

Job Description

Job Title: Regional HR Service Delivery Senior Consultant / Consultant (Japanese Speaking)

Location: Dalian

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

- 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.

Useful links

- Website: www.biposervice.com
- Facebook: www.facebook.com/biposvc
- LinkedIn: www.linkedin.com/company/bipo-svc/

To apply for this role, please contact emmy.jin@biposervice.com.