

Admin cum HR Assistant

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:

- Provides administrative support and ensure efficient operation of the office.
- Monitor and replenish inventory for stationery, jackets, t-shirts, and pantry items.
- Assist in recruitment, staff onboarding, offboarding, training, and company activities/events.
- Monitor and collaborate with outsourced service providers to resolve issues such as maintenance, complaints, and monthly invoicing.
- Prepare purchase requisitions and submit payment requests.
- Keeping records of staff insurance and ensuring timely renewal, upgrade, and termination.
- Responsible for delivering the documents for signing & compilation.
- Undertake any other ad-hoc tasks assigned from time to time.

Requirements:

- Candidate must possess at least a Diploma in Business Studies /Administration/Human Resource Management or equivalent.
- At least 1 year(s) of working experience in the related field is required for this position.
- Proficient in spoken and written in English and Bahasa Malaysia.
- Must have high level of confidentiality.
- Pleasant personality, responsible, self-motivated, and willing to learn attitude.
- Able to work independently and meet tight deadlines.

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 my.hr@biposervice.com