Job Description

Job Title: HRMS Project Consultant

人事管理システムコンサルタント (週一在宅・東京勤務）

Location: Japan, Tokyo

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

- Work closely with Country and overseas BIPO team ensuring excellent and compelling demos/presentations addressing prospects critical business issues, requirements and objectives.
- Work closely with Regional Project team, R&D & Product Management and associated teams to develop future product direction and strategy
- Providing valuable input from the field to ensure our existing HRIS platform in North Asia regions (Hong Kong, Japan, Taiwan and Korea) will be widely demanded by clients from various industries.
- Analyze customer requirements and prepare System platform demonstration environment, system configuration.
- Ensures that projects meet or exceed expectations by guiding all project activities to include, but not limited to, schedule, scope, UAT and quality control.

- 国内外の BIPO チームと密接に連携し、新規クライアントの要望に合わせたプレゼンテーションやソリューションの提案。
- R&D、プロダクトマネジメント、関連チームと密接に連携し、日本で使用するための主要な機能開発のサポート。
- クライアントの要望を分析し、システムプラットフォームのデモ環境、システム構成を準備する。
- スケジュール、スコープ、UAT、品質管理を含む全てのプロジェクトを管理する。
- 新規クライアントのシステムオンボードに向け、プロジェクトライフサイクル、業務手順、プロセス、実務の分野において、サービスデリバリーチームと連携、協働し、Go-Live までサポートする。

Requirements

- Bachelor's degree holder; perfectly in **Human Resources, Computer Science** or relevant discipline is preferred.
- Good command of **English is a MUST**.
- Good command of spoken and written **Japanese is a MUST**.
- Experience in **SQL or HR Management System** is a huge advantage.

- 大卒以上；人事や IT 関連は尚良い
- 人事（勤怠、休暇、給与システムなど）や ERP システムの導入経験者大歓迎
- バイリンガル（日本語・英語）
- PC スキル（Microsoft Word, Excel, PowerPoint)
- 中国語ができる方尚良い

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**.