Regional Project Technical Consultants

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:

- Provide system and technical support to the Internal Team by leveraging in-depth product knowledge of BIPO HRMS.
- Act as liaison between Project and Technical Team on system enhancement/customization discussion.
- Gather requirements, create functional design specifications, and perform testing on the change request.
- Become the subject matter expert on all BIPO HRMS modules.
- Create and build Knowledge Base for BIPO HRMS System.
- Assist in system integration and SSO implementation.

Requirements:
- Relevant Diploma or Degree in Computer Science / Information Technology or equivalent with 3+ years hands-on experience implementing or managing projects.
- Good knowledge of Microsoft SQL and Microsoft Office Suite.
- Possess strong analytical, problem identification and problem-solving skills with a solution-focused mindset and desire to learn.
- Excellent communication skills and
- Detail-oriented.
- Good time management and prioritization skills.
- Experience in successfully implementing HRMS Products preferred; experience in HRIS Role, other HR Solutions, and/or understanding of HR business process may be considered.
- Occasional travelling may be required.

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**