

Job Description

Job Title: HR Payroll Associate/Specialist

Location: Malaysia

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

- Assist in processing monthly payroll for employees, part-timers and ensuring accuracy and timeliness.
- Support statutory filings including CPF contributions, IR8A, IR21, and other MOM/IRAS requirements.
- Maintain and update employee records in HRIS and payroll systems.
- Respond to employee queries related to payroll and benefits.
- Support HR functions such as HRIS Maintenance, Benefits administration, onboarding offboarding and documentation.
- Ability to work on Payroll & HR system supporting Clients business requirements.
- Support in Claims and Leave validation before approvals.

Requirements

- Diploma/Degree in Human Resources, Business, or related field (or equivalent experience).
- Strong attention to detail and numerical accuracy.
- Good communication and organizational skills.
- Proficiency in Microsoft Excel and basic HR systems is a plus.

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 careers.my@biposervice.com.