

## **Job Description**

**Job Title:** Payroll Consultant - GPO

**Location:** BIPO Service Vietnam, Floor 2th, 63A Nam Ky Khoi Nghia Street, Ben Thanh Ward,  
Ho Chi Minh City - Vietnam

### **Company Overview**

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

We deliver an 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. Powered by tech and driven by data, we help companies automate HR processes, ensure compliance, and provide workforce insights.

With 50+ offices worldwide, BIPO combines global compliance, local HR expertise, and scalable technology to manage the entire employee lifecycle for global and remote teams.

### **Key Responsibilities**

In collaboration with the Reporting Manager and the local Country / Service Delivery Manager and resources, this role is to market and deliver professional HR business solutions and services to our targeted clients, to generate the targeted revenues and profit and to gain market shares.

#### **Key Responsibilities**

- Manage end-to-end payroll processing for assigned clients
- Ensure payroll accuracy, statutory compliance, and on-time salary disbursement
- Handle statutory labor reports for assigned clients
- Prepare payroll reports, tax filings (monthly/quarterly/annually) and mandatory submissions
- Handle payroll queries and provide advisory support to clients
- Coordinate with internal teams (Sales, Finance) and external authorities when required
- Support audits and maintain proper payroll documentation
- Continuously identify opportunities to improve payroll processes and efficiency.

### **Requirements**

- In-depth knowledge of HR principles, functions, methods, and best practices and sound HR generalist knowledge that you've applied in a young, dynamic and fast-paced environment
- Hands - on C&B experience, prefer Outsourcing services
- Familiar with local labour law and regulations
- Very strong focus on your external customer
- Strong business acumen, analytical & problem-solving skills, combined with structural approach
- Excellent communication, interpersonal and multi-stakeholders/clients management skills
- Minimum a bachelor's degree holder in Human Resource or any relevant field

- Minimum 3 years relevant working experience as HR Generalist or HR Consultant is required
- Strong presentation skills both verbally and in written form
- Excellent handling of MS Office and associated IT tools
- Ability to work effectively in teams, diverse group, other cultures, and complex environments.
- Fluency in English, Chinese is a plus.

#### **Useful links**

- Website: [www.biposervice.com](http://www.biposervice.com)
- Facebook: <https://www.facebook.com/biposvc>
- LinkedIn: <https://www.linkedin.com/company/bipo-svc/>

To apply for this role, please contact [\*\*emilia.nguyen@biposervice.com\*\*](mailto:emilia.nguyen@biposervice.com).