

Job Description

Job Title: HR Service Delivery Consultant

Location: Taiwan

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 the end-to-end operations of payroll processing and related matters, including hands-on execution, vendor management, ensuring timely and accurate payroll disbursement, leave management, compliance with regulatory requirements, and relevant reporting.
- Take full responsibility for payroll functions, including payroll input, vendor management, and the formulation and review of payroll policies and controls to ensure timely and efficient payroll operations.
- Provide HR management-related consulting services to clients, primarily Chinese companies expanding overseas.
- Ensure the quality and compliance of HR projects, meeting client-specific requirements and timelines, with a focus on Global Employer of Record (EOR) and Global Payroll Outsourcing services.
- Handle employment and training visa applications and renewals for clients, ensuring compliance with local regulations.
- Serve as a key point of contact for client communication, building strong relationships with Chinese clients.
- Participate in meetings and support HR projects, assisting clients in achieving their goals while maintaining a high standard of service delivery.

Requirements

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Hands-on experience in the HR/Payroll outsourcing industry, with knowledge of Global Employer of Record (EOR) and Global Payroll Outsourcing (GPO).
- Proficiency in operating HRIS or HCM platforms.

- Excellent client management skills with a proactive approach to addressing client needs.
- Strong business acumen, adaptability, and self-motivation.
- Ability to work efficiently in a fast-paced, dynamic environment.

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 doris.guo@biposervice.com.