

JOB DESCRIPTION

Role: (Regional) Associate Project Consultant
Reports to: Project Director
Location: Malaysia

Responsibilities

- Manages and implements multiple projects simultaneously.
- Ensures that projects meet or exceed expectations by guiding all project activities to include, but not limited to, scheduling, scoping, configuring, testing, training, conducting user acceptance test and maintaining quality control.
- Analyses customer requirements, proposes system design, and prepares system demonstration environment and configuration.
- Partners with R&D team internally and with customer externally to design, test, and maintain any necessary integrations, as well as to ensure existing interfaces continue to run smoothly and provide accurate results.
- Provides proactive, strategic system consulting representing HR-owned data to the customers.
- Provides guidance to payroll team members in the areas of project lifecycle, operating procedures, processes, and practices.
- Provides expert knowledge and best practices of existing business and technical processes; applies this knowledge to assigned tasks and projects.
- Assists in HRIS presales support, including design proposals and system demonstrations.
- Continually seeks opportunities to increase customer satisfaction and deepen client relationships.

Technical Skills and Competencies

- At least degree in Computer Science / Information Technology or equivalent with 3+ years hands-on experience implementing or managing project.
- Good knowledge of Microsoft SQL and Microsoft Office.
- Experience in successfully implementing HRMS Products preferred; experience in HRIS Role, other HR Solutions, and/or understanding of HR business process may be considered.
- Strong analytical, problem identification and solving skills with solution focused mindset.
- Excellent communication skill and detail oriented.
- Ability to work under pressure and meet deadlines.
- Fluent in English, Mandarin is a plus.
- Ability to travel when required.

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

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 centers, and business partners across 100+ countries.

Our products & services

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