

## Product Specialist - Regional Payroll

### 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:

#### **Product**

- Regional payroll product's system solution provider
- Analyse and test the functionality of the payroll product reported by the local team for the specific country and determine will there be a System gap and inform the party any change request require to the System.
- Analyse and provide system solution will there any enhancement/customization/new functionality request brought up by the local team for the specific country(ies)
- Test on the new payroll's application for the actual request against the end products
- Understand the employment and statutory regulations for each payroll country provided by the local team and align with the System.
- Request for change will there any discrepancy found from the Payroll System against the regulations for the payroll country(ies)
- Able to write Payroll Functional Specification and understand by all parties (including Research and Development and Quality Assurance Teams)
- Take overall responsibility and meet the deadline.
- Ensure the key performance indicators set are met.
- Provide additional responsibilities as and when require.

#### **Interaction with Other Department**

- Follow up with Project Management Team on
  - o UAT or Post implementation request for the payroll products
- Follow up with Service Delivery Team on
  - o System and technical issues which has impact to customers or local team for the payroll countries who do outsourcing to clients.
- Follow up with Research and Development and Quality Assurance Teams
  - o System issues, enhancements, customization or new functionalities request from local team for the payroll countries.
  - o Follow up on technical issues (if Any)

**Others**

- Involvement in Quality Action for the regional payroll products
- Other duties as and when assigned.

**Requirements:**

- Degree in Information System/Payroll/HR or equivalent
- Applicants MUST possess at least 4 years of HRMS Products experience.
- Preferably Regional payroll experience in Implementation, Support and/or System Testing
- Extensive knowledge of Payroll Product Analysis, Solution, Testing, writing in Payroll Functional Specification 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](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 [my.hr@biposervice.com](mailto:my.hr@biposervice.com)