

JOB DESCRIPTION

Role: Regional Project Manager
Reports to: Project Director, Asia Pacific
Location: Singapore

Responsibilities

- Manages and implements multiple projects (small to medium and large projects) simultaneously.
- Able to manage, supervise and develop multiple project plans for all on-going projects.
- Able to complete the project implementation on time or as per project schedule. As well as within the budget.
- To conduct product implementation and users training (when assigned by superior).
- To supervise and manage the HRMS Project (From Pre Sales, Kick-off until Go Live).
- Working closely with respective Country Head to manage client needs and expectation and ensure project team members' expectations of the project are in alignment.
- Coaches and drives project team members to a shared vision of meeting clients' expectations whilst ensuring progress updates to the clients that are synchronised with team member's progress.
- Communicates continuously with all stakeholders (clients, team members as well as superior).
- Able to cope and manage team members, their deliveries, team reviews and individual development.

Technical Skills and Competencies

- Candidate must possess at least a Bachelor's Degree, Post Grad Diploma or any Professional Degree in Computer Science / Business Admin / Engineering (Computer / Telecommunication).
- Strong communication and leadership skills.
- Familiarise with HRMS products and HR industry or operations will be added advantages.
- Sensitivity to working across other cultures and respects and value diversity.

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: asean.hr@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)