

## **JOB DESCRIPTION**

**Role:** Sales Executive, Lead or Manager  
**Reports to:** Country Manager, Vietnam  
**Location:** Vietnam

### **Responsibilities**

- Manages the operational aspects of payroll processing and associated activities, including salary disbursement, overpayment recovery, leave management and reporting are accurate and delivered within appropriate timeframes and comply with relevant legislation
- Directs the payroll function from start to finish including payroll entry, systems design, and the establishment and review of payroll policies and controls to ensure accurate, timely, and efficient payroll operation
- Work closely with Project and R&D teams to design and improve HRIS performance
- Provide human capital management advisory services to the clients
- Assure the quality of HR project is conformed with each client's requirements
- Be a professional consultant and lead the team to handle all employment and training visa applications and extensions processes for our clients
- Liaise with clients to formulate HR strategic and practical plans to address human resource matters including but not limited too
- Provide guidance and ensure clients' HR policies and practices are fully complied with local labor ordinance and other related rules and regulation
- Conduct HR related analysis, develop reports and present insights to clients where necessary
- Key account manager for client communication, quotation preparation and client visits
- Attend meetings as necessary and assisting with HR projects

### **Technical Skills and Competencies**

- Bachelor's degree holder in Human Resource or any relevant field
- Hands-on experience in Payroll, Compensation & Benefits, and client management
- Experience in using HRIS, Workday or other HRMS / HRIS platforms ideal
- Business fluency in English language and one Asian language is preferred
- Willingness to travel to client's work location if required
- Sound business acumen, able to work in a fast-paced environment
- Adaptable, self-motivated, collaborative and strong sense of responsibility

### **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)