

JOB DESCRIPTION

Role: Global Payroll Implementation Manager / Project Manager
Reports to: Global Client Relationship Director
Location: Various locations – Singapore, Malaysia

Responsibilities

- Track and monitor project to ensure it is under control during implementation phase.
- Strong organization skills including the ability to establish priorities, develop work plans, assess progress towards goals, and pay attention to detailed data and information.
- Articulate and present status to both BIPO's management and customers stakeholders.
- Proficient in utilizing project documentation and tracker as project documentation to clients.
- Demonstrate ability to assess and perform risk assessment and propose solution.
- Demonstrate ability to assess situations, determine importance, urgency, of risks; make timely decisions in the best interest of the client and BIPO.
- Demonstrate the ability to manage escalation process when situation arises.
- Experience in communicating with client's stakeholders on global and country level.
- Knowledge on multiple countries' payroll requirements will be an advantage.
- Liaise well with internal BIPO's team in delivering project local scope to client.

Technical Skills and Competencies

- Language: fluent in both English and Chinese
- At least 4 years' experience in managing HR & Payroll outsourcing projects.
- At least Bachelor's Degree in the HR or Business Management.
- Independent and detail-oriented, able to work in fast-paced environment.
- Excellent interpersonal skills with ability to build authentic business relationship.
- Willingness to travel for client visit if 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: 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.



Make Life Easier.

Our products & services

- HR Management System (HRMS)
- Global Payroll Outsourcing
- Employer of Record (EOR)