

## **JOB DESCRIPTION**

**Role:** Senior Regional Systems Analyst  
**Reports to:** IT Director  
**Location:** Singapore

### **Responsibilities**

- Regional system analysis and solution provider; be the SME in BIPO HRMS
- Technically and functionally analyse the existing system, design system workflow, provide system solution for any enhancement/customization/system issues brought up by the Team
- Prepare the technical specification document and ensure there is sufficient detail and content for Development Team; follow the SDLC process and ensure the proper documentation is in place
- Work with Research and Development (RnD) team for any required discussion pertaining to system design
- Validate changes by testing programs
- Ensure effective communication within the team as well as other department
- Take overall responsibility and actively follow up the tasks to ensure the deadline is met

### **Technical Skills and Competencies**

- Bachelor's degree holder in Computing and/or Information System
- Very hands-on experience in HR modules and technical analysis / system design experience
- Business fluency in English language and one Asian language is preferred
- Ability to explain technical details
- A good problem-solving attitude
- Willingness to travel to client's work location if required
- Able to work in a fast-paced environment

### **Useful links**

- Website: [www.biposervice.com](http://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)



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## 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)