

JOB DESCRIPTION

Role: Partnership & Account Manager
Reports to: MD, Singapore & Indochina
Location: Singapore

Responsibilities

1. Products and Services Knowledge

Continuously and proactively learn and be familiar with BIPO's products, services and enhancements to ensure effective presentations to our clients

2. Sales Activities

Dedicate entire time to:

- Seek and identify prospective customers and promote BIPO's products and services to the prospective customers
- Propose comprehensive solutions and ensure diligent follow ups
- Work closely with the Products and Services team for any customised solutions

3. Promotional Activities

Contribute the best efforts to support any marketing activities and promotional campaigns to generate sales leads and/or publicity for the BIPO's products and services

4. Partnership and Client Relationship Management

Continuously maintain and improve relationship with BIPO's existing partners and customers to ensure satisfaction as well as to derive additional revenues

Technical Skills and Competencies

- Passion in finding solutions and promoting to clients
- Disciplined individual with positive mental attitude and pleasant disposition
- Bachelor's Degree in business and/or IT studies
- Prior work experience in the IT industry an advantage, but fresh graduates are welcome to apply

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: [**albert.liew@biposervice.com**](mailto:albert.liew@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)