

Regional Project 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:

- Manages and implements multiple projects (small to medium and large projects) simultaneously.
- Able to manage, supervise and develop multiple project plans for all on-going projects.
- Able to complete the project implementation on time or as per project schedule. As well as within the budget.
- To conduct product implementation and users training (when assigned by superior).
- To supervise and manage the HRMS Project (From Pre Sales, Kick off until Go Live).
- Working closely with respective Country Head in order to manage client needs and expectation and ensure project team members' expectations of the project are in alignment.
- Coaches and drives project team members to a shared vision of meeting clients' expectations whilst ensuring progress updates to the clients that are synchronised with team member's progress.
- Communicates continuously with all stakeholders (clients, team members as well as superior).
- Able to cope and 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.
- Familiarise with HRMS products and HR industry or operations will be added advantages.
- Sensitivity to working across other cultures and respects and value diversity.



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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