

JOB DESCRIPTION

Role: Senior Regional Systems Analyst
Reports to: IT Director
Location: Singapore

Responsibilities

- Regional system analysis and solution provider; be the SME in BIPO HRMS
- Technically and functionally analyse the existing system, design system workflow, provide system solution for any enhancement/customization/system issues brought up by the Team
- Prepare the technical specification document and ensure there is sufficient detail and content for Development Team; follow the SDLC process and ensure the proper documentation is in place
- Work with Research and Development (RnD) team for any required discussion pertaining to system design
- Validate changes by testing programs
- Ensure effective communication within the team as well as other department
- Take overall responsibility and actively follow up the tasks to ensure the deadline is met

Technical Skills and Competencies

- Bachelor's degree holder in Computing and/or Information System
- Very hands-on experience in HR modules and technical analysis / system design experience
- Business fluency in English language and one Asian language is preferred
- Ability to explain technical details
- A good problem-solving attitude
- Willingness to travel to client's work location if required
- Able to work in a fast-paced environment

Useful links

- Website: 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



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)