

## **JOB DESCRIPTION**

**Role:** Senior Regional Product Specialist, Non-payroll  
**Reports to:** Product Head  
**Location:** Singapore

### **Responsibilities**

- Regional non-payroll product's system support and solution provider
- To be independent & an expert in non-payroll HRMS related product
- Keep up with the market for HCM knowledge
- Analyse existing system, requirement, and provide system solution will there be any enhancement/customization/system issues bring up by the team
- Prepare the functional document and ensure a detail / sufficient content for Development Team
- Coordinate with Research and Development (RnD) team for any required discussion pertaining to system request
- Strictly follow the process and ensure the proper documentation is in place
- Ensure effective communication within the team as well as other department
- Take overall responsibility and actively follow up the tasks to ensure the deadline is met

### **Technical Skills and Competencies**

- Bachelor's degree holder in Human Resource or any relevant field
- Hands-on experience in HR modules and client management experience
- Experience in using HRIS, Workday or equivalent, or another HR outsourcing provider is a plus
- Business fluency in English language and one Asian language is preferred
- Willingness to travel to client's work location if required
- Able to work in a fast-paced environment

### **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)



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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)