

## **JOB DESCRIPTION**

**Role:** Regional QA Specialist  
**Reports to:** IT Director  
**Location:** Singapore

### **Responsibilities**

- Lead the Non-Payroll and Mobile QA team in Indonesia to ensure the quality of products comply with legal requirements and management objectives.
- Perform software testing related to the enhancement and/or development tasks to support project delivery, product support team.
- Participate in business analysis meetings with Product, PM, SD, Support team; use the information acquired to ensure that software developed by RND fulfil the requirement.
- Provide internal support ticketing system, ensure target response, bridge the issue to R&D team, and provide a satisfying solution.
- Work collaboratively with others to achieve goals.
- Other ad hoc duties as assigned.

### **Technical Skills and Competencies**

- Relevant degree in Computer Science / Information Technology or equivalent.
- Hands-on experience in Software Quality Assurance Testing with strong working knowledge of QA & testing processes and methodologies
- At least 2 years of experience in HRMS Products and SQL; understanding of HR business processes would be advantageous
- Strong analytical, problem identification and solving skills with solution-focused mindset
- Creative and patient, logical and objective, proactive approaches with the confidence to make decisions
- Excellent communication skill and detail-oriented
- Ability to work under pressure and meet deadlines.
- Business fluency in English is a must, fluency in Mandarin is a plus.
- Ability to travel when required.

### **Useful links**

- Website: [www.biposervice.com](http://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\*\*](mailto:asean.hr@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)