

HRBP, Talent Management & Operations

Company Overview:

Established in 2010 and headquartered in Singapore, BIPO is a **global payroll and people solutions** provider. Our comprehensive **total HR solutions** include our Human Capital Management (HCM) suite, Global Payroll Outsourcing (GPO) and Employer of Record (EOR) service across 150+ global markets.

We are better connected to support companies' payroll and people solutions needs through a global network of 40+ offices, four R&D centres, and business partners across 100+ markets. To date, we have served 460,000+ headcounts and 3,300+ clients.

Key Responsibilities:

- Oversee all HR process delivery in partnering business units which impact the employee life cycle such as onboarding and integration, discipline, and grievance, leave management, exit management, policies, career transitions and management, performance management etc.
- Partner with business leaders to understand their objectives and provide strategic HR guidance and support, within local and across region.
- Serve as a trusted advisor to management on HR-related issues, policies, and practices.
- Develop and implement HR initiatives, programs, and policies that support the overall business strategy.
- Drive employee engagement and retention efforts through various initiatives, including talent development, performance management, and employee recognition programs.
- Provide guidance and support on employee relations matters, including conflict resolution, disciplinary actions, and performance improvement plans.
- Collaborate with the global recruitment team to ensure effective talent acquisition and retention strategies.
- Conduct training and development sessions for managers and employees on relevant update.
- Analyse HR metrics and data to identify trends and provide insights to support decision-making.
- Ensure compliance with labor laws, regulations, and company policies.
- Manage employee onboarding and offboarding processes.
- Support on office operation tasks.
- Responsible to perform the full spectrum of payroll functions such as processing wages, statutory submission, annual tax filing, payroll adjustments, and other related matters.
- Ad-hoc tasks as assigned.

Requirements:

- Candidate must possess at least Diploma/Bachelor's Degree in Business Studies/ Administration/Psychology/Management, Human Resource Management or equivalent.
- 4 years' experience in HR.
- Required language(s): English, Mandarin, Malay
- Proven experience as an HRBP or in a similar strategic HR role.

Personal Attribute

- Strong knowledge of HR policies, practices, and employment laws.
- Excellent communication and interpersonal skills and able to interact in a professional and responsive manner to communicate, collaborate and convince managers at many levels on best plan to achieve company goals.
- Ability to build strong relationships and influence stakeholders at all levels.
- Solid problem-solving and decision-making abilities.
- Strong organizational and project management skills.
- Neat, organized, and adaptable to 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 cindy.ong@biposervice.com