



Make Life Easier.

JOB DESCRIPTION

Role: Regional Account Executive (Manager or Director)
Reports to: MD, Singapore & Indochina
Location: Singapore

Responsibilities

- Establish contact with the key decision-makers of potential clients and identify selling opportunity and evaluate clients' needs through cold calling, visit, and provide solutions combined with the company's products and services to show the company's value to clients.
- Independently complete resources accumulation of clients, sales presentation, solution explanation, business negotiation, bidding and contract signing, etc.
- Build and maintain long-term relationships with current clients by providing information, guidance, and support.
- Actively cooperate with other departments (such as pre-sales consultant, customer service team) to promote the sales process.
- Use ERP system to complete sales report.
- Make personal sales plan to achieve monthly / quarterly / annual sales target under the framework of company sales guidance.

Technical Skills and Competencies

- Bachelor's degree or above
- Business fluency in English is mandatory, proficiency in another Asian language is preferred.
- Relevant working experience in HR industry, BD/sales experience in for HRMS/ HRIS/ Payroll or any other HR products and services is preferred
- Demonstrate effective communication skills to achieve sales outcomes and high-performance expectations.
- Genuine client commitment and ability to build sound relationships at all levels of the business, considering a long-term perspective in understanding customer needs.
- Strong customer service ethic and attention to detail.
- Can work under pressure, good team player.

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)