

JOB DESCRIPTION

Role : Regional Project Managers/ Consultants

Reports to : Senior Manager, Regional Project

Location : Malaysia

Responsibilities

- Manage and implement multiple projects (small to medium and large projects) simultaneously.
- Manage, supervise, and develop multiple project plans for all on-going projects.
- Complete the project implementation on time or as per project schedule and within the budget.
- Conduct product implementation and users' training (when assigned by supervisors).
- Supervise and manage the HRMS Project (From Pre Sales, Kick Off until Go Live).
- Work closely with respective Country Heads to manage clients' needs and expectations and ensure project team members' expectations of the project are aligned.
- Coach and drive project team members to a shared vision of meeting clients' expectations whilst ensuring progress updates to the clients that are synchronised with team members' progress.
- Communicate continuously with all stakeholders (clients, team members as well as supervisors).
- Manage team members, their deliveries, team reviews, and individual development.

Requirements

- Candidate must possess at least a Bachelor's Degree, Post Grad Diploma or any Professional Degree in Computer Science / Business Admin / Engineering (Computer / Telecommunication).
- Strong communication and leadership skills.
- Familiar with HRMS products and HR industry or operations will be an added advantage.
- Sensitivity to working across other cultures, respects and values diversity.
- Occasional travelling may be required.

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: maecheryl.chong@biposervice.com



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Our enterprise-ready **HR Management System** automates HR processes, simplifies workflows, and delivers actionable insights to build the best employee experience. Complemented by our **global payroll outsourcing** and **Employer of Record (EOR) services**, we support businesses to manage today's global workforce.

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)