

## Quality Assurance Engineer (Manual)

### Company Overview:

Established in 2010 and headquartered in Singapore, BIPO is a **global payroll and people solutions** provider. Our comprehensive **total HR solutions** include our Human Capital Management (HCM) suite, Global Payroll Outsourcing (GPO) and Employer of Record (EOR) service across 150+ global markets.

We are better connected to support companies' payroll and people solutions needs through a global network of 40+ offices, four R&D centres, and business partners across 100+ markets. To date, we have served 460,000+ headcounts and 3,300+ clients.

### Key Responsibilities:

- Understand and contribute to product specification.
- Passionate in manual testing.
- Contribute to approach, design, implementation of tests for product.
- Design and develop the test plan and test cases that conform to defined functionality specifications, design documents, and external application standards.
- Perform test specification, maintenance, execution, analysis, and code reviews for assigned features.
- Participates the risk analysis of product.
- Maintains defect tracking and test documentation.
- Review user manuals and support documentation of the product.
- Trouble-shoot code individually or in a group, provide written and verbal assessments of test results.
- Contribute to facilitate the quality assurance test approach.
- Work with the software manager/engineers for the software issue debugging when necessary.

### Requirements:

- Information Technology Degree in a recognized university, Major Information Technology or related field.
- Medium level, at least 2 years of working experience in the related field.
- Knowledge of QA tools including requirements, test, and defect management systems.
- Knowledge of test and risk analysis methodologies.
- Understanding of Human Resources related processes is advantageous.
- HRIS (Human Resource Information System) testing experience is preferred.
- Fluent English language skills and work experience in a multi-national environment are advantageous.

### 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)