

Payroll Team Lead (Singapore & Indochina)

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:

- People manager of a team of Payroll Specialists and Client Services Specialist, ensuring the team is with sufficient resources in meeting the demand of the clients and running at optimum level.
- Ensure the team is equipped with the knowledge to handle client queries promptly especially on their proficiency with BIPO platform.
- Oversee full spectrum of payroll process to ensure accurate, timely and compliant delivery for clients.
- Work closely with stakeholders to create necessary interfaces and ensure accurate data flow
- Work in tandem with other managers to improvise process flow and ensure the deliverables of the team.
- Oversee payroll audit with internal and external auditors.
- Ensure proper handling of confidential client's data.
- Driving the team towards a more customer centric environment or working culture.
- Work closely with internal stakeholders on areas of process improvements/launching with new initiatives.
- Be the payroll process and product expert; continuously and pro-actively learn and be familiar with BIPO's products, services and updates
- Keep oneself updated of the changes in statutory requirements and ensure that payroll is complied with the changes.

Requirements:

- Bachelor's degree in Human Resources/ Information Systems preferred
- Minimum of 5 years of experience in Payroll
- Minimum of 2 years as people manager
- Self-Motivated and keen to learn and upgrade oneself.
- Passion for learning Information System Solutions
- Disciplined individual who works systematically, attentive to details even in a dynamic and fast-paced environment.
- Having an analytical mindset, process driven and provide solutions to operations requirements.
- Customer centric focus and have confident in dealing with all levels of clients
- Work experience with payroll software will be an advantage.
- Having an analytical mindset, process driven and provide solutions to operations requirements.

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