Pre-sales Solution 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:

- Participate as a trusted HRMS technical expert in pre-sales meetings.

- Evaluate clients' requirements, present & recommend possible solutions, while balance BIPO's capabilities & strategy.

- Participate in the creation of product demos, presentations, and training materials as directed.

- Work closely with internal business, technical and operational stakeholders to ensure that the client's needs are met (through monitoring, building new operational processes, collecting requirements for development, ensuring accurate configurations in internal systems, etc.).

- Help prepare documents and materials for clients (such as project timelines, RFIs, RFPs, system demos, workflow diagrams, and solution designs).

- Formulate system solutions in view of client requirements and operations requirements or analyze customer current state and match against end user requirements to create business case and solution offering.

- Work with Subject Matter Expert on technical infrastructure, software development and operation on overall design & co-ordination to develop POC and solution demonstration.

- Display strong HRMS technical acumen with an ability to confer with clients and handle their requests effectively.

- Provide feedback of market insights or clients expectation in terms of product features to Project and Product team for enhancement.

- Establish and maintain a professional relationship with the business and user communities for the current projects and future opportunities.

Requirements:

- University degree (or final year undergraduate) in Computer Science, IT, HR, Business, or related fields.

- Strong willingness to learn and develop expertise in HRMS and pre-sales solutions.

- Good communication and interpersonal skills, with basic proficiency in English and Mandarin preferred.

- Detail-oriented, energetic, and proactive problem-solver.

- Ability to pick up technical concepts quickly, with an interest in APIs and software integrations.

- Team player willing to collaborate and take feedback.

- Availability for on-the-job training with the project team for the first 3 months.

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.**