

JOB DESCRIPTION

Role: Business Development Manager
Reports to: Pre-sales Director, Enterprise Solutions
Location: Singapore

The **Business Development Manager** will identify prospective clients and promote BIPO's products and services to prospective clients.

Responsibilities

- Continuously and proactively learn and be familiar with BIPO's existing and new products, services, and enhancements to ensure effective presentations to our clients
- Seek and identify prospective clients and promote BIPO's products and services to the prospective clients
- Propose comprehensive solutions and ensure diligent follow-ups
- Work closely with the Products and Services team for any customised solutions
- Contribute the best efforts to support any marketing activities and promotional campaigns to generate sales leads and/or publicity for the BIPO's products and services
- Continuously maintain and improve relationships with BIPO's existing partners and clients to ensure satisfaction as well as to derive additional revenues

Technical Skills and Competencies

- Passion for finding solutions and promoting to clients
- Disciplined individual with a positive attitude and pleasant disposition
- Bachelor's Degree in business, HR, Sales, and/or IT
- Prior working experience in the IT industry or in-house HR background is an advantage

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**](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 30+ offices, four R&D centres, and business partners across 100+ countries.

Our products & services

- HR Management System (HRMS)
- Global Payroll and HR outsourcing
- Professional Employer Organisation (PEO)