

JOB DESCRIPTION

Role: Regional Product Specialist (Payroll)
Reports to: Product Head
Location: Singapore

Responsibilities

- Regional payroll product's system support and solution provider
- Analyse and test the functionality of the payroll product report by the local team for the specific country and determine will there be a System gap and inform the party will there any change request require to the System
- Analyse and provide system solution will there any enhancement/customization/system issues bring up by the local team for the specific country; follow up with R&D and QA team
- Test new payroll's application for the actual request against the end products
- Understand the employment and statutory regulations for each payroll country and align with the System; follow up with SD team
- Request for change will there any discrepancy found from the Payroll System against the regulations for the payroll country
- Take overall responsibility and meet the necessary deadlines and KPIs
- Any other ad-hoc tasks

Technical Skills and Competencies

- At least a Diploma or Degree in Information System/Payroll/HR or equivalent
- Applicants MUST possess at least 2 years of HRMS Products experience.
- Preferably Regional payroll experience in Support or System Testing
- Extensive knowledge of Payroll Product Analysis, Solution and/or Testing and SQL.
- Demonstrates proactiveness, initiative and personal accountability to meet work demands.
- Able to work independently in a fast-paced environment

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)