

JOB DESCRIPTION

Role: HR Services Support
Reports to: Project Director
Location: China

Responsibilities

- Ensure completion of staff attendance, monthly performance, commission, social security and other data audits to ensure accurate and timely payment of wages
- Provide compensation and welfare advisory services, particularly corporate pay and benefits to clients
- Process and maintain clients' personnel OA and payroll system
- Meet the clients' needs in timely manner to achieve good levels of customer satisfaction
- Comply with work management requirements

Technical Skills and Competencies

- Practical experience in compensation and benefits, cost estimates, salary analysis and statistics
- Good understanding of design methods of the compensation and benefits management system and processes
- Familiar with salary and social welfare insurance management, national labour and personnel policies and regulations
- College or above with Business or Human Resources related major
- Possess good professional ethics and communication skills
- Strong in data analysis
- Good English communication skills
- Sound hands-on knowledge of Microsoft Office

Useful links

- Website: www.biposervice.com
- Facebook: <https://www.facebook.com/biposvc>
- LinkedIn: <https://www.linkedin.com/company/bipo-svc/>

Interested applicants, please e-mail your resume to: cn.recruitment@biposervice.com



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About BIPO

At BIPO, our passion for technology and innovation empowers businesses across the globe with increased efficiency and convenience.

Our enterprise-ready **HR Management System (HRMS)** platform automates HR processes, simplifies workflows, and delivers actionable insights to build the best Employee Experience. Complemented by our **payroll outsourcing solutions** and **global PEO services**, we support businesses to manage today's global workforce.

We are better connected to support your payroll and people solutions needs through a global network of 27+ offices, four R&D centers, and business partners across 100+ countries.

Our products & services

- HR Management System (HRMS)
- Global Payroll and HR outsourcing
- Professional Employer Organisation (PEO)