

## **JOB DESCRIPTION**

**Role:** Regional Payroll Product Specialist  
**Reports to:** Product Head  
**Location:** Singapore

### **Responsibilities**

#### **1. Product role**

- Regional payroll product's system support and solution provider
- Analyse and test the functionality of the payroll product report by the local team for the specific country and determine will there be a System gap and inform the party will there any change request require to the System
- Analyse and provide system solution will there any enhancement/customization/system issues bring up by the local team for the specific country
- Test on the new payroll's application for the actual request against the end products
- Understand employment, statutory regulations for each country and align with the System
- Identify and request changes in the event of discrepancies found from the Payroll System against the regulations for the payroll country
- Overall responsibility for projects assigned, and meet deadlines
- Ensure key performance indicators set are met
- Provide administrative support as and when require

#### **2. Project co-ordination and interaction with other departments**

Follow-up and co-ordinate with the relevant teams such as:

- Service Delivery Team on System support and technical issues which has impact to customers or local team for the payroll countries who do outsourcing to clients
- Project Management Team on UAT or Post implementation support for the payroll product
- Research and Development and Quality Assurance Teams on system issues, enhancements or customisation request from local team for the payroll countries
- Technical support and other issues

#### **3. Others**

- Involvement in Quality Action for the regional payroll products
- Other duties as and when assigned

## **Technical Skills and Competencies**

- Diploma on Information System/Payroll/HR or equivalent
- Minimum 2 years of HRMS Products experience
- Preferably Regional payroll experience in Support or System Testing
- Extensive knowledge of Payroll Product Analysis, Solution and/or Testing and SQL
- Demonstrates proactiveness, initiative and personal accountability to meet work demands.
- Able to work independently in a fast-paced environment.

## **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)