

Project Trainee-Hong Kong

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:

- Providing training and technical support to clients on the use of our HR management system
- Assisting with the implementation and configuration of the HR management system for new clients
- Troubleshooting and resolving user issues related to the HR management system
- Documenting processes and procedures to support ongoing system maintenance and updates
- Liaising with internal teams and external clients to ensure a high level of customer satisfaction
- Staying up-to-date with the latest HR technology trends and developments

Requirements:

- Bachelor's degree holder. A degree in Human Resources, Information Technology, or a related field is preferred.
- Strong communication and interpersonal skills, with the ability to effectively train and support users
- Excellent problem-solving and analytical skills
- A keen interest in HR technology and a willingness to learn
- Proficiency in both English and Chinese (Cantonese and Mandarin)
- Good command of Japanese or Korean is a huge advantage

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 [**doris.guo@biposervice.com**](mailto:doris.guo@biposervice.com).