

JOB DESCRIPTION

Role: Senior Product Analyst - Regional Payroll
Reports to: Deputy Product Director – Regional Payroll
Location: Indonesia

Responsibilities

The job holder has to ensure the payroll products is align and according to the employment and statutory regulations for the payroll countries. He/she must equip himself/herself for the payroll products knowledge and capable to perform his/her job independently. He/she may comprehend the feedback from each local team of the payroll countries, analyse and provide system solution diligently. He/she able to coach/guide other junior team members who needs help/guidance.

- Regional payroll product's system support and solution provider
- Analyze and test the functionality of the payroll product reported by the local team for the specific country and determine will there be a System gap and inform the party will there any change request require to the System
- Analyze and provide system solution will there any enhancement/customization/system issues brought up by the local team for the specific country
- Test on the new payroll's application for the actual request against the end products
- Understand the employment and statutory regulations for each payroll country and align with the System
- Request for change will there any discrepancy found from the Payroll System against the regulations for the payroll country
- Take overall responsibility and meet the deadline
- Coach/guide other junior team members who needs help/guidance
- Ensure the key performance indicators set are met
- Provide additional support as and when require

Technical Skills and Competencies

- Degree in Information System/Payroll/HR or equivalent
- Applicants MUST possess at least 8 years of HRMS Products experience
- Preferably Regional payroll experience in Implementation, Support or System Testing
- Extensive knowledge of Payroll Product Analysis, Solution and/or Testing and SQL
- Demonstrates proactiveness, initiative and personal accountability to meet work demands
- Able to work independently in a fast-paced environment

Useful links

- Website: www.biposervice.com
- Facebook: <https://www.facebook.com/biposvc>
- LinkedIn: <https://www.linkedin.com/company/bipo-svc/>

Interested applicants, please e-mail your resume to: asean.hr@biposervice.com



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Established in 2010, and headquartered in Singapore, 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 Outsourcing
- Employer of Record (EOR)