

Project 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.

Responsibilities

- Manage and implement multiple projects (small to medium and large projects) simultaneously.
- Manage, supervise, and develop multiple project plans for all on-going projects.
- Complete the project implementation on time or as per project schedule and within the budget.
- Conduct product implementation and users' training (when assigned by supervisors).
- Supervise and manage the HRMS Project (From Pre Sales, Kick Off until Go Live).
- Work closely with respective Country Heads to manage clients' needs and expectations and ensure project team members' expectations of the project are aligned.
- Coach and drive project team members to a shared vision of meeting clients' expectations whilst ensuring progress updates to the clients that are synchronised with team members' progress.
- Communicate continuously with all stakeholders (clients, team members as well as supervisors).
- Manage team members, their deliveries, team reviews, and individual development.

Requirements

- Candidate must possess at least a Bachelor's Degree, Post Grad Diploma or any Professional Degree in Computer Science / Business Admin/ Engineering (Computer / Telecommunication).
- Strong communication and leadership skills.
- Familiar with HRMS products and HR industry or operations will be an added advantage.

- Sensitivity to working across other cultures, respects and values diversity.
- Occasional travelling may be required.

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