

JOB DESCRIPTION

Role: Principal HR Consultant
Reports to: MD, Singapore & Indochina
Location: Singapore

Purpose

In collaboration with the Reporting Manager and the local Country / Operations Manager and resources, this role is to market and deliver professional HR business solutions and services to our targeted clients, to generate the targeted revenues and profit and to gain market shares.

Responsibilities

- Creatively crystallise scope of HR services and business models for strong value proposition to clients including but not limited to talent acquisition, training and HR consulting project, employee outsourcing services, expatriate management services, human capital management advisory, payroll computation, calculation of tax returns, social security insurance plan, etc
- Proactively market and sell the services and oversee implementation and deliverables
- Provide guidance and ensure client's HR policies and practices are fully compliant with local labour ordinance and other related rules and regulations
- Conduct HR related analysis, develop reports and present insights to clients where it is necessary
- Continuously build stronger relationships with clients
- Generate or exceed the targeted revenue and operating profitability of the HR services business
- Measure and monitor regularly the implementation of strategy, and making all the necessary adjustments to better achieve business objectives

Technical Skills and Competencies

- In-depth knowledge on HR principles, functions, methods, and best practices and sound HR generalist knowledge in a young, dynamic and fast-paced environment
- Hands-on Recruitment, Compensation & Benefits experience within MNC companies
- Familiar with local labour law and regulations
- Prior work experience with HR projects or in key HR advisory role
- Strong customer focus with business acumen, analytical and problem-solving skills, combined with structural approach
- Excellent communication, interpersonal and multi-stakeholders/clients management skills
- Minimum a Bachelor Degree holder in Human Resource or any relevant field
- Minimum 7 years relevant working experience as a HR Generalist or HR Consultant is required

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- Strong presentation skills both verbally and in written form
- Excellent handling of MS Office and associated IT tools
- Ability to work effectively in teams, diverse group, other cultures, and complex environments
- Fluency in English and command in other languages beneficial

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)