

Application Training Intern

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:

- Continuously and proactively learn and be familiar with the BIPO's products and services updates to ensure effective product training and sharing to internal team members.
- Willing to learn and work closely with Product, Project, Support, Service Delivery and Business Development team to update on the latest system features, best practices, and other technical and soft skills knowledge.
- Proactively involve in creating, facilitating, monitoring, evaluating and documenting BIPO services and solutions manuals, and maintain up-to-date online product knowledge base.
- Able to communicate and collaborate with stakeholders and subject matter experts using independent judgment, problem solving, and analytical skills in identifying and assessing learning needs.
- Design, prepare logistical needs, assist in seniors to deliver educational programs, guidelines and suitable learning programs for targeted audience; assist in adult learning, instructional design, and group facilitation.
- Conduct face-to-face or web training sessions if required.
- Develop training resources and guides as well as to ensure proper training to client to ensure proficiency with BIPO platform; ensure proper handling client's data.

Requirements:

1. Final year students of Degree in Computer Science / Information Technology / Human Resource or equivalent preferred
2. CGPA 3.0 and above.
3. Ability to communicate in fluent Chinese (or any other Chinese dialect is added advantage) and English.
4. Motivated, proactive, and open to learn new things, fast learner and good at communication.
5. Essential Mindsets – Open minded, willing to learn and experience new things:
 - For Computer Science graduate - Do involving in HR / Training (product and system related), system testing and analysis and not insisting on doing software coding in future.
 - For HR/Business Administration graduate - Need to be open to learn/expose to more technical things, such as product feature testing and system analysis work.

6. Possible Challenges - Learning curve will be steep, and candidate should have the proactiveness to explore, curiosity to learn new things.
7. Future career path – the position offer opportunity to expose and work with different team within the organization allows further career development in learning and development role as well as advancement to different career pathway in project management, support and HR/Management positions with 1-2 years.

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 my.hr@biposervice.com