

## **JOB DESCRIPTION**

**Role:** Project Consultant  
**Reports to:** Managing Director  
**Location:** Brunei

### **Responsibilities**

- Manages and implements multiple projects (small to medium and large projects) simultaneously.
- Able to manage, supervise and develop multiple project plans for all on-going projects.
- Able to complete the project implementation on time or as per project schedule. As well as within the budget.
- To conduct product implementation and users training (when assigned by superior).
- To supervise and manage the HRMS Project (From Pre Sales, Kick off until Go Live).
- Working closely with respective Country Head in order to manage client needs and expectations and ensure project team members' expectations of the project are in alignment.
- Communicates continuously with all stakeholders (clients, team members as well as superior).
- Able to deliver projects on time, review for individual progress.

### **Requirements**

- Candidate must possess at least a Bachelor's Degree, Post Grad Diploma or any Professional Degree in Computer Science / Business Admin / Engineering (Computer / Telecommunication).
- At least 3-5 years of experience in HRMS project implementation.
- Strong communication and interpersonal skills.
- Great organizational and time-management skills
- Familiarise with HRMS products and HR industry or operations will be added advantage.
- Sensitivity to working across other cultures and respect and value diversity.

### **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)



## About BIPO

Established in 2010 and headquartered in Singapore, BIPO is a **global payroll and people solutions** provider.

Trusted by companies across **150+ global markets**, we offer a total workforce solution that includes our Human Capital Management (HCM) suite, Global Payroll Outsourcing (GPO) and Employer of Record (EOR) service.

At BIPO, we understand the power of technology in building the best-in-class solutions. That's why we leverage our award-winning HR Management System (HRMS), Athena BI, Global Payroll Outsourcing and Employer of Record technology platform to deliver customised services and scalable solutions that automate HR processes, simplify workflows, and generate actionable insights.

## Our products & services

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