

Regional HR Service Delivery Senior Consultant/ Consultant

Company Overview:

Established in 2010 and headquartered in Singapore, BIPO is a trusted provider of payroll and people solutions in **over 160 global markets**.

Our comprehensive HR offerings include **Human Capital Management solutions, Global Payroll Outsourcing,** and **Employer of Record services,** powered by our award-winning HR Management System and Athena BI (Business Intelligence) platform.

At BIPO, we deliver customised services and scalable tech-enabled solutions that automate processes, simplify workflows, and generate actionable insights.

Key Responsibilities:

- Manage the end-to-end operational aspects of payroll processing and associated activities including hands-on processing and managing vendor(s), ensuring accurate and timely salary disbursement, leave management, compliance with relevant legislation, and reporting.
- Manage the payroll function end-to-end, including payroll entry and managing vendor(s), and the establishment and review of payroll policies and controls to ensure timely and efficient payroll operations.
- Provide advisory services for human capital management to clients, who are mainly China based Companies expanding globally.
- Ensure quality and compliance in HR projects, meeting client-specific requirements and timelines, with a focus on Global Employment On Record (EOR) and Global Payroll Outsourcing services.
- Handle employment and training visa applications and extensions for clients, ensuring compliance with local regulations.
- Serve as the key account manager for client communications, building strong relationships with Chinese clientele.
- Attend meetings and contribute to HR projects, supporting client objectives and maintain high standards of service delivery.

Requirements

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Proven experience in the HR/payroll outsourcing industry, with a strong understanding of Global Employment On Record (EOR) and Global Payroll Outsourcing (GPO).
- Hands-on experience with HRIS or HCM platforms.
- Strong client management skills with a proactive approach in addressing client needs.
- Exceptional business acumen, adaptability, and self-motivation.
- Ability to thrive in a fast-paced, dynamic environment

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 asean.hr@biposervice.com.