BIPO
Make Life Easier.

JOB DESCRIPTION

Role: Project Consultant
Reports to: MD, North Asia
Location: Taiwan

The Role

BIPO is seeking a qualified individual to join its North Asia team as **Project Consultant, based in Taiwan.**

The ideal candidate is required to possess business and technology acumen to interact with senior personnel, both internally and externally to develop key relationships, and be seen as a project advisory leader. Ability to manage stakeholder needs and expectations is essential.

This is a hands-on position that involves overseeing and managing numerous small to large-scale projects simultaneously. This role requires significant attention to details as well as the ability to manage multiple tasks with geographically separated teams.

Responsibilities

- Assist in consulting activities to provide HRIS presales support to enterprise sales team
- Analyse customer requirements and prepare System platform demonstration environment, system configuration
- Engage in presales consulting activities including prepare proposals and carry out demonstrations, etc.
- Ensures that projects meet or exceed expectations by guiding all project activities to include, but not limited to, schedule, scope, UAT and quality control
- Partner with R&D team internally and with customer externally to design, test, and maintain any necessary integrations, as well as ensure existing interfaces continue to run smoothly and provide accurate results
- Provides proactive, strategic system consulting services representing HR-owned data to the customers
- Provides guidance to payroll team members in the areas of project lifecycle, operating procedures, processes and practices
- Acquires an expert knowledge of existing business and technical processes, and applies this knowledge to assigned tasks and projects
- Continually seeks opportunities to increase customer satisfaction and deepen client relationships
- Responsible for project implementation and support service

Relevant Experience and Qualifications

- Bachelor's degree in related fields (Business / Engineering / Technology / HRM)
- Minimum 3 years of project management experience, managing HRIS projects for full lifecycle – from initiation to implementation and close

- Prior experience implementing HR systems such as Talent Management, Applicant Tracking, LMS, and HCM is a plus
- Must have strong customer service focus and excellent communication skills, including facilitation and presentations
- Good command of both written and spoken English and Chinese
- Proven ability to communicate, both orally and in writing, in a clear and concise manner
- Sound numeracy skills, attention to detail and accuracy
- Personal and people management abilities including team building and conflict resolution
- Proven ability to meet deadlines and identify and deal with problems
- Mature, able to work independently, resourceful and self-driven with a strong sense of commitment
- Strong organizational and inter-personal skills
- Basic knowledge of Database, MS SQL, Quality Management, Change Management and office software

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: **winny.chiang@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)