BIPO
Make Life Easier.

JOB DESCRIPTION

Role: Information Security Manager
Reports to: IT Director
Location: Singapore

Responsibilities

- Lead compliance audit activities (SOC, ISO 27001) for Singapore, Hong Kong, and China
- Responsible for BIPO data privacy, serving in BIPO's Data Privacy team and answer internal and external queries related to BIPO's compliance to data privacy laws / regulations
- Formulation, review, and update of Information Security-related company policies
- Managing security product / features from Microsoft Enterprise license, security, and audit systems (e.g., CyberArk, Netwrix Audit)
- Be responsible for data privacy and security; including awareness trainings
- Responding to customers' questions / security questionnaires related to data privacy / security and support relevant RFP preparation in this area
- Lead security / compliance projects (e.g., vulnerability scans, penetration testing)
- Manage security of BIPO HRMS servers, define security baseline for servers and application
- Responsible for respond to security incidents
- Regular review of effectiveness of security systems (e.g., Cloudflare WAF, Crowdstrike, Comodo AV, PRTG alerting, database encryption, Wifi and network security, physical security, and feedback improvement to IT infra team)
- Regular review of compliance/internal audit activities done by IT infra team to ensure successful external audit (e.g., review access logs for security breaches, user access reviews, firewall reviews, PC audits)
- Performs other duties as assigned related to information security.

Technical Skills and Competencies
- Bachelor's degree in Information Technology or equivalent field of study

- Experience in all or some of these: maintaining ISO 27001 system, responding to information security audit questions, formulating IT security policies, performing risk assessment and business impact analysis, performing system vulnerability assessments, reviewing user activities, network firewall configuration, managing system security patches and server hardening, having work experience with security products (e.g. SIEM, CyberArk, application firewalls, vulnerability scanners, endpoint security / DLP solutions), disaster recovery planning, managing user information security awareness training, remediating penetration testing findings, and performing incident analysis, response and reporting.

- Strong hands-on technical skills in IT infrastructure (e.g., server administration, network/system security, disaster recovery, system high availability, backup operations, system monitoring, network /system troubleshooting, storage administration, incident response, change management, patch management, IT audit).

- Strong English writing skills, good documentation and effective communication skills, ability to interact with a range of people.

- Good project management skills, problem solving skills, documentation skills, preferably with experience in IT infrastructure support (Windows server, SQL Server, Active Directory & DNS, IIS web server, WSUS, Anti-Virus, Firewall, Network equipment, Office 365, PC support, Cloud computing). Experience in AWS cloud computing advantageous.

- Responsible, resourceful, effective, detail oriented, able to work and pick up new skills independently and meet deadlines. Able to respond to critical system alerts and be contactable for urgent issues outside office hours.

- Fluency in Chinese language ideal

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**

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)