

## Job Description

**Job Title:** Project Consultant

**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

- Manage and implement multiple projects (small to medium and large projects) simultaneously.
- Manage, supervise, and develop multiple project plans for all on-going projects.
- Complete the project implementation on time or as per project schedule and within the budget.
- Conduct product implementation and users' training (when assigned by supervisors).
- Supervise and manage the HRMS Project (From Pre Sales, Kick Off until Go Live).
- Work closely with respective Country Heads to manage clients' needs and expectations and ensure project team members' expectations of the project are aligned.
- Coach and drive project team members to a shared vision of meeting clients' expectations whilst ensuring progress updates to the clients that are synchronised with team members' progress.
- Communicate continuously with all stakeholders (clients, team members as well as supervisors).
- Manage team members, their deliveries, team reviews, and individual development.

### Requirements

- Candidate must possess at least a Bachelor's Degree, Post Grad Diploma or any Professional Degree in Computer Science / Business Admin / Engineering (Computer / Telecommunication).
- Strong communication and leadership skills.
- Familiar with HRMS products and HR industry or operations will be an added advantage.
- Sensitivity to working across other cultures, respects and values diversity.
- Occasional travelling may be required.

## **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).