

JOB DESCRIPTION

Role: HRMS Project Implementation Consultant
Reports to: Project Director
Location: China

Responsibilities

- Responsible for the implementation of Human Resources Information System work. communicate with customers. understand customer needs and provide solutions
- Responsible for the preparation of project documents and development of the project plan, as well as to manage the progress of the project and changes
- Setup system configuration during project implementation
- Complete the final function test during the project implementation process to meet customers' requirements
- Provide system training for clients and provide required support
- Any other tasks assigned by manager

Technical Skills and Competencies

- Bachelor's Degree in Information Management/Project Management/Computer or HR
- Human Resources System implementation experience is preferred
- Proficient in English as English is used for communication with the R&D team
- Understanding on SQL
- Minimum two years' project management/coordination/implementation/technical support work experience is preferred
- Team player, strong communication and problem-solving ability
- Attention to detail, ability to work in a fast-paced environment

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)