



Make Life Easier.

## **JOB DESCRIPTION**

**Role:** Application Training Consultant  
**Reports to:** Project Director  
**Location:** Singapore

### **Role Expectations**

We are looking for a driven professional who is able build strong connections with current employees and clients at all levels.

Using performance consulting skills and best practices in learning and development, this is a key role to advise leaders and support peers in identifying learning needs and determining appropriate education and talent development solutions.

Overall, this position requires significant attention to detail as well as the ability to manage multiple tasks with geographically separated teams.

### **Responsibilities**

- Continuously and proactively learn and be familiar with the BIPO's products and services updates to ensure effective product training and sharing to internal team members.
- Work closely with Marketing team to update the marketing materials.
- Responsible for creating, facilitating, monitoring, evaluating and documenting BIPO services and solutions, and maintain up-to-date online product knowledge base.
- Responsible to collaborate with subject matter experts and stakeholders using independent judgment, problem solving, and analytical skills in identifying and assessing learning needs.
- Design, prepare logistical needs, deliver educational programs suitable learning programs for targeted audience; involved in adult learning, instructional design, and group facilitation.
- Conduct face-to-face or web training sessions.
- Ensure proper training to client to ensure proficiency with BIPO platform; ensure proper handling client's data.

### **Technical Skills and Competencies**

- Relevant diploma or degree in Computer Science / IT / HR or equivalent
- Experience in successfully implementing HRMS Products; experience in HRIS Role, other HR Solution, and/or understanding of HR business process may be considered.
- A customer-centric, intellectually curious, bright, energetic person with the ability to drive the successful delivery of HRMS.
- Possess strong analytical, problem identification and problem-solving skills
- Good time management, stakeholder management, and prioritization skill.



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### **Useful links**

- Website: [www.biposervice.com](http://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** 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)