Information Security Manager

Company Overview:

Established in 2010 and headquartered in Singapore, BIPO is a trusted provider of payroll and people solutions in **over 160 global markets.**

Our comprehensive HR offerings include **Human Capital Management solutions**, **Global Payroll Outsourcing**, and **Employer of Record services**, powered by our award-winning HR Management System and Athena BI (Business Intelligence) platform.

At BIPO, we deliver customised services and scalable tech-enabled solutions that automate processes, simplify workflows, and generate actionable insights.

Key Responsibilities:
- Lead compliance audit activities (SOC, ISO 27001) for BIPO Singapore, Hong Kong, and China
- Lead internal audit activities, IT security compliance projects/activities
- Lead staff information security awareness training, phishing campaigns
- Lead incident response to security and data breach incidents and cyber security incident response exercises
- Formulation, review, and update of information security-related company policies
- Support the business team in responding to customer's questionnaires and RFP, for IT security area.
- Manage security of IT systems, review of security logs, reporting IT systems security posture
- Lead IT security/compliance projects and operations, work with IT Infra Manager and IT infra team (e.g. annual penetration testing by external vendor)
- Formulating security checklists/guidelines for BIPO products and servers.
- Performs other duties as assigned related to information security/compliance.

Requirements

- Bachelor's degree in Information Technology or equivalent field of study
- Experienced in all or most of these: ISO 27001 implementation and/or maintenance, information security audit, security incident response, leading cyber security tabletop exercise, IT security policies, endpoint security, vulnerability scans/management, attack surface management, third-party risk management, SIEM, data loss prevention, managing security baselines for servers and endpoints, user security awareness training, penetration testing coordination with external vendor. Experience in cloud computing and Microsoft Azure AD/Office 365 security advantageous.
- Background in IT operations advantageous (e.g., server administration, network/system security, disaster recovery, system high availability, backup operations, system monitoring, storage administration, change management, patch management).
- Strong English writing skills, effective communication skills in business environment in Chinese and English.
- Good project management skills, problem-solving skills, and documentation skills.
- Responsible, resourceful, result oriented.
- Able to respond to critical security alerts and be contactable for urgent issues outside office hours.

- Professional certifications in information security/IT internal audit advantageous.

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 **asean.hr@biposervice.com.**