

## IT Assistant Manager

### 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:

- Provide daily operational support on HRMS hosted in AWS, Aliyun or any other cloud provider
- Provide technical support to client pertaining to IT Cloud Infrastructure for HRMS
- Provide regular support to HRMS version upgrade based on client's time preference
- Provide local and regional end-user IT support, maintain purchase and support of IT inventory and IT office infrastructure
- Perform IT operational task such as user access review, disaster recovery and PC audit
- Maintain system availability, respond to security incidents and system availability issues
- Lead completion of assigned IT projects / task within timeline
- Adhere to IT policy and procedure

### Requirements:

- Minimally 3 years of experience in cloud environment or medium to large MNC
- Diploma or Bachelor's degree in information technology or equivalent field of study
- 2 years experiences supporting AWS or Aliyun platform
- 2 years experiences in supporting databases and scripting with SQL
- 2 years experiences in security operations
- Strong knowledge and hands-on experience in AWS Cloud computing and Azure Active Directory administration, candidates with AWS Solution Architect and Azure Administrator certifications are preferred
- Working knowledge sever & database backup and patch management
- Working knowledge in scripting with Python or Powershell
- Possess good interpersonal skills, ability to interact with all levels of staff
- Possess good problem-solving skillset, resourceful, well-organized, efficient and detail oriented
- Be contactable for after-office production support issues if needed
- Fluent in both written and oral English

## **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)