

JOB DESCRIPTION

Role: Pre-sales / Implementation Consultant
Reports to: MD, Singapore & Indochina
Location: Singapore

Responsibilities

1. Products and Services Knowledge

Continuously and proactively learn and be familiar with BIPO's products, services and enhancements to ensure effective project implementation and client services

2. Project Management

- Ensure full understanding on the scope of services of each new project
- Assist in preparing the project schedule and communicate both internally to the relevant teams and externally to the customer
- Ensure the man days expended are in line with the project revenue and that the project is delivered on time and effectively

3. System Implementation

- Execute and improve the entire cycle of system implementation methodology
- Adhere to the provisioned man days for the project
- Ensure proper sign-off of the project and timely billing of the project milestones

4. Client Services

- Provide training to clients to ensure proficiency with BIPO platform
- Ensure proper handling of clients' data
- Deliver effective payroll processing and ensure timely statutory submissions

Technical Skills and Competencies

Requirements

- Strong passion in learning Information System Solutions
- Disciplined individual who works systematically and with close attention to details
- Bachelor's degree in IT studies or related field of study
- Prior work experience in IT industry an advantage

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: [**albert.liew@biposervice.com**](mailto:albert.liew@biposervice.com)



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)