

JOB DESCRIPTION

Role : Regional Project Technical Consultants

Reports to : Senior Manager, Regional Project

Location : Malaysia

Responsibilities

- Provide system and technical support to the Internal Team by leveraging in-depth product knowledge of BIPO HRMS.
- Act as liaison between Project and Technical Team on system enhancement/customization discussion.
- Gather requirements, create functional design specifications, and perform testing on the change request.
- Become the subject matter expert on all BIPO HRMS modules.
- Create and build Knowledge Base for BIPO HRMS System.
- Assist in system integration and SSO implementation.

Requirements

- Relevant Diploma or Degree in Computer Science / Information Technology or equivalent with 3+ years hands-on experience implementing or managing projects.
- Good knowledge of Microsoft SQL and Microsoft Office Suite.
- Possess strong analytical, problem identification and problem-solving skills with a solution-focused mindset and desire to learn.
- Excellent communication skills and
- Detail-oriented.
- Good time management and prioritization skills.
- Experience in successfully implementing HRMS Products preferred; experience in HRIS Role, other HR Solutions, and/or understanding of HR business process may be considered.
- 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



Make Life Easier.

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** 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)