

(Senior) Regional Product Specialist (Non-Payroll)

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:

- Regional non-payroll product's system support and solution provider
- To be independent & an expert in non-payroll HRMS related product
- Keep up with the market for HCM knowledge
- Analyse existing system, requirement, and provide system solution will there any enhancement/customization/system issues bring up by the team
- Prepare the functional document and ensure a detail / sufficient content for Development Team
- Coordinate with Research and Development (RnD) team for any required discussion pertaining to system request
- Strictly follow the process and ensure the proper documentation is in place
- Ensure effective communication within the team as well as other department
- Take overall responsibility and actively follow up the tasks to ensure the deadline is met

Requirements:

- Bachelor's degree holder in Human Resource, Information Technology or any relevant field
- Hands-on experience in HR modules
- Minimum 2 years' experience in using HRIS, Workday or equivalent, or another HR outsourcing provider (HR System) / HR Core operations
- PM experience is preferable
- Functional and Basic Technical Analysis
- Business fluency in English language and one Asian language is preferred
- SQL knowledge
- Knowledge in API tools is advantages
- Able to work in a fast-paced environment

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**](mailto:asean.hr@biposervice.com).