

## Project Consultants

### 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:

- Manage, implement multiple projects (small to medium and large projects) simultaneously.
- Ensure projects meet or exceed expectations by guiding all project activities to include, but not limited to, scheduling, scoping, configuring, testing, training, conducting user acceptance test and maintaining quality control.
- Analyse customer requirements, proposes system design, and prepares system demonstration environment and configuration.
- Partner R&D team internally and with customer externally to design, test, and maintain any necessary integrations, as well as to ensure existing interfaces continue to run smoothly and provide accurate results.
- Provide proactive, strategic system consulting services representing HR-owned data.
- Provide knowledge and best practices on the system functionality.
- Provide guidance to payroll team members in the areas of project lifecycle, operating procedures, processes, and practices.
- Engage in presales consulting activities including preparing design proposals and conducting system demonstrations.
- Continually seeks opportunities to increase customer satisfaction and deepen client relationships. Mentor junior consultant on the system knowledge and processes.

### Requirements:

- Diploma/Degree in Computer Science/IT or equivalent
- 3+ years hands-on experience implementing or managing project.
- Strong analytical, problem problem-solving skills, solution-focused mindset, desire to learn.
- Good knowledge of Microsoft SQL and Microsoft Office.
- Experience in successfully implementing HRMS Products; experience in HRIS Role, other HR Solution, and/or understanding of HR business process may be considered.
- A customer-centric, intellectually curious, bright, energetic person with the ability to drive the successful delivery of HRMS.
- Good time management and prioritization skill.

## **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)