

Regional HR Service Delivery Senior Consultant / Consultant – Japanese Speaking

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 award-winning, cloud-based HR Management System and Athena BI analytics tool that supports our multi-country payroll outsourcing and Employer of Record (EOR) services. 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.

Key Responsibilities:

- Manage the end-to-end operational aspects of payroll processing and associated activities including hands-on processing and managing vendor(s), ensuring accurate and timely salary disbursement, leave management, compliance with relevant legislation, and reporting.
- Manage the payroll function end-to-end, including payroll entry and managing vendor(s), and the establishment and review of payroll policies and controls to ensure timely and efficient payroll operations.
- Provide advisory services for human capital management to clients, who are mainly China based Companies expanding globally.
- Ensure quality and compliance in HR projects, meeting client-specific requirements and timelines, with a focus on Global Employer of Record (EOR) and Global Payroll Outsourcing services.
- Handle employment and training visa applications and extensions for clients, ensuring compliance with local regulations.
- Serve as the key account manager for client communications, building strong relationships with Chinese clients.
- Attend meetings and contribute to HR projects, supporting client objectives and maintain high standards of service delivery.

Requirements:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Proven experience in the HR/payroll outsourcing industry, with a strong understanding of Global Employer of Record (EOR) and Global Payroll Outsourcing (GPO).
- Hands-on experience with HRIS or HCM platforms.
- Strong client management skills with a proactive approach in addressing client needs.
- Ability to empathise with clients, with a focus on their business needs.

- Exceptional business acumen, adaptability, and self-motivation.
- Advanced Japanese language skills in both oral & written, with hands-on experience in Japanese payroll processing.

Ability to thrive in a fast-paced, dynamic environment.

- 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 [**emmy.jin@biposervice.com**](mailto:emmy.jin@biposervice.com).