

## Job Description

**Job Title:** Payroll 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

- Perform full spectrum of SG payroll process to ensure accurate, timely and compliant delivery for clients.
- Ensure accuracy prior to processing of payroll, by conducting quality assurance within each payroll cycle.
- Work closely with stakeholders to create necessary interfaces and ensure accurate data flow.
- Review tax reports and returns, address discrepancies and process necessary amendments.
- Ensure accurate payroll tax return.
- Ensure client queries are handled promptly to ensure their proficiency with BIPO platform.
- Ensure proper handling of confidential client's data.
- Be the payroll process and product expert; continuously and pro-actively learn and be familiar with BIPO's products, services and updates.
- Keep oneself updated of the changes in statutory requirements and ensure that payroll is complied with the changes.
- Any ad-hoc duties as assigned.

### Requirements

- Bachelor's degree in Human Resources / Information Systems preferred.
- Minimum 1 year of experience in Payroll / HRIS / HR / HR Generalist role is preferred.
- Self-Motivated
- Passion for learning Information System Solutions.
- Disciplined individual who works systematically, attentive to details even in a dynamic and fast-paced environment.

- Work experience with payroll software will be an advantage.

## 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 [careers.my@biposervice.com](mailto:careers.my@biposervice.com).