HR Services Delivery Specialist, Dutch Market Based in Barcelona

Company Overview:

Established in 2010 and headquartered in Singapore, BIPO is a leading global payroll and HR solutions provider, supporting businesses across **170+ countries**.

We offer a comprehensive suite of HR solutions, powered by tech, driven by data. This includes our multi-country payroll outsourcing and Employer of Record (EOR) services that integrate with our award-winning, cloud-based HR Management System and Athena BI analytics tool. Together, these automate the HR process, ensure compliance, and help businesses make smarter decisions with workforce insights.

With over 50 offices worldwide across the Asia Pacific, North America, Latin America, Europe, the Middle East, and Africa, BIPO combines global compliance, local HR expertise, and scalable HR technology to manage every stage of the employee lifecycle — from onboarding to offboarding — across global and remote teams.

Role Description:

This is a **full-time** hybrid role for an **HR Services Delivery Specialist Netherlands**, **based in BIPO Barcelona**, with flexibility for remote work some days. The specialist will be **in charge** of managing the entire scope of HR and payroll service delivery for clients. This requires Dutch speaking capabilities as well as **mastering the Dutch labour legislation and payroll.**

This role is a unique opportunity for an HR professional who would like to embrace the full scope of employee's life cycle management with opportunities to expand further responsibilities.

Key Responsibilities:

- Own and handle the operational aspects of HR and Payroll Service Delivery for a portfolio of clients, in conjunction with clients, internal teams and Partners, ensuring timeliness, quality and compliance with local legislation.
- Help to identify opportunities for services & process enhancement as part of our continuous improvement initiatives.
- Attend meetings as necessary and assisting with HR projects
- Occasionally attend business events to support BIPO NDL

Requirements:

- Must have : Fluent in English and Dutch
- Must have : At least 2 years of **hands-on** experience directly managing the Administrative processes of employee lifecycle or Payroll for NDL.
- Must have : Sense of autonomy, proactivity and initiative
- Must have : Ability and willingness to adapt to various cultural environments, collaborative with a strong sense of ownership.

- Must have : Strong client focus
- Client management experience
- Experience in using HRIS, payroll systems or working with HR outsourcing provider
- Ability to work in a fast-paced environment with pressure on timeline and service excellence
- Eager to learn and grow
- Ability to handle high level of activity with short timeline while delivering high quality job
- Bachelor's degree holder in Human Resource or any relevant field

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 **europe.recruitment@biposervice.com**