

## Regional Associate 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.

### Key Responsibilities:

- Manages and implements multiple projects simultaneously.
- Ensures that 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.
- Analyses customer requirements, proposes system design, and prepares system demonstration environment and configuration.
- Partners with 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.
- Provides proactive, strategic system consulting representing HR-owned data to the customers.
- Provides guidance to payroll team members in the areas of project lifecycle, operating procedures, processes, and practices.
- Provides expert knowledge and best practices of existing business and technical processes; applies this knowledge to assigned tasks and projects.
- Assists in HRIS presales support, including design proposals and system demonstrations.
- Continually seeks opportunities to increase customer satisfaction and deepen client relationships.

## Requirements:

- At least degree in Computer Science / Information Technology or equivalent with 3+years hands-on experience implementing or managing project.
- Good knowledge of Microsoft SQL and Microsoft Office.
- Experience in successfully implementing HRMS Products preferred; experience in HRIS Role, other HR Solutions, and/or understanding of HR business process may be considered.
- Strong analytical, problem identification and solving skills with solution focused mindset.
- Excellent communication skill and detail oriented.
- Ability to work under pressure and meet deadlines.
- Fluent in English, Mandarin is a plus.
- Ability to travel when required.

## 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)