in a dynamic and fast-paced environment
- Work experience with payroll software will be an advantage

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 [**asean.hr@biposervice.com**](mailto:asean.hr@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)