

# Payroll Consultant

## 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:

To deliver efficient, accurate payroll and administrative functions, and monthly invoices to all clients. And provides client support and answer client's queries as and when required.

## Part (A): Payroll Outsourcing

- Responsible for all clients' (assigned under the portfolio) end-to-end payroll processing functions, including the supervision of junior payroll personnel;
- To ensure all new clients are aware of payroll process flow and invoicing processes;
- Required to administer accurate and timely processing of payroll (including salary computations, statutory deductions, and contributions. for all the clients assigned under the portfolio);
- To execute in the administration of additional payroll-related functions including EPF; SOCSO/EIS; tax clearance, government benefits claiming, and disbursement of non-payroll payments;
- Consolidate and provide monthly or ad-hoc payroll reports for other information on clients' payroll and manpower costs.

## Part (B): Project Implementation

- Mainly involved in a project or product implementation for clients in MY starting from project kick-off meeting till project handing over (after UAT);
- Provide Human Resources Management System (HRMS) users training and briefing as and when required;
- Required to conduct project kick-off meeting, project review meeting (timely basis) to ensure projects are on the right track;
- Propose and promote best practices.

## Others:

- To assist and support other HR related initiatives and projects in BIPO Group;
- Supervise by checking and verified payroll for outsourcing clients;
- Provide guidance and direction to junior payroll staff (as senior role);

- Additional duties and responsibilities assigned by BIPO Management or Manager or Team Lead.

## **Requirements:**

- Candidate must possess at least Bachelor's Degree in Business Studies or Human Resource Management or other equivalent fields;
- Good communication skills in both written & verbal English. Mandarin is added advantage;
- Come with a customer-oriented mindset and must have good interpersonal skills;
- Candidate must be organized and details oriented;
- Ability to multi-task effectively with the ability to monitor the progress of multiple projects;
- Ability to quickly understand client's requirements, explore multiple approaches to address requirements, and suggest optimal solutions;
- 1-2 years of exposure in Payroll Role, will have added advantage.

## **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 [my.hr@biposervice.com](mailto:my.hr@biposervice.com)