

## Senior Product Analyst

### 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.

### Purpose

The job holder must ensure the payroll products are aligned and according to the employment and statutory regulations for the payroll countries. He/she must equip himself/herself with the payroll products knowledge and be capable to perform his/her job independently. He/she may comprehend the requirements and regulations provided by local/regional team of the payroll countries, analyze, and provide system solution diligently and able to write in Payroll Functional Specification. He/she is able to coach/guide other junior team members who need help/guidance.

### Requirements

- Degree in Information System/Payroll/HR or equivalent
- Applicants MUST possess at least 5 years of HRMS Products experience
- Preferably Regional payroll experience in Implementation, Support and/or System Testing
- Extensive knowledge of Payroll Product Analysis, Solution Design, Testing, writing in Payroll Functional Specification and Basic SQL
- Demonstrates proactiveness, initiative and personal accountability to meet work demands
- Able to work independently in a fast-paced and high demand environment

### Key Responsibilities

#### Product

- Regional payroll product's system solution provider
- Analyze and test the functionality of the payroll product reported by the local/regional team and inform the party will there any change request require to the System
- Business Process Analysis and provide system solution will there any enhancement/customization/new functionality request brought up by the local/regional team
- Understand the employment and statutory regulations for the payroll country(ies) and align with the System

- Request for change will there any discrepancy found from the Payroll System against the regulations for the payroll country(ies)
- Able to write Payroll Functional Specification and understandable by all parties (including Research and Development and Quality Assurance Teams)
- Take overall responsibility and meet the deadline and work demands
- Coach/guide other junior team members who needs help/guidance
- Ensure the key performance indicators set are met
- Offer to take additional responsibilities as and when require

### ***Interaction with Other Departments***

- Follow up with Project Management/Service Delivery/Support Team on Enhancement, Customization and/or New Functionality Request for the payroll products
- Follow up with Research and Development and Quality Assurance Teams on Enhancement, Customization and/or New Functionality payroll product related request from local/regional team (if applicable)

### ***Others***

- Involvement in Quality Action for the regional payroll products
- Other duties as and when assigned.

### **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)