

Job Description

Job Title: HRMS Trainee

Location: Hong Kong

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

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

To apply for this role, please contact evelyn.sun@biposervice.com.