

JOB DESCRIPTION

Role: Project Consultant
Reports to: Senior Project Manager/Project Director
Location: Singapore

Responsibilities

- Manage, implement multiple projects (small to medium and large projects) simultaneously.
- Ensure projects meet or exceed expectations by guiding all project activities to include, but not limited to, scheduling, scoping, configuring, testing, training, conducting user acceptance test and maintaining quality control.
- Analyse customer requirements, proposes system design, and prepares system demonstration environment and configuration.
- Partner R&D team internally and with customer externally to design, test, and maintain any necessary integrations, as well as to ensure existing interfaces continue to run smoothly and provide accurate results.
- Provide proactive, strategic system consulting services representing HR-owned data.
- Provide knowledge and best practices on the system functionality.
- Provide guidance to payroll team members in the areas of project lifecycle, operating procedures, processes, and practices.
- Engage in presales consulting activities including preparing design proposals and conducting system demonstrations.
- Continually seeks opportunities to increase customer satisfaction and deepen client relationships.
- Mentor junior consultant on the system knowledge and processes.

Technical Skills and Competencies

- Diploma/Degree in Computer Science/IT or equivalent
- 3+ years hands-on experience implementing or managing project.
- Strong analytical, problem problem-solving skills, solution-focused mindset, desire to learn.
- Good knowledge of Microsoft SQL and Microsoft Office.
- 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.
- Good time management and prioritization skill.

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**](mailto:asean.hr@biposervice.com)



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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)