

Global Payroll Service Delivery 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 160+ 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 160+ markets. To date, we have served 560,000+ headcounts and 3,300+ clients.

Key Responsibilities

- Be responsible to operate Global Payroll, EOR, visa application end to end service delivery
- Manages the operational aspects of payroll processing and associated activities, including salary disbursement, overpayment recovery, leave management and reporting are accurate and delivered within appropriate timeframes and comply with relevant legislation
- Ensure the EOR as well as payroll function from start to finish including payroll entry, systems processing, and the establishment and review of HR & payroll policies and controls to ensure accurate, timely, and efficient operation
- Work closely with project team and regional team on new client onboarding and maintain the service excellence
- Attend meetings as necessary and assisting with HR projects

Relevant Experience and Qualifications

- Bachelor's degree holder in Human Resource or any relevant field
- At least 2 to 3 years relevant working experience as in HR Generalist or HR Consultant is required
- Hands-on experience in overseas Payroll, Compensation & Benefits and client management experience
- Experience in using SAP, Workday or related HR system is a plus
- Independent and detail-oriented, able to work in fast-paced environment.
- Business fluency in Chinese and English language is mandatory

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