

## **JOB DESCRIPTION**

**Role:** Solutions Consultant  
**Reports to:** -  
**Location:** Singapore

### **Responsibilities**

- Master BIPO HRMS product suite (Personnel, Payroll, T&A, Leave, Claims, Compensation)
- Works with clients on business issues gathers requirements, defines a system solution design, and demonstrates solutions.
- Training and supporting sales in tender and RFQ process
- Consulting on solution design for implementation of project requirements.
- Ensures overall quality assurance for solution designs
- Regular exchange and arrive at the global alignment of solution design with other solution consultants in the regions
- Meeting with stakeholders to identify solutions and areas of improvement.
- Assist the integration team in helping to build integrations between BIPO and third-party platforms.
- Identify the requests, issues, risks, and constraints from the users' end and work out the possible evolutions and enhancements.

### **Technical Skills and Competencies**

- 4+ years of functional experience in HCM solutions.
- 4+ years of consulting experience.
- Bachelor's degree.

### **Other Qualifications**

- Passion for customer service.
- Excellent problem solving skills.
- Excellent verbal and written communication skills.
- Business analysis and requirements gathering abilities.
- Ability to learn technology quickly.
- Ability to travel up to 25% of the time.

### **Useful links**

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



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 (HRMS)** platform automates HR processes, simplifies workflows, and delivers actionable insights to build the best Employee Experience. Complemented by our **payroll outsourcing solutions** and **global PEO services**, we support businesses to manage today's global workforce.

We are better connected to support your payroll and people solutions needs through a global network of 27+ offices, four R&D centers, and business partners across 100+ countries.

## Our products & services

- HR Management System (HRMS)
- Global Payroll and HR outsourcing
- Professional Employer Organisation (PEO)